

Work Experience Policy

Author/Owner	Last Review Date	Next Review Date
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It is recommended that students where appropriate can complete work experience will be given the opportunity to experience the world of work through at least one period of work experience whilst they are here at college. The skills gained at work experience have proven to be invaluable to students when they leave college and are seeking employment and gain valuable reference when applying for work. A well planned and effective placement can enable students to develop many of the skills they will need to gain and sustain employment throughout their working life.

Some of these skills can include:

- Understanding work ethics
- Building resilience
- Punctuality and time keeping
- Organisational & time management
- Communication
- Working relations
- Health and safety-responsibilities
- Maths and English skills
- Transferable skills
- Team work
- Relevant vocational skills
- Problem solving

To ensure that a student has a valuable, positive, experience and that they remain safe within the workplace, the careers team gather as much information about the student and their level of ability prior to a placement being set up. Information about the students will be shared with the employer who will use this information when completing risk assessments and allocating duties.

Cost

Cost relating to work experience will be covered by the Yorkshire Rose College with regards to travel cost (taxis, bus or company/ staff vehicles) PPE will be provide by the college or the employer. Supported Internships will have funding will be agreed with the local authority with regards to travel costs.

Length of work experience

Work experience placements vary in length depending on the needs of the students and the employer. Placements are half a day once a week for 6 weeks.

SI placements are two days a week with a variety of employers working towards going out independently.

Work Experience Interviews

In all cases work experience interviews will be conducted by the Careers team. They will support the student through the interview process, complete contracts and carry out a Health and Safety appraisal by a qualified IOSH member of staff, of the employer's premises. Following the interview the Careers team will update the student/parent/guardian via email with all details of the placement. All key staff will be updated to be able to support the student appropriately. Relevant work experience information will then be recorded on Databridge under the appropriate section by the Careers team recording ILR hours which feeds into the government data.

Where a student will attend a placement with support it will ideally be with the person who will be supporting the student. A pack of information is supplied to the employer which includes. Guidelines for safeguarding children and young people and prevent. Also a variety of leaflets are handed out to support the employer how to work with people with neurodiversity and disabilities.

Supported Placements

Students who require support during placements should ideally keep the same support worker or work coach throughout the placement. However, should a change of support worker/work coach be required the student will be supported to manage this.

If and when the student no longer needs 1-1 support on work placement all stakeholders will be included.

Monitoring

It is the responsibility of the Careers team to carry out monitoring visits for their students whilst on placements, if the student is attending independently.

SI placements will be monitored regularly.

Attendance

Responsibility to check attendance for placements will be carried out by the Careers team and or attendance lead. Where appropriate we will encourage students to make contact with the employer if they are running late or are off ill. The careers team will make contact with the employer in addition to this.

Employer Feedback

At the end of a placement the employer will be asked to complete the feedback pages in the back of the Work Experience Booklet and this will be scanned and saved on our database.

End of placement evaluation

Following their placement students will be asked to evaluate their work experience in the Work Experience Booklet. The Booklet will be scanned by the Careers team and the student will be handed all their booklets on their leavers graduation day.

Certificates

Students who complete their placements successfully will receive a certificate from the Careers team at the end of their time in college.

Placements

Where appropriate first year students may go on work experience. Students in second and third years where appropriate will be offered work experience. This will be overwhelming majority. Placements can be internal within the Carr Fenton Foundation or externally with range of local companies.