



1. Statement of Intent, Scope and Purpose

1.1 HNC understands the value of work experience in supporting students to become their best selves, through access to high quality experiences that enable them to develop and achieve their vision for the future.

1.2 This policy reflects the vision, mission and values of the College and outlines how students can secure meaningful and enlightening opportunities to support their career goals in the future and develop their knowledge of the workplace.

1.3 Students will work towards meeting the Gatsby benchmark guidance for:

- Encounters with employers and employees
- Experiences of workplaces

2. Aims

2.1 To develop students' employability skills and ensure they are equipped to gain and sustain employment. Work experience is a key component in the process of developing the skills, qualifications and experience necessary for the future workplace and to ensure students are fully prepared for the most competitive university and job interviews.

2.2 The opportunity to engage in relevant and meaningful work experience encounters which underpin the foundations of successful future opportunities whether that is employment, higher or further education.

2.3 Work experience and(or) work related activity may form a part of all students' study programmes, preparing them to be ready for life beyond College.

2.4 The range of activity which will support the development of work relevant skills will include but not be limited to;

- Placements with external companies / organisations
- Employer Insight Events
- Employers and other relevant institutions as guest speakers
- Curriculum specific events
- Trips and visits to places of employment

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- Community volunteering and engagement with Social Enterprise projects
- Engagement with business mentors
- 'Working' for HNC as a PR Assistant or by volunteering e.g. as an Open Event Ambassador
- Participating in charitable and fundraising events and activities

3. Roles and responsibilities

Work experience is organised by a range of individuals including the Careers team, which includes an Employer Liaison Officer. This team is managed by the Assistant Principal - Teaching and Learning, and MIS.

Students will also experience a range of opportunities via their individual teachers/subject areas. These opportunities will be advertised in a variety of ways including the weekly newsletter, and the MS Teams channel. It is the responsibility of the student to stay up to date with these notifications, to ensure that relevant opportunities are not missed.

4. Objectives

4.1 The Gatsby Foundation state that "By the end of their study programme, every student should have had at least one experience of a workplace, additional to any part-time jobs they may have."

4.2 The College therefore will strive to provide experience of at least one workplace for students. Students may also arrange their own placements. The College's support of these experiences will be subject to certain criteria, as outlined in Section 5.2.

4.3 For some this will be a mandatory part of their qualification. For others, it will need to work to support progression to University or a particular career.

4.4 The College will ensure that appropriate paperwork for a safe workplace experience is completed, where directly organised and / or approved by the College. This will include, where relevant;

- Processing student application for work placements and recording placement details
- Ensuring that parent / carer consent is obtained and recorded, if appropriate



- Processing DBS checks where this work placement requires a DBS check to be carried out
- Liaising with the work placement to ensure that an up-to-date Employer Health and Safety Risk Assessment is completed. This will encompass general health and safety, Safeguarding and Safety policies, as well as ensuring appropriate Insurance is in place
- Where a student has disclosed a medical condition, disability or learning difficulty, making the work placement aware, as appropriate, so that reasonable adjustments can be made, and control measures put in place to ensure the safety of the student. While every endeavour will be made to ensure students can be accommodated, from time-to-time external employers may not be able to facilitate requests. In such circumstances, it may not be possible for the placement to proceed, and we will endeavour to find the student an alternative opportunity
- It is important to note that we will only approve attendance at external work experience opportunities where this will not have a detrimental impact on their studies, and we are confident that they will uphold the College values in all aspects of their behaviour during the placement. This means that students on Level 3 or 4 monitoring contracts will be automatically declined for work placement opportunities. We will review this when Work experience is a compulsory part of study programme and the student is on a L3/4 contract

5. Planning and Monitoring

5.1 Planning

In order to plan the staff named in section 3 will endeavour to;

5.1a work with Faculty Enrich Leads to monitor and identify the types of work experience activities planned for each study programme within their department for the academic year

5.1b support students to identify suitable work experience opportunities linked to their vision for the future

5.1c work with external organisations to identify opportunities for students, which will be shared and promoted internally

5.2 Monitoring

5.2a Students can undertake work experience through the opportunities created from the Employer Liaison Officer or from opportunities created by the student themselves, both inside and outside of College time. The responsibility of the College will differ depending on the nature of who has organised the placement and when it will be taking place.

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5.2b Irrespective of how the opportunity is organised or found, the student is responsible for completing all relevant application processes and submitting these by any published deadline. While the College offers support and advice for completing applications, taking responsibility for any application is a key part of the experience for the student. Where a student misses a published deadline, this will represent a missed opportunity for the student and the College will not contact any employer to request a reconsideration or an extension.

5.2c Students may be allowed up to 5 days authorised absence from HNC to complete the work experience should their vision and aspirations align with the work experience opportunity. Please note due to the impact on learning we cannot authorise absences where the experience does not have a clear link to the student's future goals.

5.2d Where attendance is authorised, the student will be responsible for advising their teachers as relevant, and ensuring that they remain up to date in their studies by requesting work to complete. This must be completed in a student's own time.

5.2e When on placement, students are expected to attend in accordance with the employer's published working hours. These may be different from College hours. Attendance at a placement will be monitored, and should a student be ill / unavoidably absent during a placement they must follow both the College's absence reporting procedure and report their absence to their host employer, as relevant.

5.2f If the student / employer wishes to stay longer than the maximum 5 days of authorised absence then this will need to be facilitated by completing any subsequent weeks in College holidays / non timetabled lesson time. Students must ensure that extending their work experience does not impact negatively on their studies.

5.2g We fully recognise that many students benefit from self-organised experiences. If a student finds their own work experience opportunity and this takes place in a College holiday or does not require authorisation e.g. as it will take place when the student is not in a lesson, this will be deemed to be self-organised work experience and outside of the College's ability to monitor, assess and support. The College cannot take responsibility for students during self organised placements that operate in this way.

5.2h If a student sources their own work experience opportunity (without the input / direction of HNC staff) and this will coincide with timetabled lessons, our ability to authorise this absence is subject to an approval process via the Employer Liaison Officer. If notification of this is received within less than 14 working days before the date the experience is due to commence, approval will be unlikely due to the need to complete all risk assessments / relevant paperwork. Any self-directed placements will fall within the maximum authorised absence time of 5 days.

5.2i Any student who participates in HNC led or approved work experience must complete the work experience diary and feedback form. This provides a log and a record of the experience and will be used to support the student when making applications for jobs or university, or further education. Students will be given a deadline for completion of this, and failure to meet

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this deadline will lead to a missed deadline log on CEDAR. Completion of the diary/log is not obligatory for self organised encounters not formally approved by the College, but is highly recommended.

6. Encounters with employers

6.1 To achieve Gatsby benchmark 5, all students must have at least two meaningful encounters with a local or national employer per year, during their time at the College. This can include either a session delivered within the College or an external trip or visit. These 'meaningful encounters' are mostly organised and planned by curriculum staff, and provide opportunities for students within the curriculum area to gain experience of and insight into how their studies in the subject link to wider employment opportunities, pre or post university.

6.2 Examples of such encounters in College include:

- talks from professionals such as physiotherapists, doctors, nurses, accountants, the police, the army etc
- talks from Higher Education staff
- external visits to local businesses, local universities, and other relevant workplaces, such as the Law Courts

6.3 The Local Enterprise Partnership (LEP) provides important labour market information for the College, helps facilitate employer encounters and provides opportunities for students to gain work experience in a variety of workplaces. This important link helps the College to evidence all eight Gatsby benchmarks.

7. Review of Policy and Communication to staff and students

The Senior Leadership Team own this policy. Staff are informed of any review of the policy through the daily staff news and the policy will be housed for staff in the "College Policies" area of Moodle. Students are informed via moodle bites and the policy for students will be housed in the Careers section of the College's website.

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Version	Date	Author(s)	Comments	Approval Route/ Date	Date of Next Review
1	Nov 2018	Kam Rogerson	New Policy	SLT Nov 2018	
2	February 2021	Lee Goddard	Policy Review	SLT Feb 2021	Feb 2022
3	March 2024	Rebecca King Maria Dean	Policy Review	SLT April 24	April 25

Equality Impact Assessment

Question	Response
1. Name of policy being assessed	Work Experience Policy
2. Summary of aims and objectives of the policy	The purpose of the policy is to clearly identify the work experience provision offered by the College.
3. What involvement and consultation has been done in relation to this policy? <i>(e.g. with relevant groups and stakeholders)</i>	The Assistant Principal, and work placement officer worked together on it.
4. Who is affected by the policy?	HNC students
5. What are the arrangements for monitoring and reviewing the actual impact of the policy?	The policy will determine the offer to all students regarding work experience.

Protected Characteristic Group	Is there a potential for positive negati impact?	Please explain and give examples of any evidence/data used	Action to address negative impact (e.g. adjustment made

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Disability	Positive Impact	The policy sets out the College's expectations and of the offer of work experience to all students regardless of protected characteristic.	N/A
Gender reassignment	Positive Impact	As explained for disability	N/A
Marriage or civil partnership	Positive Impact	As explained for disability	N/A
Pregnancy and maternity	Positive Impact	As explained for disability	N/A
Race	Positive Impact	As explained for disability	N/A
Religion or belief	Positive Impact	As explained for disability	N/A
Sexual orientation	Positive Impact	As explained for disability	N/A
Sex (gender)	Positive Impact	As explained for disability	N/A
Age	Positive Impact	As explained for disability	N/A

Evaluation:

Question	Explanation / justification	
Is it possible the proposed policy could discriminate or unfairly disadvantage people?	The policy describes the offer of work experience to all students in the College.	
Final Decision:	Tick the relevant Box	Include any explanation / justification required
1. No barriers identified, therefore activity will proceed.	✓	The basis of the policy and expectations have been discussed with a wide range of staff.

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2. You can decide to stop the policy or practice at some point because the data shows bias towards one or more groups		
3. You can adapt or change the policy in a way which you think will eliminate the bias		
4. Barriers and impact identified, however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken). Therefore you are going to proceed with caution with this policy or practice knowing that it may favour some people less than others, providing justification for this decision.		

Reviewed by: (Author)	Maria Dean/Rebecca King
Date:	20/3/24
Review date (if applicable):	
Approval by: (SLT Lead)	Lee Goddard
Date:	20/3/24