

## Work Experience & Industry Placements Policy

### Review

Formal Review Cycle	3 years		
Latest Formal Review	Aug 2025	Next Formal Review Due	Aug 2028
Policy Owner	Vice Principal Student Life and Stronger Communities		
Policy Author	Head of Future Skills and Careers		

### Approvals

Board of Corp Y/N	N	Committee		Date Board approved	
ELT Y/N	Y	ELT date approved	04 Sept 2025	Additional committee	

### Publication

Website Y/N	Y	Unify Y/N	Y	Student VLE Y/N	Y	Other	
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### Change History

Version	Date Reviewed/ Revised	Description of Change	Reviewed by	Approved by
v1.0				

# Work Experience and Industry Placements Policy

## 1. Policy Statement

- 1.1. This policy is a policy of the City of Sunderland College, trading as Education Partnership North East (which includes Sunderland College, Hartlepool Sixth Form College and Northumberland College). These colleges will be referred to as “the College” throughout this document.
- 1.2. The College is committed to sourcing and organising high quality work experience and industry placements (hereafter referred to as ‘placements’) and recognises the invaluable role that these play in gaining sustainable employment for the College’s graduates.
- 1.3. Work Experience is a key component towards students developing the experience, skills and qualifications required in the workplace. This policy outlines the procedures to follow to ensure high quality work experience and industry placements.
- 1.4. Depending upon the programme, students will complete either:
  - Work Related Activity
  - Work Experience (WEX)
  - Enhanced Work Experience (EWEX)
  - Industry Placement (IP for CDF & T Levels)
  - Higher Education Work Placement
- 1.5. The College believes that work experience opportunities should be:
  - Available to all students where plans have been included in the programme of study (with modifications and appropriate support in place where required).
  - Vocationally relevant to the student’s main learning aim or intended destination, and where possible creates added value to their study programme.
  - Assessed as safe from both a Health & Safety and Safeguarding perspective.
  - Monitored, with support provided by allocated curriculum-based staff.
  - Subject to appropriate student preparation and induction.
  - Planned as part of curriculum planning and with correct enrolment codes allocated on ProSolution for MIS purposes.
  - Evidenced as required to meet the requirements for conditions of funding and ILR, and awarding body.
- 1.6. The College should also work to ensure that:
  - Work experience host employers are adequately supported, and opportunities are beneficial and rewarding to employers. The College is committed to the strategic goal of a careers focussed curriculum including meeting the needs of the local area, seeking to improve understanding of the requirements of employers through partnership working, learning and collaboration.
  - Students on work experience are work ready, prepared with the technical skills and knowledge, and conduct themselves in an acceptable manner. The College reserves the right to withdraw a work experience opportunity where a student is not behaving to acceptable standards.
  - Students undertake appropriate checks where that is a requirement of the place of work (such as Disclosure and Barring Service (DBS) checks or CSCS cards).

## 2. Scope

**2.1.** This policy applies across all EPNE colleges (Sunderland College, Hartlepool Sixth Form, Northumberland College). It covers substantial work experience and placements of 15 hours or more, including:

- Work Related Activity
- Work Experience (WEX)
- Enhanced Work Experience (EWEX)
- Industry Placements (CDF & T Levels)
- Higher Education Work Placements
- Supported Internships

**2.2.** The policy does not apply to one-off visits to employers' premises supervised by College staff or placements overseas.

## 3. Aims of the Policy/Underpinning Principles

**3.1.** The aim of this policy is to ensure all staff and relevant stakeholders are aware of Work Experience and Industry Placement processes and procedures; ensuring that staff, students, and employers (and where required parents/ guardians) are supported to meet required outcomes.

**3.2.** To provide a standardised approach to Work Experience and Industry Placements across all curriculum areas within EPNE, which sets a baseline of quality standards but enables flexibility for each area to tailor the offer for students where appropriate when planning and delivering their Work Experience offer.

**3.3.** Ensure compliance requirements are adhered to. Including but not limited to Health and Safety assessment of host settings, Evidence capture, MIS & Funding requirements on ProSolution, industry areas which require additional student checks (DBS, CSCS).

**3.4.** To provide standardisation with clear and robust tracking and monitoring criteria for work experience and industry placements across EPNE, which supports evidence requirements to meet awarding body and conditions of funding. Creating a streamlined, efficient, and effective process for staff, students, and employer partners.

**3.5.** To create a responsibility matrix which outlines clear expectations and responsibilities at each stage of the Work Experience process.

**3.6.** The College values diversity and inclusion and is committed to promoting equal opportunities and eliminating discrimination. Therefore, everyone will apply and administer this policy fairly and consistently to ensure that there is no discrimination on the grounds of age, disability, gender reassignment, marital and civil partnership status, pregnancy and maternity, race, religion or belief, sex, sexual orientation, persons in care and care leavers, carers and care givers, young parents, youth offenders, and those receiving free school meals.

## 4. Definitions/Acronyms

**4.1. External Work Experience** – substantial placements of 15+ hours with external employers.

**4.2. Industry Placement** – placements of 315+ hours (750 for Education & Childcare) as part of a T Level.

- 4.3. Internal Work Experience** – placements within college departments or “real work” environments.
- 4.4. Work Readiness** – encounters with employers such as talks, visits, fairs, projects, or live briefs.
- 4.5. Student** – any student enrolled on an EPNE programme.
- 4.6. Employer** – an organisation with Employer Liability Insurance hosting a student placement.

**4.7. Gatsby Benchmark 6: Definition of Experiences of Workplaces**

4.7.1. A meaningful experience of the workplace gives the young person the opportunity to explore what it is like to work in that environment, what skills are valued in the workplace, their recruitment processes and what it takes to be successful. This could be achieved through visits to workplaces, work shadowing or work experience. These experiences could be in person or a combination of in person and virtual, where appropriate.

4.7.2. Both the young person and employers should be supported to prepare for the experience. Additional or different support may be needed for vulnerable and disadvantaged young people and for young people with SEND.

4.7.3. A meaningful experience will:

- Have a clear purpose, shared with the employer and the young person.
- Be underpinned by learning outcomes appropriate to the young person.
- Involve extensive two-way interactions with employees.
- Include opportunities to meet a range of different people in the workplace.
- Include opportunities to complete a relevant task or piece of work.
- Include employer feedback on the young person’s work.
- Be followed by structured reflection.

**5. Responsibilities**

**5.1. Campus Principals / Vice Principals**

Campus Principals / Vice Principals are responsible for:

- Ensuring the effective delivery of procedures for work experience and industry placements.
- Ensuring health and safety assessment of employers’ workplaces is considered and embedded within the activities of all relevant functions/teams across the college group that support apprenticeships and placements.
- Ensuring adequate resources are available for the delivery of procedures for work experience and industry placements as detailed in section 9 Procedure key steps.

**5.2. Faculty Director / Executive Director / Associate Principals Curriculum**

The Leader is responsible for:

- Setting targets and requirements for work experience and industry placements against identified programmes during Curriculum Planning.
- Monitoring performance against target within their Curriculum area and mitigation plan where required for identified students.
- Ensuring adequate staff resources are available within their curriculum area for the delivery of procedures for outstanding work experience and industry placements as detailed in Process Flowcharts.
- Monitoring the system for employer health and safety assessments.
- Investigating any serious incidents or concerns.

- Investigating any complaints from employers, students or parents in line with the college group's complaints procedure.
- Ensuring staff are adhering to the Procedure key steps for all students in scope.
- Every 6 weeks, undertaking compliance and quality reviews of timely evidence uploaded to Grofar.

### **5.3. Curriculum Managers**

The Curriculum Managers are responsible for:

- Monitoring performance against target within their targeted programmes, with their Responsible Person, and developing a mitigation plan where required for identified students.
- Overseeing quality assurance process for Health and Safety process and documentation for work placements for their teams.
- Monitoring the system for employer health and safety assessments and ensuring compliance with the college group's expectations for their teams.
- Investigating any serious incidents or concerns, in liaison with the Health and Safety team.
- Investigating any complaints from employers, students or parents in line with the college group's complaints procedure.
- Ensuring staff are adhering to the Procedure key steps for all students in scope.
- Every 6 weeks, undertaking compliance and quality reviews of timely evidence uploaded to Grofar.

### **5.4. The Head of Future Skills & Careers**

The Head of Future Skills & Careers is responsible for:

- Supporting Curriculum areas during Curriculum Planning to set targets and requirements.
- Ensuring all responsible persons have completed EPNE work experience training to carry out the Procedure key steps as detailed in section 9.
- Undertaking quality assurance process for compliance with the Procedure key steps including Grofar, Health and Safety process and documentation for work placements.
- Reporting performance against targets across EPNE to senior management at agreed intervals.
- Ensuring all responsible persons have completed relevant health and safety training to carry out employer visits.
- Reviewing any unsatisfactory Health and Safety forms or employer visits and support the responsible person and employer to try and resolve any issues.
- Working with the responsible person and Health & Safety Team to investigate any student complaints, workplace accidents or near misses that are reported by the employer or student.
- Every 6 weeks, undertaking compliance and quality reviews of timely evidence uploaded to Grofar.
- Monitoring that all work placement is claimed, with appropriate evidence submitted, within 4 weeks of the completion of the placement.

### **5.5. Programme Leaders**

The Programme Leader is responsible for:

- Taking full work placement ownership where it is a requirement of a programme of study
- RAG rating the student record on ProMonitor, including consideration of work readiness for external work experience, and will communicate this to the Responsible person to support the co-ordination and planning process.
- Discuss available opportunities with Responsible Person and students to match students to potential employer hosts.
- Ensuring that all work placement is claimed, with appropriate evidence submitted, within 4 weeks of the completion of the placement.

## 5.6. Responsible Person

The person following the Procedure key steps is referred to as the responsible person. A responsible person is someone who has received the EPNE Work Placement training and includes but is not limited to:

- Skills Development Coach.
- Placement Officer/ Placement Assessor.
- Programme Leader or Learning Practitioner (remission timetabled for work experience co-ordination).
- Job Coach.

The responsible person is responsible for:

- Adhering to the Work Experience/Placement Procedure key steps for all students in scope.
- Planning and co-ordinating work experience and industry placements for their targeted programmes.
- Building relationships with local employers to encourage and co-ordinate work placements.
- Within Self, Society and Skills supporting students with professional practice development, workplace expectations, employability and information on general health and safety to prepare them for placement.
- Liaising with students and employers to set clear expectations of what is expected when offering work placements.
- Following the EPNE Health and Safety Assessment of Apprenticeships and Work Placements procedure and collating completed forms. Visiting medium and high-risk placement settings.  
*Where the placement is categorised as high or medium risk, and involves students using specialist machinery, electrical systems, etc., the responsible person should involve a lecturer, instructor or Trainer/Assessor with the relevant technical expertise in the workplace visit.*
- Creating and maintaining work experience and industry placement records on Grofar, updating and overseeing the records on a timely basis including Uploading completed Health and Safety forms into Grofar, ensuring employer records are up to date, creating student placement records, supporting students and employers to log and verify the achieved placement activity, capturing feedback.
- Escalating any concerns or complaints about work placements to their line manager and inform Head of Future Skills & Careers.

## 5.7. Health & Safety Team

The Health & Safety Team are responsible for:

- Providing advice and guidance on level of sector and/or job role risk.
- Reviewing any concerns identified by responsible persons following completion of Health and Safety forms, student complaints or employer visits.
- Visiting employers with managers or responsible persons if required to review concerns.
- Support with the training of staff, where required.

## 5.8. Employers

Employers are responsible for:

- Meeting the work placement conditions including ensuring a clearly defined role for students and competent supervision.
- Supporting student's development including giving appropriate work experience and training, allowing time for students to achieve their work objectives and allowing College staff access for assessment and pastoral care visits.
- Complying with all relevant health and safety legislation including providing a safe working environment, an induction and personal protective equipment.
- Making clear to students any areas or work equipment which are off limits.
- Ensuring they have relevant insurance cover especially employer's liability insurance.

## 5.9. Students

Students are responsible for:

- Undertaking research of the preferred/matched employer, including risk and travel planning
- Full participation with the elements of the study programme they have signed up for including work experience.
- Attending the placement at the dates and times arranged by the responsible person.
- Notifying the host employer and College in the event of lateness and/ or absence for any reason on the first day of absence and subsequent days. Absence may require placement hours to be owed back to the host employer at an agreed date.
- Appropriate behaviour whilst on placement and adhering to the College Behaviour for success policy. Being ambassadors for the College when on work placement.
- Complying with the health and safety policy and procedures of the employer when on placement.
- Completing the workplace induction and any training required by the employer.
- Wearing appropriate dress code, uniform and or PPE, where this is required in the workplace.
- When on placement, being aware of any risk and hazards and taking appropriate action.
- Raising any placement issues, accidents or health and safety concerns, safeguarding concerns with the employer and/or the college group's responsible person in a timely manner.
- Logging their achievement via Grofar and completing any mandatory placement paperwork as required for their qualification.

## 6. Implementation

**6.1.** This policy will be implemented through the College's established Work Experience & Industry Placement Procedure, which sets out the operational steps for planning, delivering, monitoring, and reviewing placements.

6.1.1. **Policy Process** – All placements must be organised, risk-assessed, and recorded in line with the Procedure and supporting guidance. Responsibilities for students, staff, and employers are defined to ensure consistent standards across EPNE.

6.1.2. **Defined Terms** – For clarity, all terms used (e.g., Work Experience, Industry Placement, Internal Work Experience, Work Readiness) are as defined in the Definitions section of this policy.

6.1.3. **Compliance** – Implementation will be monitored through Grofar records, quality assurance reviews, and reporting to ELT and PQS. Compliance ensures the College meets statutory, awarding body, funding and safeguarding requirements.

6.1.4. **Non-Compliance** – Failure to adhere to this policy may result in:

- Students being withdrawn from placements where conduct or attendance falls below expectations.
- Employers being removed as placement hosts where standards are not met.
- Staff being subject to performance management where policy or procedure is not followed.
- Potential regulatory, funding, or audit consequences for the College if requirements are not met.

6.2. The successful implementation of this policy relies on shared responsibility between students, staff, and employers, with oversight and monitoring at Campus and College level.

## 7. Associated Documents

7.1. Work Experience and Industry Placements Procedure

7.2. Safeguarding policy

7.3. Health and Safety Assessment of Apprenticeships and Work Placements procedure

7.4. Teaching, Learning and Assessment Policy

7.5. Customer Relations Management (CRM) guidelines

7.6. Education Funding Agency (ESFA) Statutory Guidance: Funding Arrangements for 16-19 Education

7.7. EPNE Behaviour for Success policy

7.8. T Level Industry Placements: delivery guidance

7.9. Excellence in Curriculum Planning guidance

## 8. Policy Monitoring and Review

**Monthly:** PQS (Performance, Quality & Standards) will review work experience/placement completion using the Grofar data dashboard.

**Termly:** ELT will receive a monitoring report from the Head of Future Skills and Careers.

**Annually:** As part of the College Group's SAR process.

## 9. Equality Impact Assessment

<b>Have you sought consultation on this policy?</b>		Consultation sought via cross section of EPNE staff: Rob Stewart, Sheree Rymer, Adam Sams, Laura Johnstone, Peter Robertson, Andrew McKenna, Mark Stokell, Craig Dowell, Julie Ellis, Nicky Parker, Kay Johnson, Megan Trewick		
<b>Details:</b>				
<b>Could a particular group be affected</b>	<b>Impact Y/N</b>	<b>Description of Impact</b>	<b>Evidence</b>	<b>Mitigation/Justification</b>

<b>(negatively or positively)?</b>				
<b>Protected characteristics under the Equality Act 2010</b>				
Age	N	Neutral impact		
Disability	N	Neutral impact		
Gender Reassignment	N	Neutral impact		
Marriage and Civil Partnership	N	Neutral impact		
Pregnancy and maternity	Y	Responsible staff will undertake risk assessment		
Race	N	Neutral impact		
Religion or belief	N	Neutral impact		
Sex	N	Neutral impact		
Sexual Orientation	N	Neutral impact		
<b>Additional characteristics to consider</b>				
Young Persons in Care & Care Leavers	Y	Designated staff members in place		
Young Carers & Care Givers	Y	Designated staff members in place		
Young Parents	Y	Designated staff members in place		
Youth Offenders	Y	Designated staff members in place		
Those Receiving Free School Meals	Y	Financial support provided		
<b>If there is no impact, please explain:</b>				

