WORK EXPERIENCE GUIDANCE FOR SCHOOL STUDENTS ON PLACEMENT AT NORTH HERTFORDSHIRE COLLEGE

GOVERNANCE AND CONTROL

Scheduled review date	March 2028
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AUDIENCE

Applicable to Employees	Yes
Applicable to students?	No
Accessible to students?	No
Accessible to public?	Yes

PURPOSE

The purpose of this policy is to ensure a positive and safe work experience for school students during their time on placement at North Hertfordshire College/ Hart Learning and Development. It outlines the expectations, responsibilities, and safeguards in place to support their learning and development during the placement.

ELIGIBILITY

Age: Work experience placements are available to students in Secondary Education and above, for a period of 1 week.

Duration: Placement will typically last one week per student but may be longer with special permission from Director.

Consent: Students must have parental consent to participate which will be sought by their school.

Employers Liability Insurance: Details of this can be provided by the Estates team prior to the start of the placement. It will normally be requested by the school.

RESPONSIBILITIES

COLLEGE STAFF:

Coordinate placements within the department ensuring there is sufficient and engaging work for the placement student.

Offer meaningful tasks related to the student's field of interest.

Provide a safe and inclusive work environment, ensuring the students not lone-working on college campus and are not left to wonder around College campuses.

Assign a supervisor to guide and mentor the student throughout the placement

Provide guidance on professional conduct and expectations in the workplace.

Monitor student progress during the placement.

Work experience activities must be approved by the head / director to maintain NHC and Work experience student safety. Special consideration must be given to any placement student working alongside NHC students.

STUDENTS:

Attend punctually and adhere to the agreed schedule.

Follow workplace rules and guidelines for the specific department they are working in.

Ensure they are supervised at all times.

Seek guidance when needed.

SAFEGUARDS

RISK ASSESSMENT:

School to provide a risk assessment for the College for their student before the placement.

An NHC risk assessment for the placement would only need to be completed in extenuating circumstances such as health conditions of the student attending.

https://nhcollege.sharepoint.com/Estates/HealthandSafety/Risk%20Assessment/Forms/AllItems.aspx

HR must be informed of the placements as soon as it is confirmed.

Ensure the Head of Curriculum is aware that there is work placement student on campus, where they will be working and the duration.

SUPERVISION:

Ensure appropriate supervision at all times during work hours.

Regular check-ins with the student.

Work experience students should not work in a classroom on their own at any time.

HEALTH AND SAFETY:

Students must be issued with an ID badge at the start of their placement and return it at the end of their placement.

Students must comply with health and safety regulations.

Any concerns must be promptly reported to their supervisor.

EQUALITY AND DIVERSITY:

During the placement the college must promote an inclusive environment.

During the placement the college must address any discriminatory behaviour.

EVALUATION

At the end of the placement, students will receive feedback and have the opportunity to reflect on their experience.