



Nansen Highland

Policy for Work Place Learning¹

¹ This policy is based on the policy developed in consultation with representatives from the Work Placement Working Group, LTAC, the University Of Derby Health & Safety Officer, Work Placement Tutors And Co-ordinators, Employer Liaison Groups and staff within Quality Enhancement.



General Statement of Policy

Scope of the policy

Nansen Highland demonstrates a commitment to work experience and recognises the factors influencing the increased importance of work experience and work-related learning.

Aims of the policy

The aims of the policy for work place learning and the supporting documents are:

- To support work place learning;
- To minimise, as far as is practicable, exposed risks to Health & Safety during placements by pointing to Nansen Highland's policy on the health and safety requirements of trainee placements;
- To ensure thorough planning is carried out to ascertain the value of placement activity in relation to the training plan and work experience;
- To ensure necessary documentation is prepared prior to commencement of placement activity;
- To clarify the roles of Nansen Highland, placement provider, training coordinator and trainee for the duration of placement activity;
- To develop good practice across Nansen Highland in relation to work place learning.

Health & Safety

This policy should be read in conjunction with Nansen Highland's policy on the health and safety requirements of Nansen Highland trainee placements that sets out the delineation of responsibility.

Equality and Diversity

This policy is supported by Nansen Highland's policy for Equality and Diversity in so far as this is not detrimental to the health, safety and welfare of the trainee on site and in premises supervised by a placement provider.



Responsibilities for Work Place Learning

Definition of terms

Work place learning:

A planned period of learning in the work place where the learning outcomes are an intended part of training plan at Nansen Highland.

Placement provider:

Persons, partnerships, companies, institutions and organisations providing opportunities for placement learning.

Nansen Highland placement staff:

People designated by Nansen Highland to arrange and/or approve placements and support trainees during the placement period. This includes individuals who visit trainees on placement.

Placement supervisor/mentor/educator:

A person, designated by the placement provider, who is responsible for supervising the trainee whilst on placement.

Responsibilities

Nansen Highland

- To provide a policy and guidelines for work place learning;
- To keep all parties informed of any changes to placement policy;
- To follow Nansen Highland's Policy for the Health and Safety of trainees on work placement;
- To ensure all staff (internal and external) involved in placement activity have access to appropriate and necessary training, both immediate and continuous;
- To review the effectiveness of the policy and revise as appropriate;
- To read and understand the placement policy and accompanying guidelines;
- To provide well defined operations and resources to support the policy;
- To ensure suitable planning has been carried out so that work place learning will enable the trainee to meet predicted learning outcomes and gain valuable placement experience;
- To ensure that trainees have access to a work place mentor or equivalent where this is a specific requirement of the placement;



- To ensure effective assessment is carried out appropriate to the training plan in place and the learning during the placement, where applicable;

Nansen Highland placement staff:

- To read and understand the placement policy and accompanying guidelines;
- To ensure placement is approved at start of the placement period;
- To ensure that the placement provider/mentor know what their responsibilities are during the period of placement learning;
- To clarify the role of the placement provider/mentor in the assessment process;
- To ensure that trainees are made aware of their responsibilities and rights prior to placement;
- To support all partners throughout work place learning;
- To attend training relevant to their role;
- To withdraw a trainee from unsuitable work place learning when appropriate;
- To keep all parties informed of any changes to placement activities;
- To follow the Nansen Highland policy for the Health and Safety of trainees on work placement

Placement Provider

- To provide appropriate learning opportunities for trainees undertaking work place learning;
- To ensure that its staff comply with the relevant Nansen Highland regulations and procedures;
- To be aware of their responsibilities for the health and safety of trainees;
- To ensure trainees can access necessary resources to enable them to undertake their work place learning;
- To comply with their role in assessing work place learning where appropriate;
- To immediately report accidents to Nansen Highland;

Trainee

- To follow Nansen Highland's policy in relation to arranging a placement;
- To behave appropriately and according to employer and Nansen's policy;
- To work towards the placement outcomes as agreed;
- To alert the placement provider and Nansen to problems with the placement that might prevent progress or satisfactory completion for the placement;



Arrangements for Work Place Learning

The arrangements under which trainees are required to undertake work place learning must be fit for their stated purpose, well organised and of an appropriate level. The policy thus seeks to promote good practice and identify and articulate minimum standards.

PLANNING THE PLACEMENT

- The responsibility for arranging placements should be made clear to trainees. Nansen Highland is responsible for arranging a placement and clear guidance is to be followed.
- Significant planning should be carried out to ensure the suitability of the placement to the learning outcomes and the associated work activity. Nansen Highland is responsible for ensuring all partners have written statements that relate to the learning outcomes, the assessment activities, processes and criteria and the work activity to be completed during the placement activity.
- The following information should form a learning agreement and should be clearly presented and signed by all partners at the start of work place learning
 - ✓ Learning outcomes
 - ✓ Information relating to the tasks from the placement provider
 - ✓ Key skills the trainee may wish to develop throughout the placement
 - ✓ Roles & responsibilities of all partners
- Trainees and placement providers should receive a handbook or written guidance to accompany work place learning.
- Where work placement mentors/educators are identified, guidance should be offered to support their role.

APPROVING THE PLACEMENT

- The final approval of a placement lies with Nansen Highland.

DURING THE PLACEMENT

- Appropriate mechanisms should be in place to support the partners throughout the placement. This may include visits or communication via e-mail, letters and feedback sessions.
- Every effort should be made to assess or monitor the trainee's work in relation to the outcomes agreed upon and targets set. Time should be allocated to



discuss performance against the learning outcomes and appraise the work completed whilst on placement.

- Nansen Highland staff must deal effectively with any issues arising.
- If a serious complaint or concern is raised from the employer or trainee, a visit should be made by Nansen Highland placement staff to discuss the issue. Efforts should be made to resolve the issue but decisions regarding the continuation of the placement lie with Nansen Highland.

EVALUATION OF PLACEMENT

- Due attention should be given to the timely feedback and evaluation of the placement activity. This may inform future trainees of the benefits of work placement; it will allow all partners to self evaluate the activity and it may help strengthen bonds with a placement provider for future activity.
- Adequate support should be available for placement providers and trainees to evaluate their learning appropriately.
- Links to personal training plans should be made explicit.

CESSATION OF PLACEMENT PARTNERSHIP

- Where negotiation between parties has not resolved an issue arising, Nansen Highland must make a decision regarding continuation of the placement. Evaluation of the placement activity should proceed as normal.