

Work Placement Policy

At Green Corridor learners access work experience/volunteering placements. We employ a work experience co-ordinator. Work experience and volunteering is seen as an extension of the learners' curriculum which provides access to real working environments.

Aims

- To outline the roles and responsibilities of the careers team
- To list the processes that must take place to ensure all learners have the correct access to bespoke, high-quality job coaching and work experience.
- Work towards the college aims to ensure that all learners have a positive destination when they leave education.

Roles and Responsibilities

Work Placement Co-ordinator

Follow risk assessments.

To work with learners as advised.

Use strategies outlined in Therapy plans, Positive Handling Plans and EHCPs to support the development in work-based skills.

Complete and keep up to date records including but not limited to vocational profiles, CVs, and assessments (Entry Level, Travel, ILP targets).

Complete end of placement documentation.

When completing administration tasks

To complete recording, planning and preparation during designated times.

Under direction of Careers Lead, find specific job placements or volunteering.

Create resources specific to the learners' needs and the identified work placements to enable differentiated work access.

Communicate with tutors around targets, evidence, and learner journey.

Read learner documentation including but not limited to Positive Handling Plans, Medical Care plans and EHCPs along with associated risk assessments.

Upload evidence photos to evidence for learning.

Review targets set at beginning of term.

Complete learner specific risk assessments around travel to and working at the placement

Contribute to student's annual report and attend annual reviews when requested.

Take independently travel trained learners on work placements and complete a fading support Risk assessment.

Complete Employers Risk assessment including the building, insurance and tasks that are being completed to enable learners risk assessments to be more specific.

Support individual student risk assessments.

Work collaboratively with the Careers Advisor to deliver parents and learners information

Events.

Ensure the Work placement spreadsheet is up to date and being used effectively.

To gain relevant consent from parents/carers where needed.

To obtain medical consent for administration of medication for young person when off site.

Careers Lead

Oversite of Cycle of tasks for Work Experience Co-ordinator.

Quality assurance of service and paperwork.

Oversight of risk assessments.

Oversight of partnerships.

Observation of Work Experience Co-ordinator.

Assessment of overall student experience.

Overall responsibility for work experience and vocational placements.

Head of Education

Cycle of tasks quality assurance.

Oversight of policy.

Oversight of Policy Objectives

Green Corridor aims for all learners to leave and transition into a suitable destination which is motivating and appropriate to the learner's interests, goals, and aspirations. To aid this we have a Careers team to support the transition from education to a positive destination. All learners who access Careers Advice will receive high quality, systematic, specialist advice that is differentiated to the needs of the learner. Strategies outlined in learners' EHCPs, annual reviews and communications with tutors, therapists and specialists should be used to enhance and support the development of work skills.

Progress will be planned for and tracked to enable staff to create bespoke faded support plans, enabling learners to rely less on staff support and become independent in the workplace. For some learners, independently traveling to the workplace will also be considered in line with their individual risk assessment. Together with the offer of travel training.

Green Corridor offers a two-year course giving learners the opportunity to establish what kind of employment motivates them and is suited to their individual skill set and local area offer. Using this knowledge, learners are then able to choose an area to specialise in, to further develop specific skills ready to transition into paid employment on completion of the course.

Vocational Options

Learners in year 1 should attend at least one work placement/volunteering role.

Learners in year 2 should attend at least two work placements/volunteering roles.

Learners in year 1/2 should attend a work placement in at least two different vocational areas.

Targets should facilitate the building of fundamental/general skills needed for regular employment which enable the Learner to have meaningful choices in the future.

Links with other policies

This work placement statement is linked to the safeguarding, positive behaviour, prevent, GDPR and Privacy policies.

Document Control

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