



OAKLANDS  
COLLEGE



YEARS  
TEACHING EXCELLENCE

Work Experience and Industry Placement Policy – 87  
September 2024

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# Work Experience and Industry Placement Policy - 87

## 1. Policy Statement

### 1.1 Experience of the real world of work Intent

Oaklands College aims to prepare students for meaningful careers through the provision of outstanding technical, and professional programmes of study. Work Experience (WEX) is a fundamental aspect of this preparation, and students will be able to access between 10 – 35 hours per academic year of their study programme, work experience is a valued aspect of the course design. The Work Experience activity is industry relevant to the students main learning aim, and wherever possible, create added value to their course. Participation in Work Experience provides essential employability skills and enhances the knowledge, skills and behaviours required for young people to progress successfully in their chosen career. The College has a passion to prepare its students for the world of work, and engaging students in employer facing activities is key to achieving this. The Work Experience team also have responsibility to manage all Industry Placements (IP) for the College under the T Level programme offer and have a clear process to meet the requirements for funding and positive outcomes for all students.

### 1.2 GETCAREERREADY

The work experience strategy is intrinsically linked to the colleges #Getcareerready strategy.

#### 1.2.1 What is #GETCAREERREADY?

#GETCAREERREADY sets out the way in which the College will ensure that students receive an outstanding College experience to achieve their career aspirations, through gaining the knowledge, skills and experience required by employers to secure fulfilling jobs; manage their lifelong careers and successfully navigate changes and challenges in their work and personal circumstances.

#GETCAREERREADY is aimed at giving students a distinct advantage when they enter the labour market and, whether embarking on further study prior to getting a job or taking up an apprenticeship, will ensure that they are well-prepared.

The #GETCAREERREADY framework has been endorsed by employers and external stakeholders who have set out the soft skills that are considered essential for working in their sector.

The College believes that the experience it will offer students is what will differentiate Oaklands from other post-16 education providers and will contribute to its reputation and brand. Setting out the detail of this framework will not only describe the way in which students will be able to gain additional skills but will also provide staff with a set of standards that are measurable. It will also give governors the confidence that the College is delivering on its vision and mission.

## 2. Strategic Plan Objective and Themes Links

1.1 This policy links to the following strategic objectives:

Reference	Work Experience Policy	Postholder Responsible For Review	VPQSEP
Review Date	September 2024	Next Review Date	September 2026
Issuing Authority		Primary Distribution	Intranet - staff

# Work Experience and Industry Placement Policy - 87

- Outstanding Teaching, Learning & Assessment
- Inclusive, Thriving Community

2.2 It also links to the following strategic themes:

- Happiness and wellbeing
- Equality, Diversity & Inclusion

## 3. Scope of this policy

- 3.1 All students aged 16-18 on a full-time study programme are required to take part in activities throughout the academic year that support them to develop a set of skills that enables them to have a positive contribution to the workforce once they leave education.
- 3.2 Oaklands College will support all learners to achieve the right qualification and skills to enable them to progress in line with their aspirations and intended destinations, part of this support will be via employer engagement events, employability workshops and access to the careers team.
- 3.3 Oaklands College provides a variety of differentiated activities that meet the needs of each individual and allows them to become ready for employment by embedding the right skills, knowledge, and behaviours.
- 3.4 This document sets out “Work Experience” as covering all engagement with employers and “Work Placements” as actual face to face on an employer’s premises.

## 4. Monitoring Impact

- 4.1 Oaklands College will evaluate the impact and success of the Industry Placement and Work Experience Strategy and Careers Strategy through a range of performance measures:
- Analysis of intended destination data at key stages of the learner journey.
  - Learner feedback from all aspects of our careers and work experience programme.
  - Matrix accreditation (reviewed October 2024).
  - Regular self-assessment using Gatsby Benchmarks and Compass Tool.
  - Work placement completion data via Grofar reported to SLT, Governors.
  - Analysis of work experience and Industry placements in student review boards.
  - All data related to Work experience / industry placements will be monitored within Grofar; including quality assurance of all placements, student experience, required documentation.

Reference	Work Experience Policy	Postholder Responsible For Review	VPQSEP
Review Date	September 2024	Next Review Date	September 2026
Issuing Authority		Primary Distribution	Intranet - staff

# Work Experience and Industry Placement Policy - 87

4.2 All industry placement/ work experience will be quality assured as part of the Colleges' quality cycle. All reporting will support quality improvement and enhance student experience. Reports drawn from Grofar will be submitted to SLT and Governors to provide updates against targets.

## 5. The Strategy

### 5.1 Work experience – Study Programmes

Work experience is a fundamental component of 16 - 19 study programmes. The term work experience refers to all forms of work-related activity, including work tasters, running a student enterprise, participation in a social action project, volunteering, or a placement with an external employer. Although work experience that includes training in a work simulated work environment or social action project can help students develop softer skills, **the college expectation is wherever possible to offer work experience with an external employer (face to face) off site.**

### 5.2 Industry Placements T Level Provision

Industry placements can vary in length but must last for a minimum of 315 hours (approximately 45 days), not including lunch breaks. We expect most placements will last an average of 350 hours (approximately 50 days) although some will be much longer if required for a particular specialism.

### 5.3 Employer engagement events

The Careers team arrange employer interactions throughout the year, these include in class workshops, careers talks online and in person, as well as attending larger scale events, promoted through the published Careers Calendar.

### 5.4 Careers, HE, Apprenticeship Fairs

The college will offer multiple events throughout the year, which are aimed at bringing students and employers together to discuss career aspirations, such as “Industry Insight Days” where employers come into the college to give guest talks, which link to the vocational Industry Boards where the skills required and the opportunities within their industry are discussed. The events cover HE, Apprenticeships and Careers, published through the Careers Calendar.

### 5.5 1:1 and group careers advice and guidance

1:1 Careers information advice and guidance (CIAG) is available for all students throughout the year at both campuses. Students can self-refer, and tutors can make careers referrals via Pro Monitor for those students that require careers advice and guidance. The careers team run progression afternoons, where careers advisors are available to meet with students to put in place progression plans with the student for the next academic year. Throughout the year advisors will promote and deliver CIAG to all learners including twilight sessions for all adult part time students.

Reference	Work Experience Policy	Postholder Responsible For Review	VPQSEP
Review Date	September 2024	Next Review Date	September 2026
Issuing Authority		Primary Distribution	Intranet - staff

## Work Experience and Industry Placement Policy - 87

- 5.6 The College will ensure all students have meaningful interactions and experiences with employers during their time studying at the College. These experiences will enable students to have the skills and qualities required to positively impact the community when they progress into the world of work.

### 6. Implementation

- 6.1 The **Work Experience/ Industry Placement Team** will be responsible and accountable for:

- Acquiring work placement / industry placement plans from the Curriculum teams, through liaison with Directors, Curriculum Team Managers & Tutors.
- Engaging with Employers to arrange suitable & appropriate work placements for all learners within the requested plan.
- Linking in with nominated Curriculum staff as appropriate to understand the needs of the curriculum area & offer support in relation to employer expectations.
- Keeping the Grofar app up to date, whilst supporting & guiding students to access the software.
- The organisation of, and completion of, any required placement visits in line with the requirements of Industry placement guidelines.
- Providing the Employer with the required documentation needed for a successful work placement.
- Being the main point of contact between the Employer and the Curriculum Team Manager in the event of queries or concerns.
- Working in collaboration with sector specific areas in relation to suitable work placements & helping prepare learners for the requirements of placement and supporting with any employability requests such as CVs or interviews, cover letters and supporting students to approach employers.
- Complete & record on Grofar the employer health and safety checks for work placement opportunities.
- Providing relevant contact details and requirements to the Curriculum team for the arrangement of any visits or evidence.
- End of Placement evaluations with employers via Grofar to be recorded & feedback shared with Curriculum areas, which will be RAG rated dependent on the areas progress.
- Accountability for providing the opportunities set out by the relevant curriculum areas, with targets to be set by Deputy Principal Curriculum, Quality and Student Experience, monitored through student review boards.
- Virtual WE opportunities to be promoted to students via Speakers for Schools platform & Curriculum staff notified of relevant opportunities.
- Where students have found their own placements, the Work experience team will support the facilitation of those placements and ensure relevant checks have taken place.

- 6.2 The **Curriculum Teams** will be responsible and accountable for:

Reference	Work Experience Policy	Postholder Responsible For Review	VPQSEP
Review Date	September 2024	Next Review Date	September 2026
Issuing Authority		Primary Distribution	Intranet - staff

## Work Experience and Industry Placement Policy - 87

- Providing detailed guidance and planning of placement requirements suitable to meet the needs of the qualification and/or the Conditions of Funding.
- Clearly articulating work experience and industry placement requirements to students as part of student induction.
- Providing set plans as to when work experience will be completed, supplying those plans before the start of the academic year for the employability mentors to source opportunities to meet the curriculum needs.
- Liaising with the Work experience team to allow understanding of the requirements and needs of the curriculum, working to find suitable amendments where possible if opportunities are difficult to secure.
- Through tutorials the Curriculum team and Learning mentors will work with their tutor groups to encourage and support students to find their own placements.
- Ensuring learners are prepared for placement opportunities with all resources as well as pre- placement documentation e.g., Grofar downloaded.
- Regular catch ups with students regarding the logging, tracking, and monitoring of placements.
- Responsible for learner behaviour and conduct acting on any concerns reported.
- Accountable for the successful meeting of Conditions of Funding and Qualification Requirements.

### 6.3 Work experience within a vocational qualification where this is an essential element.

Some vocational qualifications have work experience as an essential element. Here the purpose of the work experience element is to provide the student with the opportunity to practice skills in a supervised environment. This applied learning and practical training could take place in a College workshop or a College hairdressing salon, or on a College farm. It could also take place on the College's premises. This activity should be recorded within qualification planned hours on the ILR/census and not duplicated as EEP hours. The qualification and not the work experience is the core aim of the study programme. The hours for the whole qualification including the work experience element are recorded in the planned qualification hours field. There is no requirement to record data against the Learning Delivery Work Placement Entity separately in the ILR or against one of the 5 work experience aims.

### 6.4 Once the Work Placement has been confirmed, the student is required to access the Grofar app. This app outlines the expectation of the student whilst on placement and tutors give personal targets to achieve which are related to the course requirements. The student can log experiences and upload photographs against their targets. It is also used for students to track their work placement hours which are confirmed by the employer. The Work Placement team will monitor hours and ensure the students are on track to complete the course requirement.

### 6.5 In order to ensure contractual obligations, curriculum expectations and student outcomes, work experience should be planned, monitored, delivered and recorded.

Reference	Work Experience Policy	Postholder Responsible For Review	VPQSEP
Review Date	September 2024	Next Review Date	September 2026
Issuing Authority		Primary Distribution	Intranet - staff

## Work Experience and Industry Placement Policy - 87

6.6 Students, rightly, have high expectations for this essential part of their learning journey and, as such, this year will demand a high level of cooperation between departments and a commitment to meet prescribed timelines.

6.7 The below process flow describes the key milestones for the successful achievement of the work experience / industry placement strategy for this academic year.

### 7. Oaklands College Commitments

- Every learner is given the opportunity to learn from and engage with a range of employers, this will encourage the development of employability skills/competencies that enable students to have the resilience and confidence to progress into the world of work whilst understanding the need to adapt and develop as the environment around them changes.
- To build a range of live briefs and project-based activities set by employers which provides opportunities for students to develop a set of skills to succeed within the world of work and business.
- All students and apprentices have access to an appropriate range of careers and employability skill development opportunities as part of their learning programme.
- Oaklands College will ensure student involvement in external skill building opportunities for learners and apprentices, such as Skills builder, competitions and Get Career Ready and utilising the expertise of Services for Young People.
- Responsible for giving every learner the opportunity to engage in work placements, if appropriate, and build effective employer links so learners have access to work visits that will ultimately broaden their knowledge and understanding of real-life work environments and expectations.
- Ensure the college develops placements and procedures at a suitable pace in preparation for the delivery of new T level qualifications that are planned each academic year.
- Ensure that the College meets the required awarding body and ESFA funding requirements for work placements as part of each students agreed study programme.
- Ensure that learners are provided with materials, funding and relevant training required to access work placement opportunities.
- Ensure the quality of logging and reporting systems via Grofar, which are fed into team meetings, student review boards and reported to specific committees, including Governors.

### 8. Student Outcomes

Investigate careers and opportunities in learning, work, and apprenticeships and how these meet local and national priorities.

- Access appropriate information, resources, help and guidance.
- Understand changes in education pathways and the impact these have on future progression.

Reference	Work Experience Policy	Postholder Responsible For Review	VPQSEP
Review Date	September 2024	Next Review Date	September 2026
Issuing Authority		Primary Distribution	Intranet - staff

## Work Experience and Industry Placement Policy - 87

- Analyse opportunities in work, training and further and higher education.
- Understand the full range of options available to them from various sources of information.
- Develop their character strengths to be able to show employers and universities that they have the strength of character to stand out from the rest and live as independent thinkers, confident in their own choices and actions.
- Through meaningful encounters with employers, gain an understanding of the workplace to further raise their aspirations.
- Through work placements and workplace visits, develop their exploration or career opportunities and expand their networks.

### 9. The Industry Placement and Work Placement Team

The Industry Placement and Work Placement Team consists of:

One Head of Careers and Work Experience, two Careers advisors and seven IP & WEx advisors.

### 10. College Approach

10.1 The College will support all learners to have real, meaningful interactions and experience with employers during their time studying at Oaklands College.

- The College will ensure all students have employability and careers learning as part of their study programme.
- Students eligible for an Industry Placement will log a placement of the equivalent of 45 days as part of their two-year programme. This will be added to their timetable.
- Where appropriate Entry level and level 1 and all other Level 2 and 3 students will complete a work placement as part of their Study Programme. This will be logged and tracked on Grofar and added to their timetable.
- Entry and Level 1 students will be encouraged to do external work placements, other options will be considered on a case-by-case basis, including internal placements, virtual work experience, live briefs and projects set by employers.
- Students will be supported to find their placements wherever possible through 1:1s and group workshops, tutorials, and performance reviews.

10.2 All full-time students are expected to achieve Work Experience for every year that they are at college in line with the Timetabling Protocols. The criteria for each level are as follows:

- **Entry Level & Level 1**

All students are required to complete between 30 hours of work experience in one year. All students will therefore undertake these hours, completing employability, social enterprise, volunteering, internally arranged Real Work Environment (RWE) activities or actual external work experience where appropriate.

- **Level 2**

Reference	Work Experience Policy	Postholder Responsible For Review	VPQSEP
Review Date	September 2024	Next Review Date	September 2026
Issuing Authority		Primary Distribution	Intranet - staff

# Work Experience and Industry Placement Policy - 87

All students are required to complete a minimum of 35 hours in one year, made up External Work.

- **Level 3**

All students are required to complete a minimum of 35 hours, as per timetabling protocols.

***There are sometimes exceptional circumstances why a student will not be able to attend External Work experience, these cases will be dealt with on an individual basis.***

- **Early Years Education and Childcare**

The requirement for these areas are as follows:

**Early Years**

Level 2 – 250 Hrs

Level 3 Yr 1 – No Yr 1 – refer to T Level

Level 3 Yr 2 – 385 Hrs

- **Health and Social care**

Level 1 – is only recommended – 25 Hours (1 week)

Level 2 – is only recommended the college has always advised for 100 Hrs

Level 3 Yr 1 – 200 Hrs

Level 3 Yr 2 – 300 Hours

These hours are achieved by completing placements incorporating key age ranges mapped against course requirements.

## 10.3 T levels L3 provision

As part of the T level a core component is Industry Placement which consists of 315 hours over a 2-year programme.

There are 3 typical models for placements: day release, block and mixed.

As long as the total time for each industry placement adds up to a minimum 315 hours (and on average we expect placements to be around 350 hours), we will adapt the models to suit business needs, and to align with the student's course.

10.4 For the Early Years specialism T Level, the industry placement is a minimum of 750 hours.

10.5 Common principles of a high-quality work placement are that it:

- Is purposeful, offers challenge and is relevant to the young person's study programme and career aspirations.
- Allows the student to apply the technical and practical skills learned in the classroom/workshop.
- Is managed under the direction of a supervisor to ensure the young person obtains a genuine learning experience suited to their needs,

Reference	Work Experience Policy	Postholder Responsible For Review	VPQSEP
Review Date	September 2024	Next Review Date	September 2026
Issuing Authority		Primary Distribution	Intranet - staff

## Work Experience and Industry Placement Policy - 87

- Has a structured plan for the duration of the placement that provides tangible outcomes for the student and employer.
- Has clear roles, responsibilities and expectations for the student and employer, and is followed by some form of reference or feedback from the employer based on the young person's performance.

### 10.6 Industry Placements T level provision

Industry placement forms 20% of the T-Level qualification. Students are required to undertake a minimum of 315 hours over their 2-year programme, which can include up to 35 hours of work taster activities, developing technical skills and applying knowledge to a work placement environment. These placements, where possible should be with the same employer, however a second employer may be used where required. This placement must be relevant to the student's subject area and contains meaningful learning activity. Whilst on their industry placement the student must have three reviews across the year to capture their progression, hours, and employability skills whilst on placement. ([DfE T Level Industry Placement delivery guidance](#))

There is not one fixed model for delivery and placements can take place over a block, day release or a mix of both. A series of allowable general and route specific models can also be adopted to ensure placements are accessible for all students and deliverable across all industries.

10.7 The employer is involved with reviews to give guidance where required, and to collect feedback on the learning objectives and project the student has been set at the beginning of their programme. To validate progress being made and ensure track on hours there will be a minimum of 3 progress reviews.

10.8 The core principles of an industry placement remain, and we expect providers to meet these core principles, as far as possible, to ensure that the quality of the placement is preserved. The core principles are as follows:

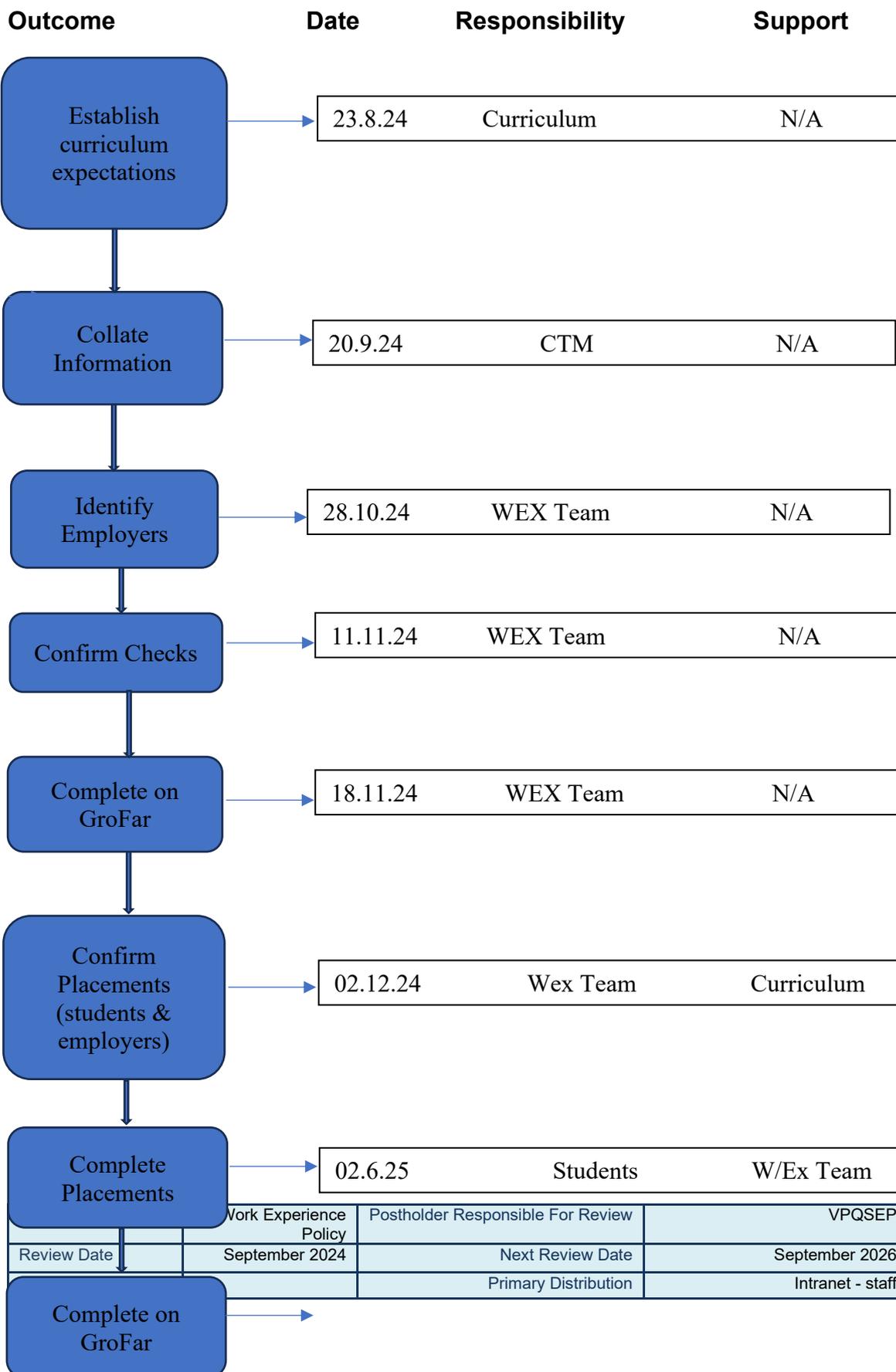
- The placement must be 100% in person, with an employer.
- Delivered in a workplace outside of the provider setting.
- Focussed on developing technical skills, specialist knowledge relevant to the occupational specialism and employability skills.
- For a minimum duration of 315 hours (no upper limit).

10.9 There is a spreadsheet which details the planning of Work Experience and Industry Placements which require completion before induction week of the new academic year.

Reference	Work Experience Policy	Postholder Responsible For Review	VPQSEP
Review Date	September 2024	Next Review Date	September 2026
Issuing Authority		Primary Distribution	Intranet - staff

# Work Experience and Industry Placement Policy - 87

**Flowchart 1 – Key milestones for successful achievement of placement strategy**



# Work Experience and Industry Placement Policy - 87

Weekly	WEX Team	Curriculum
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Reference	Work Experience Policy	Postholder Responsible For Review	VPQSEP
Review Date	September 2024	Next Review Date	September 2026
Issuing Authority		Primary Distribution	Intranet - staff