Work Experience / Placement

APPENDIX 3

1.0 INTRODUCTION

1.1 Workforce Development and Training Service aims to provide a range of educational experiences for learners. These time-bound placements are arranged to meet predefined learning outcomes for learners that are not part of a pre-registration learning programme and are distinct and separate from opportunities provided for volunteers.

1.2 Workforce Development and Training Service (WDT S) have responsibility for recording, monitoring and evaluating each enquiry, whether or not it results in a fully completed placement.

1.3 Work experience placements should not be longer than 10 working days.

1.4 Under normal circumstances, the Trust will not be responsible for travel and other potential expenses associated with the placement.

1.5 Placements of 10 days or less can be part of a longer experience consisting of a number of individual placement experiences taking place across a range of different settings. Each experience will have a completed risk assessment and appendices should be completed and approved for each.

1.6 The flow chart detailing the process for engaging with a learner for the purpose of work experience is outlined below.

2.0 DUTIES

2.1 WDT S will hold and maintain a database of all enquiries, learners and placement details.

2.2 The Manager, who has agreed the placement, remains responsible for monitoring that the appropriate paperwork has been submitted to and approved by WDT S before the placement can commence. This includes a risk assessment of the proposed placement, (Risk Management policy RM11 Appendix 2 Risk assessment form) one for each placement area proposed, and the documents contained within this guidance.

2.3 Placement Supervisors are responsible for ensuring both local and Trust guidance has been followed with regard to any relevant issues. These include but are not restricted to, on-going risk assessments, local induction and monitoring of placement.

2.3.1 Placement Supervisors should be contracted members of staff. They do not have to be a registered mentor/practice teacher but should hold a position that includes some supervisory duties (e.g. Registered Nurse, AHP; Pharmacist, Associate Practitioner, Manager)
2.3.2 **Placement Supervisors** are required to complete a placement evaluation at the finish of each placement. This should be sent to WDTS for monitoring and action, if necessary.

2.4 **Learners** must make initial contact with WDTS before any processes begin. This contact should include full name, date of birth, details of any placement requirements, including restrictions or special requirements relevant to the placement request. Learners should also disclose name and location of any direct family or members of their household that are working within the Trust.

2.4.1 **Learners** must attend any pre-placements meetings arranged by the Trust. If under 18 years of age, their parent or guardian must also be in attendance in order to agree the risk assessment and to sign relevant paperwork.

2.4.2 **Learners** are supernumerary; however, they should, where agreed, make an active contribution to the work of the practice area.

2.4.3 **Learners** are required to complete a placement evaluation at the finish of each placement. This should be sent to WDTS for monitoring and action, if necessary.

3.0 **POLICY REFERENCES / ASSOCIATED DOCUMENTATION**

- Process Flow Chart
- Notification of Placement/personal details
- Risk Assessment (including young person’s risk assessment)
- Confidentiality Statement
- Work Experience Evaluation Form
All enquiries/requests for work placements should be made in writing and sent to Workforce Development & Training Service (WDTS). This should include details of learning objectives, length of placements and area requested. It is important that the student’s date of birth is given.

WDTS negotiate with area/service to explore placement potential.

Placement declined

Student contacted to explain refusal

WDTS to be invited to student/workplace interview.

Placement provisionally agreed

Placement declined

Learner/workplace supervisor to arrange interview to discuss placement for completion of necessary documentation. Parents/guardians to be invited if learner under 18.

Copy of documentation to be sent to WDTS

Placement agreed by WDTS

Placement declined

 Copies not sent. Necessary signatures and agreement not able to be obtained before commencement of placement

 Feedback evaluation form sent by WDTS to work placement supervisor and

 Returned forms kept on file by WDTS