



FE Work Experience & Industry Placement Policy

Document title:	FE Work Experience & Industry Placement Policy
Audience:	All College Staff and Students
Version:	1
Approved by:	Senior Leadership Team
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Date of next review:	June 2024
Document Owner	Vice Principal Curriculum
Equality Impact Assessment	Yes
Student Friendly Version	No

Revision history

Version	Type (eg replacement, revision etc)	Date	History (reason for changes)
1.1	Review	25 th April 2022	2 Year Review – changes in SLT responsibilities Inclusion of Quality Monitoring statements Inclusion of EDI commitment statement
1.2	Revision	20 th April 2023	Changed to 1 Year Review, change of title (HE now sits in separate Policy)

Monitoring and review

This policy will be reviewed by the Senior Leadership Team every year.

Purpose of the Policy

This policy applies to all students undertaking a Programme of Study (FE) where there is a requirement to complete work experience or industry placement.

The College is committed to ensuring that:

- Students have access to a safe, secure, and appropriate placement.
- Students are supported by a process which is clearly defined and explains the procedures which must be followed in relation to work experience for students.
- Students are able to document their work experience journey on an appropriate College system
- The placement meets the requirements of the student, employer, and funding authorities.

The delivery of work experience will be supported by:

- Procedures which reflect this policy and are explicit in roles and responsibilities of staff and students
- Work Experience being embedded within the Curriculum strategy to provide a curriculum that meets the needs of learners, employers and the community
- Appropriate staffing and resources to provide an outstanding work experience or industrial placement
- High-quality advice and guidance for students undertaking work experience or industrial placement
- A robust quality assurance process which identifies strengths and areas for improvement

Monitoring and Review

- The positive impact of this policy will be monitored by the Vice Principal Curriculum.
- Targets associated with this policy will be monitored through the College's Performance Review cycle.
- An annual full evaluation of work experience placements will be completed by the Head of Department and made available for review by the Senior Leadership Team and Corporation
- In approving this policy, the College's SLT have confirmed that no students will be disadvantaged as a result of their protected characteristics and this policy supports the College's committed to Equality, Diversity and Inclusion.

Related documents

Work Experience Procedures
Curriculum Blueprint 23-24
Timetabling Policy 23-24
Data Protection (GDPR) Policy
Health & Safety Policy
DBS Policy