

NOTTINGHAM COLLEGE



Work Experience Policy

September 2017

For review in September 2018

Purpose and Objectives

- Nottingham College is committed to every student having an outstanding experience during their studies and successfully progressing into further study or work
- The College recognises the need for all students to develop their Professional and Employment Skills, and to experience what work may be like for them in the future, in order to fully understand the workplace and develop & achieve their ambitions
- This policy applies to all 16-18 Programmes of Study (PoS) and aims to ensure that every student has consistent opportunity and high quality work experiences as part of their individual PoS

Aims and Expectations

- It is expected that every student on a PoS will experience work related activities to support their development and progression.
- The aim will be to place all students in meaningful work experience.
- For some programmes work experience will be a mandatory component of their core qualification.
- The College has defined these activities as follows:
 - **Experience of Work (EoW):**
 - EoW is aimed at Pre-Entry and Level 1 students that may not yet have the skills to enter the workplace or may not have decided which career path to take and want an insight into the more general working environment
 - EoW may include employer talks, careers week, visits to employers, taster days, jobs fairs and employer induction days
 - A minimum of **15 hours** is expected to be completed during the year
 - **Work Experience (WE):**
 - WE is aimed at Level 2 students who have some knowledge of the industry they would like to enter, and want to experience working conditions in a variety of contexts
 - WE will provide opportunities for students to 'prepare for work/employment' students will participate in careers week and where possible mock interviews and any other relevant work experience activities deemed appropriate by the Faculty teams
 - WE will comprise of 5 individual taster days across a variety of employers/roles or 1 week within a set employment setting
 - WE will support the development of the Nottingham College Professional and Employment Framework, and the achievement of the Passport to Progression and Work (P2PW)
 - A minimum of **30 hours external WE** is expected to be completed

- **Work Placement (WP):**
 - WP is aimed at Level 3 students and is job specific
 - It will comprise of at least **30 hours** in industry hours (more if required by qualification standards)
- Students will work with their Personal Success Coach (PSC) to set an aspirational target for EoW/WE/WP and to identify opportunities throughout the academic year
- Progress Tutors (PTs) will support students to set career aspirations and track their EoW/WE/WP progress and how this links to their goals, via the eILP
- Students will be supported by the Partnership, Apprenticeship & Enterprise Team prior to the EoW/WE/WP commencing to ensure the placement opportunity is appropriately matched to the student needs
- All students will participate in appropriate activities for their level and personal abilities
- Evidence of work experience hours completed are to be logged onto the EILP
- Evidence of skills developed
- All students will be overseen by Work Experience Officers (WEOs) while out of College in any EoW/WE/WP opportunity
- PTs and PSCs will work with students during group Progress Tutorials to ensure that their EoW/WE/WP is linked to the development of their Nottingham College Professional and Employment skills development
- Students will be offered careers guidance as part of the Progress Tutorial process
- Blended learning/distance learning activities may be provided to develop and upskill students in their understanding of the world of work

Responsibilities

- The Vice Principal Curriculum is responsible for this Policy and ensuring its objectives and assurance mechanisms are adhered to.
- The Vice Principal for Partnerships, Apprenticeships and Enterprise is responsible for ensuring work experience opportunities are available for students.
- The Director of Curriculum is responsible for reporting on progress towards targets and driving improvement
- The Director of Customer Experience is responsible for overseeing the Work Experience process
- Faculty Area Managers (FAMs) will:
 - ensure all students on a PoS are participating in appropriate work related activities by producing a scheduled plan to meet the Programme of Study requirements
 - work with the Apprenticeship, Partnership & Enterprise Team to ensure there are appropriate opportunities for their student groups and place each student accordingly

- ensure Progress Tutors and PEMs are signposting students to opportunities and that work related activities are taking place
- The Partnership, Apprenticeship & Enterprise (PAE) Team will:
 - The PAE Work Experience Team Leader will work with FAMs to source appropriate EoW/WE/WP opportunities for all students
 - ensure all work related activities are validated and appropriate for students to attend
- Work placement officers will:
 - identify placement opportunities and place students appropriately
 - carry out or ensure that all the necessary workplace risk assessments and any other health and safety requirement is in place
 - oversee every student whilst out of College and attending an EoW/WE/WP opportunity
 - regularly reporting on placement activity to the Faculty Management Team
- Progress Tutors will:
 - review work placement activities to ensure all students meet the Programme of Study requirements
 - set and review appropriate targets in line with the review week schedule
- Personal Employability Mentors will ensure students have had the opportunity to develop skills prior to attending work placement activities

Monitoring and Assurance Mechanisms

- The Senior Leadership Team will set KPI's in relation to E&M attendance, retention and achievement and monitor through Performance Reviews (PR) with the Head of PoS and each Faculty Management Team
- Heads of Faculty will be accountable and monitor the quality of work related activities. Ensuring they are fit for purpose, meaningful and that students are meeting the PoS requirements
- The Head of Programme of Study will conduct intermittent checks on the quality of various aspects of the work placement. This is likely to include sampling eLP's to ensure students have met the work placement criteria and the quality of target setting and action planning regarding work related activities is effective
- Progress Tutors will monitor work related activities via Progress Reviews and ensure students complete the mandatory hours specified
- Students will be invited to provide feedback on the experience through session evaluations, cross college surveys and student forums
- The provision will be evaluated through the existing course review and self-assessment processes
- The quality team will complete monitoring audits, providing feedback to HoF on compliance and identification of risk and best practice
- Findings of monitoring activities will be reported to the Student Achievement and Progression Committee (SAPC)