

		Ref No.	8 - 01
		Version No.	8
		Date Issued	Feb 2012
Title	WORK PLACEMENTS		
Responsibility	Telford Director		

1. PURPOSE

To ensure that work placements required in order for students to achieve a qualification are effectively integrated into curricula.

To ensure criteria set by Telford are used to select work placements.

To ensure the roles and responsibilities for all parties involved in off-site or practical/workplace components are clearly defined and communicated.

2. APPLICATION

This policy applies to all Telford programmes (including those delivered under contract arrangements) that require or allow for off-site practical, workplace or farm-based experience in accordance with approved curricula.

3. DEFINITIONS

Work experience – further practice of the required skills, in industry relevant settings.

Work placement – work experience organised and monitored by the tutor, and scheduled to occur at a time that links closely to the skills recently taught and needing to be practiced.

Self-directed study – students choosing the time and place for further skills and knowledge development that relate to the course of study.

4. STATUTORY OBLIGATIONS

This Policy and Procedure complies with the provisions of the Health and Safety in Employment Act 1992 (and Amendments); Crimes Act 1991; as well as the relevant components of contract law and common law.

5. POLICY

5.1 All work placement required within a programme of study will be clearly documented within the approved curriculum. The curriculum will clearly state methodology and responsibilities for:

- Delivery
- Placement supervision
- Assessment of learning outcomes

5.2 Programme Coordinators are responsible for ensuring that work placements are effectively integrated into programme delivery.

5.3 Health and safety requirements will be documented within the Agreement and clearly communicated to all parties involved in the work placement. Standards set must, at a minimum, meet all legislative requirements including relevant industry and professional codes of practice.

- 5.4 Responsibilities of staff, students and work placement hosts will be clearly defined within the Work Placement Agreement.
- 5.5 Programme Coordinators are responsible for ensuring that work placements are carefully selected and monitored, so as to enhance and extend the student's learning experience.

6. PROCEDURE

- 6.1 The Programme Coordinator or delegated staff person/contractor will ensure that every work placement host accepting a student is aware of their responsibilities for meeting the requirements of health and safety legislation.
- 6.2 The Programme Coordinator or delegated staff person/contractor is responsible for organising and monitoring work placements and will ensure that the responsibilities defined in Schedule One of this Policy and Procedure are applied in every work placement.
- 6.3 The Programme Coordinator or delegated staff person/contractor will ensure that records of communications and work placement monitoring are maintained.
- 6.4 The Programme Coordinator or delegated staff person/contractor will ensure that personal insurance and accident compensation cover is clarified between Telford and the work placement host, prior to commencement of the placement.
- 6.5 The Programme Coordinator or delegated staff person/contractor is responsible for assessment of all students on placement, unless specified otherwise within the Work Placement Agreement. All assessment undertaken in the work placement will be carried out in accordance with curricula.
- 6.6 All work placements will be monitored by Telford tutorial staff. Monitoring will include feedback from the student, work placement host and Telford teaching staff.
- 6.7 Telford programme evaluations will make provision for students to review their work placement.
- 6.8 The Programme Coordinator or delegated staff person/contractor will ensure that work placement hosts provide Telford with an assessment of the student's work practices relevant to the work placement.
- 6.9 Telford may withdraw a student from any work placement at the discretion of Telford teaching staff if there is cause for concern for or by either party.
- 6.10 Customised work experience records will be developed and provided for all programmes that include Work Placement.

7. RECORD MANAGEMENT

Record	Responsibility	Filed	Retention Time
Work Experience Agreement	Programme Coordinator	Reception	24 months
Work Experience Monitoring/Communications	Programme Coordinator	PC's Office	24 months
Work Experience Host's Assessment	Programme Coordinator	PC's Office	24 months

8. ASSOCIATED DOCUMENTS

Reference	Document Title
A8 – 01A	Work Experience Guidelines
A8 – 01B	Work Experience Agreement Host and Telford
A8 – 01C	Work Experience Agreement Student and Telford
A8 – 01D	Work Experience Student Profile – Fact Sheet
A8 – 01E	Work Experience Assessment
A8 – 01F	Work Experience Host Profile Sheet
A7 – 01C	Evaluation of Work Experience Host
A7 – 01E	Evaluation by Work Experience Host

REVISION HISTORY			
Version	Description of Change	Author	Effective Date
1	New document.	External Consultant	April 2004
2	Minor changes.	QMS Team	Nov 2004
3	Alignment of the QMS with actual practices at Telford in response to the ITPQuality Audit Report, April 2007. Clause 8 added. Complete revision.	QMS Policy Review Committee	1 March 2008
4	Associated Documents added	Academic Team & QMS Policy Review Committee	October 2008
5	Alignment with current practices	Arahanga Associates	October 2009
6	Consistency between Work Experience Book and Polytechnic	Arahanga Associates	4 May 2010
7	New wording around Work Experience, Work Placement and Self Directed Study	QMS Policy Review Committee	12 August 2010
8	Updated logo, changed Academic Director to Telford Director	Lisa Snell	February 2012