

# Work Placement Policy

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## Introduction

Intech Centre recognises and values the importance of work placement and its current and potential future benefits for the approach to learners' work-based learning. This policy is intended to be a general policy which gives guidance on the minimum requirements prior to and during placements.

## Aim

- To ensure there is appropriate consistency and Quality Assurance in the management and administration of placements across Intech Centre.
- To ensure placements provide the work-based learning objectives.
- To take reasonable steps to ensure the health and safety of learners is not compromised by activities undertaken during placement.
- To guarantee learner support and ensure that all necessary provisions are made for learners with disabilities.

## Scope

This policy applies to all Intech Centre staff involved in organising and monitoring work placements. The Policy is intended to include Intech Centre placement learners gaining experience/training in paid or unpaid placements attending a required hours per week, participating in mandatory or non-compulsory work-based learning managed by Intech Centre.

## Work Placement Procedure

Intech Centre has developed a five-stage approach to placing learners to ensure learners and employers are well prepared and supported and all placement related information, assessments and evaluations are recorded and monitored.

## Employer Roles (Work-Placement)

Information, Support and Guidance from Intech Centre will provide employers with appropriate contact and support from Intech Centre via Health & Safety and assessment visits, placement guidelines and induction.

Employers will be offered the option to interview potential learners and access relevant learner profiles to enable selection. Intech Centre will require Employers to complete Partnership Agreement documentation prior to commencement of placement to ensure all necessary obligations will be understood and strictly adhered to at all times.

The employer shall advise the Centre immediately of any change in the Partnership Agreement requirements for work placement. Intech Centre will seek commitment from Employers to provide appropriate training, opportunities to gain employability skills and put 'Theory into Practice', and to provide a pre-designated Industrial Supervisor to supervise and mentor each learner.

Learners must be supervised at all times, ensuring a safe environment (as far as reasonably possible). Intech Centre will require reasonable access to visit the learner and employer on placement to observe and assess the learner. Employers' feedback requested by Intech Centre will be evaluated.

Intech Centre will strive to place Learners in safe, secure, caring placements which will meet the qualification requirements/assessments. Intech Centre will prepare learners for placement by making them aware of current working practices and provide regular and continued contact and support throughout. Assessment/evaluation/evidence will be made available in line with course requirements. Learners will be

required to attend regularly, keep in contact with Intech Centre, inform them of any changes and complete all requirements of the qualification.

### **Placement Visits and Documentation**

Intech Centre will complete an Initial Placement Visit to complete placement partnership agreements before commencement and record all information, this information will be updated for additional learners. The Centre will complete an Assessment Visit to evaluate the learner as part of course requirements and to provide a record of the placement and ensure each learner is in a safe environment.

### **Indemnity and Insurance**

Intech Centre will indemnify the employer for the time and period of the learner on placement as long as Intech Centre is satisfied the employer has met the health, safety and insurance requirements.

### **Confidentiality**

Intech Centre has identified the need to share learner's confidential health related and/or other support needs with the employer in order to place the learner in an appropriate working environment. The learner must give permission to Intech Centre in writing for this information to be given to the employer. Placement learners' personal information must be kept confidential by the employer; their employees and agents acting on their behalf.

### **Allegations of suspected malpractice, abuse or wrongdoing on Placement**

Intech Centre learners will be subject to the Intech Centre Disciplinary and Behaviour Policy and any alleged breaches of the policy by a learner will be subject to investigation under the policy. Intech Centre will promptly investigate any reports of suspected malpractice, abuse or wrongdoing reported to them by or concerning placement learners or employer via informal and formal investigations and will inform all parties in writing of the outcome.

### **Communication**

This Policy will be available for all staff. Staff will also be made aware of their responsibilities during induction and staff development. In addition, staff to whom this Policy is deemed most relevant will be notified by email or staff briefing.

### **Review**

This policy will be reviewed (and if necessary updated) annually or sooner if required to reflect changes in legislation or circumstance.