

WOOLSTON 6TH FORM COLLEGE



WORK EXPERIENCE & PRE-SUPPORTED INTERNSHIP GUIDANCE

Head Teachers: Miss Lucinda Duffy & Mrs Joanne Mullineux

Woolston 6th Form College
Woolston Learning Village
Holes Lane
Warrington
WA1 4LS

Tel: 01925 811447

Date: September 2024
Review Date: September 2027

THE IMPORTANCE OF WORK EXPERIENCE

The Department for Education (DfE) definition of work experience is: 'A placement on employer's premises in which a student carries out a particular task or duty, or range of tasks or duties, more or less as would an employee, but with an emphasis on the learning aspects of the experience.' Work experience gives young people the opportunity for involvement in a workplace, helping them to understand how the world of work operates and how it differs to school. It also gives businesses the opportunity to raise their profile in the local area and to be involved in developing the workforce of the future.

THE BENEFITS OF WORK EXPERIENCE

When done well, work experience brings tangible benefits for young people, employers, schools and society. It can increase young people's confidence and promote social mobility by challenging stereotypes in relation to their career aspirations. Work experience helps to develop employability skills.

Work experience can also bring the curriculum to life by showing how subjects can be applied and valued in the workplace. It can provide access to rich and varied learning environments and encourage students to become active, rather than passive learners, developing a wide range of skills through hands-on activities. Work experience can particularly enhance the delivery of vocational subjects, and this is something which many schools include for their post-16 students, providing them with regular work experience placements to practise and develop vocational subject knowledge in real life settings.

Work Experience will help students to:

- Gain greater understanding of the requirements of the world or work.
- Identify their strengths and areas for development in regards to work skills and aspirations.
- Establish links to their career interests and employment in general.
- Recognise the health and safety implications of the workplace.
- Evaluate their own contribution to the experience.
- Provide a work related context to support and enhance the curriculum and Key Skills.
- Gain valuable evidence for their accredited work.

PRINCIPLES

- The College leads and careers lead are the work experience co-ordinators who are fully responsible for all aspects of work experience.
- The workplace should be chosen in collaboration with the student, based on general rather than specific interests.
- The work experience should be structured by the student with consideration of their specific needs and the employers needs to maximise the benefit.

- There should be opportunities for the student to extend his/her experience through challenging activities.
- The student should have the opportunity to reflect on the experience and discuss it with staff in college and on placement.
- The success of the individual student is assessed against individual targets taken from BSquared Steps4Life and, where appropriate, Open Awards Skills for Further Learning & Employment.

RESPONSIBILITIES

- The college has a duty of care for all students on Work Experience and there is a need to check the suitability of all placements in advance. Checking will be done using the Health, Safety and Welfare document HSW-A1 form (Appendix 1). Placements must be appropriate to the students and have the HSW-A1 completed. Written evidence of these checks should be maintained.
- The college will ensure that work experience placements are appropriate to the needs of their students.
- Risk assessments are completed by the careers lead, the College leads or the Pre-Supported Internship Tutor, where one is present.
- Written permission from parents is required before placements.
- Both student and parents/carers will sign a work place agreement after initial visit, prior to starting.
- Students will be fully briefed both before and debriefed after the experience.
- Safety clothing and equipment must be provided where there is any risk to students.
- The college will monitor placements.
- All students, where needed, will be accompanied by a member of college staff. Students may access work placements independently when they are ready. There are two designated members of staff in college who will support students- one external and one internal
- Evidence will be collated in the form of photographs, written reports and workplace blogs
- Prohibited activities should be clearly identified.
- Students on Work Experience should not receive payment.
- The college follows the guidance issued by Warrington Borough Council.
- The 'into adulthood link worker', the careers lead or the College leads will visit the employer during the placement to ensure everything is working well for the student and employer.

PRE-SUPPORTED INTERNSHIPS

The aim of our pre- supported internship programme (Pre SI) is to support young people with EHC plans to progress into a Supported Internship, inclusive apprenticeship, college or paid work by: supporting them to develop the skills valued by employers, enabling them to demonstrate their value in the workplace, developing confidence in their own abilities to

perform successfully at work, developing their English and Maths skills, Employability, and Workplace training. Woolston 6th Form college provides an opportunity to prepare young people for the world of employment and fulfil their plans to progress on to a Supported Internship Post 19.

This programme is predominantly work based with one-two days a week spent in the classroom environment, as similar to a Supported Internship (SI). Students must have a desire to seek paid employment and be working at Entry Level 2 or higher. Through work experience, students will study employability skills and develop an awareness of work place expectations. They will complete a qualification in Open Awards, Entry 3, Level 1 or Level 2 Award in Employability and Professional Development (RQF) in addition to relevant Maths and English studies. Here's a list of everything a young person will learn:

- Communication
- Teamwork
- Health and Safety at Work
- Moving and Handling
- Travel Training (where necessary)
- Work Experience
- Relevant Maths and English
- Employability

Health, Safety and Welfare Assessment
**FORM
HSW-A1**
EMPLOYER DETAILS

Name			
Address			
Contact Name/s		Date that Assessment was carried out	
Telephone Number		Number of Employees	
Email Address			
State the title and nature of the work that the learner will undertake			

RISK BANDING/AUTHORIZATION TO USE PROVIDER/PLACEMENT

Status following pre-placement vetting		Highest Occupational Risk			Change in status		Highest Occupational Risk		
		Low	Medium	High	Low	Medium	High		
Organisational Risk Level	Low				Organisational Risk Level	Low			
	Medium					Medium			
	High					High			
	Unacceptable				Unacceptable				
Assessor Name					Assessor Name				
Date					Date				

QUALITY ASSURANCE CARRIED OUT BY
RECOMMENDATION
(PLEASE TICK RELEVANT BOX)

Inspecting Persons Name:		SUITABLE	YES
Job Title		SUITABLE WITH ACTION PLAN	
Date		UNSUITABLE	

WORKING ARRANGEMENTS FOR YOUNG PERSON

Working Hours:	
Dress Code:	
Lunch Arrangements/Breaks etc.:	

INSURANCE
YES
NO
Comments/Notes

(A) Does the employer have Employers' Liability Insurance?			
Name of Insurer			
Expiry Date			

Certificate No			
Does this cover Pre 16 learners on work experience/placement?			
(F) Have you seen the Public Liability Insurance Policy Schedule?			
(E) Are there any other Insurance requirements (e.g. does the provider use a minibus to transport learners)? <i>If YES, please state type of insurance, policy number, date of expiry</i> Is the driver licensed to drive the class of vehicle?			Name of driver/s:
How does the employer keep up to date with Health and Safety Legislation?			

HEALTH AND SAFETY POLICY	YES	NO	Comments/Notes
(Q) Does the employer have a Health and Safety Policy?			<i>(Must be in writing for all employers who employ 5 or more members of staff)</i>
Does the policy cover arrangements for young people accessing the premises/activities etc?			

RISK ASSESSMENTS	YES	NO	Comments/Notes
(R) Have the risk assessments been recorded where learners are exposed to significant risks? (Written if 5 or more employed)			
(N) Is a COSHH assessment required? Manual Handling Noise DSE			
(R) Have they been communicated to all employees?			
(V) Has the employer completed a Young Persons risk assessment?			

MANAGEMENT		YES	NO	Comments/Notes
Who is the nominated competent person for Health and Safety?				<i>How does this person keep up to date with Health and Safety?</i>
Are all staff members given: Centre Induction H&S Information, Instruction and Training				
(M) Is the new style Health and Safety Law poster displayed?				
Are the following safety signs displayed or issued: Prohibition Warning Mandatory Emergency Fire Fighting				<i>Is the signage consistent throughout the venue?</i>

ACCIDENTS, INCIDENTS AND FIRST AID	YES	NO	Comments/Notes
(H) Is the provider aware of requirements under RIDDOR and will they investigate incidents and take remedial action where necessary?			<i>(Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)</i>
(H) Is there an accident book?			
(H) Is the employer aware to report accidents to students immediately to Warrington Borough Council?			
(I) Are the following people/services in place? First Aid Kit Trained First Aiders Fire Wardens Other (specify)			

FIRE SAFETY	YES	NO	Comments/Notes
(L) Is there a fire alarm/warning system fitted?			
(J) Please give the date of the last Fire Extinguisher check:			Date of last check:
(K) Is there an evacuation procedure? Are all staff and learners aware of it?			
Are the fire escape routes: Clear? Unobstructed?			
(W) Is there evidence of a Fire Risk Assessment?			

ENVIRONMENT	YES	NO	Comments/Notes
-------------	-----	----	----------------

(R) Is the working environment (temperature, lighting, space, ventilation, noise) an appropriate, safe and healthy one?			
(R) Are welfare facilities (toilets, washing, drinking, eating) appropriate and well maintained?			
(R) Where necessary is there adequate control from hazards – physical, chemical and biological?			

MACHINERY AND EQUIPMENT	YES	NO	Comments/Notes
(B) Is the machinery and equipment the learner will use, adequately guarded?			
(R) Is the use of machinery and equipment subject to risk assessment?			
(R) Are safe electrical systems and electrical equipment provided and maintained?			

SUPERVISION, TRAINING, INFORMATION AND INSTRUCTION	YES	NO	Comments/Notes
(D) INDUCTION Will the learner be given a full health and safety induction at the start of their training/placement?			
(D) TRAINING Will the employer ensure that the student receives appropriate training before undertaking any task? How?			
(D) SUPERVISION Is the employer aware that the student should be supervised at all times? Name of Supervisor: Will the employer ensure that members of staff supervising learners on work experience are aware of the outcomes of any risk assessments?			
(D) SAFEGUARDING Has the WBC safeguarding information sheet been discussed and left with the employer? Is a DBS disclosure recommended? (Disclosure a & Barring Service)			

PERSONAL PROTECTIVE EQUIPMENT		Learner to Provide?	Employer to Provide?
Please identify whether learners will need any personal protective equipment. Tick whether they would need to bring themselves or whether the employer should provide.	Weather/Environment		
	Head Protection		
	Eye Protection		
	Hearing Protection		
	Respiratory Protection		
	Hand Protection		

	Foot Protection		
--	-----------------	--	--

RISK ASSESSMENT – <u>please add/delete where relevant/irrelevant</u>			For consideration?
Key tasks, locations, areas	Hazards and significant risks	Risk Control Measures	Tick if relevant to placement
SUMMARY OF FINDINGS Commitment to H and A in the workplace? / Concerns or worries? / Areas of excellence? / Any further comments re. this placement?			

DEVELOPMENT PLAN (please include all areas for action)	YES	NO	Comments/Notes
Has the provider agreed a development plan? - If YES, development plan summary is shown below for completion - If NO, complete actions required in the development plan summary below			

Development Plan Item (e.g. First Aid Arrangements / PPE Assessments)	Tick	Action Required	By whom	Target Date	Date Completed
(A) Employers Liability Insurance					
(B) Unsafe Working Conditions					
(C) Unsafe Working Practices					
(D) Unsatisfactory Supervision					
(E) Motor Vehicle Insurance					
<i>Development Plans including items (A) to (E) above will render the placement as UNACCEPTABLE until all items have been rectified</i>					
(F) Public Liability Insurance					
(G) Enforcing Authority Registration					
(H) Accident Management					
(I) First Aid Arrangements					
(J) Means of Fighting Fire					

(K) Means of escape					
(L) Fire Alarm / Warning					
(M) Health and Safety Law Poster					
(N) COSHH Assessments					
(O) Pressure Systems Assessments					
(P) Supervisory Training					
<i>Written Evidence for items listed below is only required when organisations employ 5 or more staff members, including learners</i>					
(Q) Health and Safety Policy					
(R) General Risk Assessments					
(S) Noise Assessments					
(T) PPE Assessments					
(U) Manual Handling Assessments					
(V) Learner Assessments					
(W) Fire Risk Assessments					
(X) DSE Assessments					
(Y) Electricity Assessments					
<i>Development Plans including items (F) to (Y) above will render the provider/placement CONDITIONALLY APPROVED for use until all items have been rectified</i>					

RECOMMENDATIONS		for	(Provider/Employer Name)
It is recommended that the above named organisation should be classified as (tick one box):-			✓
APPROVED			
CONDITIONALLY APPROVED (SUBJECT TO COMPLETION OF DEVELOPMENT PLAN)			
UNACCEPTABLE FOR USE UNTIL ALL DEVELOPMENT PLAN ITEMS HAVE BEEN RECTIFIED			
UNACCEPTABLE – UNABLE TO AGREE A DEVELOPMENT PLAN			

Provider/Employer Name: (Please print name)	Provider/Employer Signature:	Date: