

Rochdale Sixth Form College

Career Placement Policy

Approval Body	SLT
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1 Introduction

Career placements provide young people with the opportunity to gain experience in a work environment and are an extremely valuable part of a young person's education. RSFC actively encourages students to access career placements. We see this as a valuable addition to skill development, curriculum vitae enhancement and an opportunity for our students to increase their knowledge of their chosen careers. The Employability Coordinator and Student Performance and Development Team will provide placement support and guidance.

2 Scope

A student career placement is defined, for the purposes of this guidance, as a period of unpaid vocational experience where:

- There is a transfer of direct supervision of a student to a third party regardless of the duration;
- The placement is integral to the individual student's study programme or required for their future progression; and
- The student is enrolled at RSFC during the period of the placement.

This guidance does not cover:

- One off observational/educational visits;
- Students undertaking placements at their current place of employment;
- Placements students have arranged independently i.e. without the support of RSFC staff/outside of the operational procedure identified in this guidance;

3 Identifying Students for Career Placements

Students will be identified for career placements based on the following factors, in order of priority:

1. Students enrolled to a BTEC course
2. Students who have identified a progression pathway that requires work experience as a pre-requisite for admission to the course/employment
3. Students who plan to progress directly to an apprenticeship/employment following completion of their studies at RSFC
4. All other students who request a placement but do not fall into any of the categories listed above

3.1 Students Enrolled to a BTEC Course

All students enrolled to a BTEC course will be required to complete a career placement as part of their programme of study. All students will complete a career placement before 31st October in year two of their studies. Students in year 13 who move to a BTEC course will complete the career placement before the completion of their studies at RSFC. A career placement will be sourced for all of these students based upon their future progression plans; this information should be contained in the students' Individual Learning Plan (ILP) on Cedar and will be discussed with them to ensure that the placement is both relevant and appropriate.

For placements that are in high demand students will be asked to complete an application form for the position (see appendix E?)

3.2 Students with an Intended Progression Pathway Requiring Work Experience

All students will complete the Individual Learning Plan (ILP) on Cedar to identify their intended progression plan following the completion of their studies at RSFC. From this, students who require a career placement will be identified and will discuss their plans with their Student Performance and Development Leader (SPDL) following the steps outlined below:

- The SPDL will identify if the student requires support with sourcing a placement
- If the student requires support, the SPDL will liaise with the Employability Coordinator to source a suitable placement
- When a suitable placement has been identified, the student will sign the career placement Agreement (Appendix D) and the placement will commence providing the process outlined in appendix A has been completed

3.3 Students Progressing to an Apprenticeship/Employment

Students who plan to progress directly to an apprenticeship/employment will discuss their work experience needs with their SPDL and identify the type of placement that will be beneficial for them. Once the type of placement has been discussed and agreed between the SPDL and student, the steps as outlined in 3.2 will be followed.

3.4 Other Students

Once career placements have been secured for all of the students identified in 3.1 – 3.3, career placements will be offered to other students not in the categories outlined above. Where a placement is offered, the process as detailed in appendix A will be followed.

4 Assessing Risks

The risks associated with student placements can be separated into two categories:

- Foreseeable injury or ill health arising out of the undertaking of the placement provider i.e. failure to provide appropriate safety equipment; and
- Foreseeable injury, ill health or loss to the placement student not arising out of the undertaking of the placement provider, but as a consequence of the placement i.e. negligent working practices on the part of, or in relation to, the student on placement.

In order to reasonably counter any such risk, RSFC will work in conjunction with placement providers to ensure appropriate risk assessment procedures are in place. RSFC will not undertake risk assessments of placement providers, rather request to see relevant documentation from agencies. RSFC believes (according to HSE guidelines), that the placement agencies are the specialists in their fields and will accordingly undertake appropriate risk assessments for work activities carried out. The process followed will differ according to the risk associated with each workplace. These are typically defined as:

4.1 High and Medium Level Risk Activities

High Level Risks:

- Work in a high risk environment such as construction, factory, chemical and production work, activity undertaken with the police or emergency services;
- At small or medium sized enterprises where risk control may be inadequate e.g. small wood workshops, small engineering workshops, garage or automotive paint spraying workshops;
- Social or public services areas e.g. hospitals, nursing and care homes, Local Authority Services;
- Where the work involves visits to private residences

Medium Level Risks:

- Organisations which have areas of high risk associated with their activity but placement students will not be expected to work in those areas e.g. production lines.

Assessment for both levels of risk would comprise of three stages:

- Verification by the placement agency of any detailed risk assessments undertaken, confirmation of date undertaken as documented on the Career Placement Registration Form;
- Workplace hazard checklist;
- Student feedback and assessment during and at the end of the placement.

4.2 Low Level Risk Activity

Low level risk activity placement would be office or similar based and may/may not involve controlled contact with either high-risk equipment or chemicals.

Assessment would comprise of two stages:

- Workplace hazard checklist;
- Student feedback and assessment during and at the end of placement.

5 Who should undertake risk assessments?

Assessment of high and medium level risk activities should be undertaken as per the normal protocol of the placement provider. RSFC will request copies of any pertinent risk assessments for the activities the student is due to undertake. The Employability Coordinator will check these risk assessments and discuss concerns (if any) with the placement provider. If any concerns arise, these will be noted within the placement provider's file at RSFC. Students will not be sent on placement until any concerns are resolved or the placement provider is deemed an inappropriate setting for a student to attend (in which case suitable alternative arrangements will be sought).

For low level risk activities the workplace hazard checklist should be used. The checklist covers the key aspects of a health and safety risk assessment and gives reasonable assurance that the environment being assessed is a safe one. This is to be completed by the placement provider and checked by the Employability Coordinator.

Risk assessments and/or Workplace hazard checklists will be signed and stored by the Employability Coordinator.

6 Emergency arrangements and student contact details

Prior to any placement being undertaken the Employability Coordinator will support the student to ensure that the information held in respect of the details below is accurate:

- Home address and telephone number for the student;
- Next of kin address and telephone number;
- Destination, duration and nature of placement; and
- Placement primary contact details.

These details will be securely stored by the Employability Coordinator and will be shared with the placement provider.

Students must complete the career placement agreement form. If there are any additional support needs identified, the Employability Coordinator will undertake an individual health risk assessment which will be shared with the placement agency. The placement agency must then make a decision regarding any additional support required and inform the Employability Coordinator. This discussion will be documented and stored in the placement agency file.

Any queries or concerns raised by students about their career placement should be dealt with by the Employability Coordinator.

If a staff member has any queries/concerns regarding this policy and/or the health and safety of a student undertaking a career placement, these should in the first instance be directed to the Employability Coordinator who will seek appropriate advice if necessary.

If a student raises any health and safety concerns regarding their career placement to their SPDL and/or other staff member, the staff member should seek advice from the Employability Coordinator immediately.

Any safeguarding concerns relating to career placements should be dealt with as per the RSFC Safeguarding Policy and Procedure.

7 Insurance

Placement students should be covered under the placement provider's Employer's Liability Insurance in the same manner as the provider would cover their own employees. In this regard, the student should be classed as an employee. RSFC's Public Liability Insurance would come into force if the:

- Placement provider is a company with less than 5 employees and is therefore exempt from the requirement to hold its own Employers Liability Insurance, where this is the case a full risk assessment will need to be undertaken by RSFC prior to any placements taking place; or
- A student on placement does damage to 3rd party property or persons in the course of their placement, and the 3rd party wishes to pursue RSFC for compensation, i.e. the student uses the wrong toner in a photocopier and causes damage.

Each placement provider will be requested to submit details of their employers and public liability insurance policies. This should be done on the placement agency registration form.

RSFC does not allow students to drive as part of their career placement.

8 RSFC Contact Details

If a placement agency has any queries or concerns regarding anything to do with the placement process or an individual student on placement, they should in the first instance contact the Employability Coordinator or the Assistant Principal responsible for Transition and Employability.

9 DBS procedure for students on placement

As career placements are not a regulated activity, DBS checks should not be required. Placement providers are welcome to discuss this with the RSFC Employability Coordinator.

10 Placement visits

Due to the short-term nature of career placements, RSFC will not normally visit placement providers except in the following circumstances:

- a) The placement provider requests a visit to discuss any problems/issues/concerns with either an individual student or the RSFC placement procedure;
- b) RSFC requests to visit the placement provider to discuss in further detail any of their registration information;
- c) The placement provider has less than 5 employees and is therefore exempt from the requirement to hold its own Employer's Liability Insurance, in which case RSFC will visit and undertake a full risk assessment.

Any site visits will be undertaken by either the Employability Coordinator, the Assistant Principal supporting career placement or the link member of staff responsible for the student.

Following a Career Placement, the student will be debriefed by the Employability Coordinator.

Appendix A – RSFC CAREER PLACEMENT EMPLOYER REGISTRATION PROCESS

All employers that have agreed to offer career placements for RSFC students are required to follow the registration process as detailed below. The Employability Coordinator will coordinate this process and ensure that all necessary documentation is completed and received before a student commences a career placement with an employer.

1. The Employability Coordinator will make contact with the employer to discuss the possibility of offering career placements.
2. Where the Employer agrees to offer career placements for RSFC students, the Employability Coordinator will arrange to visit the employer to further discuss the opportunity and agree on the specific details of placements.
3. The Employability Coordinator will send the career placement registration documentation (appendix C) to the employer for completion.
4. Once the completed documentation has been received and approved by the Employability Coordinator, the employer details will be added to the RSFC Employer Database and CONNECT.
5. The Employability Coordinator will contact the employer before, during and after a placement has been completed to ensure that all information is accurate and provide support as necessary.
6. An annual review will be completed with each employer to update information and relevant documentation.

Appendix B – CAREER PLACEMENT ‘MATCHING’ PROCESS

Students who have been identified to complete a career placement can be categorised into one of the areas as outlined in section 3 of this policy. Students will be identified for placements based upon these areas and their needs will be discussed with their SPDL, subject teacher (for BTEC students) and the Employability Coordinator. Once the student’s individual placement needs have been established, the following process must be followed:

1. The Employability Coordinator will match the student with a career placement based upon the individual student’s needs and the opportunities that the employer can provide.
2. The Employability Coordinator will contact the employer to agree on a date for the student to commence their placement.
3. The student will complete the Career Placement Agreement documentation (appendix D) to provide necessary personal information to be shared with the Employer.
4. The Employability Coordinator will complete the agreement with details of the employer and the placement to be completed and share this information with the student.
5. The Employability Coordinator will share the information detailed on the Career Placement Agreement with the employer, including any relevant information on

additional needs to ensure that the student can be effectively supported throughout the placement.

6. A confirmation email/letter will be sent to the student and their parent/carer to confirm the details of the placement and to remind the student of the requirements for their conduct throughout the placement.
7. The Employability Coordinator will meet with the student to ensure that they understand what is expected of them and what they can expect from the employer whilst on placement.
8. Whilst the student is on placement, the Employability Coordinator will contact the employer to ensure that the placement is progressing well; this will be logged on CONNECT.
9. Following the placement, the student will be debriefed by the Employability Coordinator. The student will complete a reflection booklet during the placement. The reflection booklet includes feedback on the quality of the placement which will be discussed with the student.
10. The Employability Coordinator will review the feedback from the student on the quality of the placement. Where any issues with the placement have been identified, these will be added to the CONNECT system and discussed with the employer to resolve. Where a resolution can be found, the employer will remain on the system for placements and where necessary a visit will be completed to ensure that the placement remains appropriate for students. It may be deemed necessary to remove an employer from the system if the Employability Coordinator cannot reach a resolution to an issue with the employer. Where this is the case, the reason for removing the employer will be clearly detailed.



Career placement registration

Placement provider:

Rochdale Sixth Form College, College Road, Rochdale, OL12 6HY
01706 769990 | www.rochdalesfc.ac.uk



ASSOCIATION
OF COLLEGES

National Support School
designated by
National College for
Teaching & Leadership



Name of agency:	
Address:	
Contact name:	
Telephone:	
Email:	
Contact name 2:	
Telephone:	
Email:	
Overview of business: Type of work; opportunities for student to undertake whilst on placement	
Placement type agreed: e.g. Weds afternoon/1 week block/2 week block	
Health & Safety Policy:	Please tick to confirm you have a written Health & Safety Policy if you employ more than 5 people Yes <input type="radio"/> N/A <input type="radio"/> Please attach a copy of your policy for our records

Workplace hazard checklist

Checklist	Tick	Comments (if applicable)
Lighting , heating and ventilation arrangements are compliant with workplace regulations	<input type="radio"/>	
Toilet facilities and hand wash areas are regularly cleaned	<input type="radio"/>	
Gangways and stairways are kept clear from obstruction	<input type="radio"/>	
Outside areas are cleaned and maintained	<input type="radio"/>	
There is an up-to-date fire risk assessment	<input type="radio"/>	
There is a fire emergency evacuation procedure	<input type="radio"/>	
Appropriate fire safety equipment is located at the premises	<input type="radio"/>	
There is a qualified first aider in post	<input type="radio"/>	
There is an incident/accident reporting procedure in place	<input type="radio"/>	
Students will be supervised on placement	<input type="radio"/>	
Students will be informed of any areas/equipment that are out of bounds	<input type="radio"/>	
Students will receive a health and safety induction upon commencement of the placement	<input type="radio"/>	
There is a written health and safety policy (copy provided with registration form)	<input type="radio"/>	
All risk assessments take into account the specific factors for young people (copies provided with registration form)	<input type="radio"/>	
Personal protective equipment will be provided (if applicable)	<input type="radio"/>	
Public liability insurance held (details provided on the registration form)	<input type="radio"/>	
Employers' liability insurance held (details provided on registration form)	<input type="radio"/>	

<p>Employers' liability insurance:</p>	<p>Either complete the below information or provide a copy of the schedule</p> <p>Policy number:</p> <p>Insurer:</p> <p>Date of expiry:</p>
<p>Public liability insurance:</p>	<p>Either complete the below information or provide a copy of the schedule</p> <p>Policy number:</p> <p>Insurer:</p> <p>Date of expiry:</p>
<p>Risk assessments:</p>	<p>Please tick to confirm you have undertaken the relevant risk assessments required for young people in the workplace</p> <p>Yes <input type="radio"/></p> <p>No <input type="radio"/></p> <p>Please attach a copy of any risk assessments relevant to accepting a young person on work placement.</p>
<p>Student induction:</p>	<p>Please tick to confirm you will undertake a student induction prior to the placement commencing.</p> <p>(An induction is to outline your policies and procedures and will assist the student in settling in prior to beginning the placement)</p> <p>Yes <input type="radio"/></p> <p>No <input type="radio"/></p>

Signed:

Date:

If you have any questions regarding this form, please contact Jemma Biddulph (Employability Coordinator) on:

Direct tel: 01706 769990

Email: J.Biddulph@rochdalesfc.ac.uk

Thank you



Career placement agreement (Student)

Name of student:

Placement provider:

Rochdale Sixth Form College, College Road, Rochdale, OL12 6HY
01706 769990 | www.rochdalesfc.ac.uk

Name of student:	
Address:	
Home telephone:	
Mobile telephone:	
Email:	
Emergency contact RSFC: In case of emergency, please contact RSFC immediately. Out of college hours, please use the emergency contact details below.	
Emergency contact 1:	Name: Address: Mobile:
Emergency contact 2:	Name: Address: Mobile:
Additional support:	
Induction:	Has an induction been completed with the career placement provider? Yes <input type="radio"/> Please state the date: No <input type="radio"/> Please state when this will take place:

Placement details

Placement length		
Placement start date:	Placement end date:	No. of weeks:

Placement hours	
Agreed start time:	Agreed end time:

RSFC contact details

<p>RSFC contact: This is the member of staff who is responsible for you when on placement</p>	<p>Name:</p> <p>Tel:</p> <p>Email:</p>
<p>Person to contact in their absence: This is another member of staff who is aware of your placement</p>	<p>Name:</p> <p>Tel:</p> <p>Email:</p>

Learning aim	Description	Signed (student)	Signed (staff)

CAREER PLACEMENT APPLICATION FORM

Rochdale
sixth form
college

Organisation name (if known):

Vacancy title:

1. PERSONAL DETAILS

First name: Surname:

Address:

Postcode:

Telephone No:

E-mail address:

2. EDUCATION

School (11+)	Qualification	Grade	Date obtained

College	Qualification	Predicted grade	Date obtained

