

Administrative Process for Work Experience/Work-related Learning Opportunities

Where a home learning base is organising its own work placement or work related learning opportunity and is **not** calling upon the services of a central placement organiser e.g. WEXA. The organisation must have already considered the curriculum purpose for the placement/work-related learning opportunity as well as the learning targets that are to be completed as part of the activity. It is after these considerations have been made that, that the administrative process begins with the Work Experience Co-ordinator. The Work Experience Co-ordinator should begin the process by making available to the learner and his/her parent(s)/carer(s) an Application Booklet.

The Work Experience Co-ordinator of the home learning base/school when organising a placement/opportunity **must** use the specified administrative documentation as outlined in the Code of Practice, these are listed below:

- Work Experience/Work Related Learning Opportunity Application Booklet;
- Work Experience Programme Pre-placement Assessment;
- Placement Letter and Employer's Contract;
- Working with Young People – Child Protection Guidance for Placement Providers;
- Letter of Understanding between [*Name of home learning base/school*], Leicestershire County Council/Leicester City Council and employers providing work experience/a work-related learning opportunity;
- Learner Work Experience/Work Related Learning Agreement Form;
- Work Experience Programme Periodic Telephone Call/Visit.

The administrative process is as follows:

Stage 1

Once a work experience placement/work related learning opportunity has been identified the learner should be provided with the Application Booklet. This booklet is to be completed by the learner, his/her parents; the educational Tutor and the employer.

The Work Experience Co-ordinator will need to specify to the learner when Section 1 (Placement Details); Section 2 (Medical Information) and Section 3 (Data Protection) are to be completed and the Booklet returned. Once the Application Booklet with Sections 1-3 have been completed by the learner and his/her parent(s)/carer(s) it should be swiftly passed to the Tutor to fill in Section 4 (Tutor's Comments). The Work Experience Co-ordinator should provide the Tutor with the Information Sheet entitled, '*Tutor's Comments for a Work Experience/Work-related Learning Opportunity*'. Again, the Work Experience Coordinator will need to specify exactly when this section of the Application Booklet should be completed by.

The Application Booklet should then be returned to Work Experience Co-ordinator who will arrange for the learner and his/her parents to see the Tutor's comments and sign accordingly.

The Application Booklet should then be sent to the employer to complete and return a Health and Safety Risk Assessment by a specified deadline, given by the Work Experience Co-ordinator. The employer should also sign page 14 which provides initial agreement and consent to the placement.

Stages 2 & 3

Whilst the Application Booklet is being completed by the various parties, the Work Experience Coordinator should be arranging for a Pre-placement assessment to be completed, in order to ascertain if the placement is suitable in terms of health, safety and welfare.

During the course of a Pre-placement assessment it is essential that the Assessor completes the correct administrative form – *Work Experience/Work-related Learning Opportunity Pre-placement (Form A)* and the documentation *'Working with Young People – Child Protection Guidance for Placement Providers* and *'Letter of Understanding between ...'* is discussed and given to the employer.

Once Pre-placement assessment has been completed using *Work Experience/Work-related Learning Opportunity Pre-placement (Form A)*, this must be handed to the Work Experience Co-ordinator who must complete the *Summary of Pre-placement (Form B)*.

All the necessary administrative forms **must** be completed before moving to the next stage. Further information regarding these Stages 2-3 can be found in the guidance on pages 32-36.

Stage 4 & 5

The *'Placement Letter'* and *'Employer Contract'* will need to be completed, and as soon as possible, sent to the employer by the Work Experience Co-ordinator. This documentation formally confirms all aspects of the placement in terms of the learner's details, the date the placement/work-related learning opportunity is to start, as well as the Placement Description. The Work Experience Co-ordinator will need to specify exactly when this documentation should be returned **before** the placement/opportunity begins.

In the meantime the Work Experience Co-ordinator will complete the details required for the *'Learner Work Experience/Work Related Learning Agreement Form'* and *'Placement Description'*. This documentation must then be sent to the learner and his/her parent(s)/carer(s) to sign and return **before** the placement/work-related learning opportunity begins.

Stage 6

As part of the safeguarding activities that need to be carried out when a learner is on placement or undertaking a work related learning opportunity, it is imperative that a representative from the home learning base/school contact the employer and the learner to check on progress. This contact must be recorded using the *'Work Experience Programme Periodic Telephone Call/Visit'* (see *Checklist for safeguarding learners on Work Experience* pages 55-56).

The table below sets out what documentation is to be used when, and reference is also made to the relevant sections of the Code of Practice.

Stage of the process	Documentation to be used	Relevant sections of the Code of Practice
1.	Work Experience/Work Related Learning Opportunity Application Booklet	<ul style="list-style-type: none"> • CRB Checks p.15 • Insurance p.21 • Transport and Travel p.23 • Medical conditions p.26 • Data Protection Guidance for home learning bases/schools p.27 • Safeguarding Learners on Work Experience p.48 • Safeguarding Learners on Extended Work Experience Placements p.61 • Employer involvement in Work Experience p.58 • During work experience placements p.60 • Work Shadowing p.74
2.	Work Experience/Work –related Learning Opportunity Pre-placement Assessment (Form A) Home Learning Base/School Summary of Pre-placement Assessment Form	<ul style="list-style-type: none"> • Safeguarding Guidance for Pre-placement Assessors p.32
3.	Working with Young People – Child Protection Guidance for Placement Providers; Letter of Understanding between <i>[Name of home learning base/school]</i> , Leicestershire County Council/Leicester City and employers providing work related activities;	<ul style="list-style-type: none"> • Safeguarding Learners on Work Experience p.48 • Employer involvement in Work Experience p.58
4.	Placement Letter and Employer Contract	<ul style="list-style-type: none"> • Employer involvement in Work Experience p.58
5.	Learner Work Experience/Work Related Learning Agreement Form; Placement Description	<ul style="list-style-type: none"> • Safeguarding Learners on Work Experience p.48 • Safeguarding Learners on Extended Work Experience Placements p.61
6.	Work Experience Programme Periodic Telephone Call/Visit	<ul style="list-style-type: none"> • Safeguarding Learners on Work Experience p.48 • Safeguarding Learners on Extended Work Experience Placements p.61