



Work Placement Policy

A work placement refers to a planned specific experience or period of learning, in a workplace, either paid or voluntary, as is an intended and integral part of the programme and qualification.

Work-based learning is learning that is integral to the programme and the requirements of the Awarding Organisation and is based in the workplace and assessed and credited as part of the programme. It is achieved and demonstrated through engagement with a workplace environment (which may be the learner's own), and normally includes the assessment of skills, reflective practice and professional competencies associated with employability.

Best for Training do not provide work placements for learners. It is a requirement of enrolment that learners have a suitable work placement/ employment to meet the requirements of the qualification. If there is a change to work placement arrangements, it is the learner's responsibility to find an alternative placement to complete the qualification requirements. Best for Training does not enrol learners under 18 years old who require work placements.

If a learner loses their employment/ work placement, Best for Training will offer a suspension of the course, for up to 3 months, to enable to learner sufficient time to make arrangements and find a suitable alternative placement/ employment.

If a learner is dismissed due to a conduct or safeguarding concern, Best for Training reserve the right to withdraw the learner for the programme. Referrals will be made to outside organisations such as LADO and DBS, as outlined in our Safeguarding and Wellbeing Policy.

All work placements provided by the learner must be appropriately approved, recorded, monitored and reviewed to ensure the quality of the learning experience and the continued appropriateness of the work placement. Assessors visiting work placements have a duty to report any concerns they have to the directors. Clear guidance must be available to all those involved in the work placement, including placement providers, staff and learners.

**What the placement provider is responsible for:**

- Supervising the learner whilst they are on placement.
- Having the primary duty of care to ensure the health and safety of the learner.
- Providing Health and Safety, risk assessment and insurance information.
- Nominating an appropriately trained, briefed and competent member of staff to act as the learner's placement supervisor.
- Providing the learner with a full and clear induction to the organisation, its working practices, regulations and policies, including Health and Safety, arrangements and how to report accidents, incidents and unsafe conditions.
- Providing the learner with an appropriate working environment and necessary equipment to carry out their duties.
 - Upholding duties and responsibilities of the Equality Act 2010.
- Maintaining confidentiality regarding personal and/or professional information.

To provide any evidence of learner achievement, if appropriate, and agreed at induction with the learner and placement. Work placements may need to provide evidence of expert witness status, for example, CVs and certificates.

What the learner is responsible for:

- Conducting themselves in a responsible and professional manner at all times.
- Maintaining appropriate levels of confidentiality regarding personal and professional information, and information concerning the placement provider.
- Abiding by the rules and regulations regarding Health and Safety, Safeguarding and other working practices of the placement provider.
- Reporting any concerns about Health and Safety or Safeguarding either before or during the placement.
- Contacting Best for Training at the earliest opportunities about any significant matters that arise during the placement.
- Contacting Best for Training if contact details change or any other changes in circumstances related to the placement.

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