



**South Gloucestershire and Stroud College
(and all subsidiary companies)**

Work experience policy and procedure

**If you would like this document in an alternate format
Please contact the Human Resources Department**

Prepared by:	Kelly Gillett
Job Title/Role:	Director of People and Organisational Culture
Ref. No.:	Date of this Version: November 2023
Q/P	Review date: January 2026 (Subject to any legislative changes)
	Upload to College Website? Yes
	Upload to e-Campus? No
Approved by:	SGS Executive
Date:	23/01/24

MANDATORY INITIAL IMPACT SCREENING



I have read the guidance document: Completing a Policy Impact Assessment?	✓
If this policy raises equality, diversity or inclusion concerns, the Inclusion Committee has been consulted?	✓
If this policy raises environmental or sustainability issues, the Estates Team have been consulted?	✓
If this policy has been up-dated, please tick to confirm that the initial impact screening has also been reviewed:	✓

Please list each College Strategic Priority that this policy is designed to address/implement:	
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EQUALITY, DIVERSITY & INCLUSION IMPACT ASSESSMENT

Characteristic	This policy seeks to:	
Age	Promote learning experiences that meet the needs of particular cohorts and also promote up-skilling and training for employees	
Disability	No appreciable impact	
Faith or Belief	No appreciable impact	
Gender	No appreciable impact	
Race or Ethnicity	No appreciable impact	
Orientation	No appreciable impact	
Gender reassignment	No appreciable impact	
Economic disadvantage	No appreciable impact	
Rural isolation	No appreciable impact	
Marriage	No appreciable impact	
Pregnancy & maternity	No appreciable impact	
Carers & care leavers	No appreciable impact	
Vulnerable persons	No appreciable impact	
Please identify any sections of the policy that specifically seek to maximise opportunities to improve diversity within any of the College's stakeholder groups:	N/A	
Please identify any sections of the policy that specifically seek to improve equality of opportunity within any of the College's stakeholder groups:	N/A	
Is there any possibility that this policy could operate in a discriminatory way?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	If you have ticked yes (red), which characteristic will be most affected? Choose an item.	
If yes please confirm that the Policy has been sent for a full Equality & Diversity Impact Assessment, and note the date:	<input type="checkbox"/>	Click or tap to enter a date.

Note: if the policy does not seek to increase diversity or improve equality you should go back and review it before submitting it for approval.

MAPPING OF FUNDAMENTAL RIGHTS

Which United Nations Convention on the Rights of the Child (UNCRC), Right does this policy most protect:	Choose an item. Choose an item. Choose an item.
Which Human Right (HRA) does this policy most protect:	Choose an item. Choose an item.

DATA PROTECTION & PRIVACY BY DESIGN SCREENING

Tick to confirm that you have considered any data protection issues as part of the design and implementation of this policy; and, that implementing this policy will <u>not</u> result in the collection, storage or processing of personal data outside of official College systems:	✓
Tick to indicated that this policy has or requires a Data Privacy Impact Assessment:	✓

ENVIRONMENTAL, SOCIAL AND ECONOMIC IMPACT ASSESSMENT

Does this policy relate directly or indirectly to any legal, regulatory environmental or sustainability standard(s)?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If so, please list them:		
Will any aspects of this policy result in:		
Reduced miles travelled or provide / improve / promote alternatives to car based transport (e.g. public transport, walking and cycling car sharing, the use of low emission vehicles, community transport, environmentally friendly fuels and/or technologies)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Reduced waste, environmental hazards and/or toxic materials for example by reducing PVC, photocopier and printer use, air pollution, noise pollution, mining or deforestation? Or increase the amount of College waste that is recycled or composted?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Reduced water consumption?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Reduced instances of single use plastic?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Reduced use of natural resources such as raw materials and energy to promote a circular economy?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Improved resource efficiency of new or refurbished buildings (water, energy, density, use of existing buildings, designing for a longer lifespan)?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Will this policy improve green space or access to green space?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Please list the sections of this policy which specifically target an improved environment:		

Will any aspects of this policy result in:		
The promotion of healthy working lives (including health and safety at work, work-life/home-life balance and family friendly practices)?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Greater employment opportunities for local people?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
The promotion of ethical purchasing of goods or services for example by increasing transparency of modern slavery in our supply chain?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Greater support for the local economy through the use of local suppliers, SMEs or engagement with third sector or community groups?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
The promotion of better health, increased community resilience, social cohesion, reduced social isolation or support for sustainable development?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Mitigation of the likely effects of climate change (e.g. identifying proactive and community support for vulnerable groups; contingency planning for flood/snow, heatwaves and other weather extremes)?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
The promotion of better awareness of sustainability, healthy behaviours, mental wellbeing, living independently or self-management?	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>
Please list the sections of this policy which specifically target improved sustainability:		

What is the *estimated* carbon impact of this policy (in terms of tCO2e)	Increased (+tCO2e) <input type="checkbox"/>	Decreased (-tCO2e) <input type="checkbox"/>	Net Zero CO2 <input type="checkbox"/>
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Mandatory initial impact screening completed by:	SLT
Date	
Initial impact screening supported by (Please list each individual)	

Work experience policy and procedures

1. Policy Intent

- 1.1. The purpose of this policy is to clarify the terms on which work experience placements will be offered within the SGS Group.
- 1.2. This policy is to enable the opportunity for work experience placements within the SGS Group to operate within safe and supportive guidelines.

2. Scope

- 2.1. This policy applies to all employees of SGS College and all subsidiary companies and the senior leadership team of the SGS Group. Throughout this document, the employer will be referred to as 'the SGS Group' or 'the Group'.
- 2.2. It applies to external people offered an opportunity to carry out work experience at SGS College and SGS College learners undertaking work experience.

3. Definition of 'work experience'

- 3.1. These are planned activities which allow an insight into a specific area of work. It can be part of a learner's period of study or undertaken by a member of the public.
- 3.2. Unlike volunteering, a work experience placement is arranged for a set period of time with an agreed end date. This is usually linked as part of a learning experience.
- 3.3. These placements are normally unpaid (although in exceptional circumstances travel and other out of pocket expenses may be paid).
- 3.4. Individuals undertaking work experience, are not employees of the SGS Group and do not work under a contract of employment. They are under no obligation to offer their services and similarly, the SGS Group is not obliged to offer them work.
- 3.5. They do not have entitlements such as paid sickness and holidays, however they are covered by the Group's policies and practices in relation to Health and Safety, Data Protection, Safeguarding, Equality and Diversity and by the requirements of the Working Time Regulations. Individuals should ensure that they are aware of, and comply with, all such requirements.
- 3.6. The SGS Group accepts an individual for a work experience placement, with the understanding that such work is at its sole discretion. Individuals on placements agree that the Group may at any time, for whatever reason, decide to terminate the placement.

- 3.7. If somebody on a work experience placement wishes to end their relationship with the Group, they should inform their supervisor and the HR Department as soon as possible. SGS College learners will need to contact the Work Placement team. A meeting will be arranged with the department, learner and Work Placement team to discuss the relevant

4. Learners, and relatives of learners or staff

- 4.1. Learners of SGS College may be accepted on a placement within the Group but consideration must be given to the department in which they are placed.
- 4.2. Relatives of learners and staff may also be given a placement but will not be asked to carry out any work which would have an impact on their relationship.

5. Conflicts of Interest

- 5.1. Anyone on a placement who has a conflict of interest with any activity of the SGS Group, whether personal, philosophical, or financial, must declare this to the Director of People and Organisational Culture (who can provide further advice on conflicts of interest if required).

6. Representing the SGS Group

- 6.1. People on placements are not authorised to act as representatives of SGS Group unless this is explicitly stated.
- 6.2. Anyone on a placement should seek consultation and approval from their supervisor before taking any action, or making any statement, that might significantly affect or obligate the SGS Group in any way.
- 6.3. These actions may include, but are not limited to: lobbying efforts with other organisations, collaborations or joint initiatives, or any agreements involving contractual or other financial obligations.

7. Confidentiality

- 7.1. The SGS Group is committed to protecting the rights and privacy of individuals in accordance with the Data Protection Act 2018. People on placements are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed, whether this information involves a member of staff, volunteer, learner or other person, or involves the overall business of the SGS Group.
- 7.2. Failure to maintain confidentiality will be treated seriously and may result in the placement being brought to an immediate end.

8. Dress Code

- 8.1. Individuals on placements are responsible for presenting a good image to learners of the College, and to the community, and must dress appropriately for the conditions and performance of their duties.

9. Safeguarding: criminal record checks

- 9.1. Some placements, if the individual will be working unsupervised and/or does not have a current, valid DBS may require the individual's criminal record to be checked with the Disclosure and Barring Service ('DBS') and for the disclosure certificate to be shown to the Group prior to the individual being allowed to commence any unsupervised activity as part of their placement.

This does not apply to individuals under 16 years of age.

- 9.2. Learners who are undertaking a teaching qualification and have obtained a DBS disclosure from the institution at which they are studying, will be asked to supply a copy of their disclosure to the HR department. If the disclosure is acceptable this may mean that the individual does not need to obtain another one for their placement with the Group.

10. Starting a placement: administrative procedures

- 10.1. An individual who applies direct to HR for a work experience placement will be asked to specify what kind of work they hope to undertake.

- 10.2. Their request will then be passed to the most appropriate department to respond and, if approved, to assign a supervisor for the duration of the placement. It is the responsibility of this supervisor to ensure that all applicable policies and procedures are adhered to and that the individual is not put under any undue pressure or risk. It is the responsibility of the supervisor to:

- Conduct a risk assessment (link can be found in section 16);
- Give an induction to the College and relevant department;
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- To ensure that the individual is not put under any pressure or risk; and
- To ensure that the individual is supervised at all times

- 10.3. HR must be provided with the information of the proposed placement so that the appropriate safeguarding checks can commence. To do this, a completed [Work Experience Placement Registration Form](#) (found on SharePoint) must be fully completed by the manager and sent to HRServiceDesk@sgscol.ac.uk. In addition, the individual who wishes to commence a work placement, must complete the online Non-Employee Details Form.

10.4. Under **no** circumstances may a work experience placement commence work for the College without HR confirming satisfactory completion of all required safeguarding checks.

10.5. The following checks as detailed within Pre-Employment Checks for employee's must also be carried out for work experience placements:

- Identity to Work in UK Checks;
- Criminal and Barred Record Checks (not applicable to individuals under 16 years of age); and
- Overseas Checks (not applicable to individuals under 16 years of age).

10.6. The College also reserves the right to obtain such further suitability information about an individual seeking to carry out a work experience placement as we consider appropriate in the circumstances. This could include:

- Formal or informal information provided by employers, parents, and other establishments such as education providers;
- Character references from the individual's place of work or any other relevant source; and
- A reputational search across social media.

10.7. Depending on the nature of the role, and whether or not they are supervised, the individual may be asked to provide a DBS disclosure certificate or complete a DBS application form.

10.8. If the individual needs access to any of the SGS Group IT systems, the HR department will, if necessary, create a record on the HR system.

10.9. Arrangements will be made for the individual to attend safeguarding training.

SGS College learners:

10.10. The Work Placement team will identify specific SGS Group departments for SGS College learners to work in.

10.11. SGS College learners who would like to apply for an internal work placement must write a Letter of Interest to the Work Placement team stating which department they would like to work in. The Work Placement team will make a decision based on the quality of the letter and the learner's attendance and behavioural record. Successful learners would then have to make contact with the relevant department supervisor.

10.12. Placement objectives should be clearly identified by the learner's tutor or Work Placement team and details will be provided to the department supervisor, and discussed with the learner.

10.13. SGS College learners will need to be given a departmental induction before their placements commence.

10.14. If SGS College learners fail to attend placement, or concerns are raised about learner performance, the relevant department supervisor would be expected to inform the Work Placement team.

10.15. SGS College learners will always be supervised whilst on work placement.

11. Ending the placement

11.1. Work experience placements are short term arrangements and a specified end date should be agreed at the start of the placement.

11.2. The supervisor should notify HR within a week of the individual leaving so that their HR records can be archived and their IT access terminated.

11.3. Departments supporting internal SGS College learners on work placement will receive an assessment form to complete.

11.4. The SGS Group reserves the right to end the placement at any time.

11.5. The Group may decide to end the arrangement earlier than planned if the individual behaves in a way that is not compatible with the values of the Group. For example (not an exhaustive list):

- Gross misconduct or insubordination;
- Being under the influence of alcohol or drugs;
- Theft of property or misuse of the Group's equipment or materials;
- Abuse or mistreatment of learners or employees of the Group;
- Failure to abide by Group policies and procedures;
- Failure to perform assigned duties satisfactorily.

12. Reimbursement of Expenses

12.1. Individuals on placements may be eligible for reimbursement of reasonable out-of-pocket expenses incurred while undertaking their duties.

12.2. This must be with the prior approval of their supervisor and the relevant budget holder and must adhere to Group financial regulations and procedures. Receipts must be provided wherever possible.

13. Insurance

13.1. Personal liability and accident insurance is provided for all individuals undertaking placements with the SGS Group.

- 13.2. With regard to motor vehicle insurance cover, individuals are responsible for consulting with their own insurers to find out if their policy covers them for work placements or voluntary work. They may be required to produce evidence of this cover.

14. Policy Implementation

- 14.1. The College is responsible for ensuring the implementation of this policy. All employees are responsible for fulfilling their roles in the implementation as defined by this policy.
- 14.2. It is the responsibility of the Director of People and Organisational Culture to monitor the effectiveness of this policy.

15. Enforcement

- 15.1. Failure to comply with the standards of the policy and procedure outlined in this document may result in disciplinary action. Such disciplinary action may result in dismissal depending on the circumstances. If an employee is ever unsure about what action is appropriate to a particular situation, they should seek advice from their line manager or HR.

16. Related Policies, Procedures, Charters, Plans, Guidance and Legislation

- 16.1. Related College policies, procedures and guidance can be found on SharePoint and include:
- [SGS College Recruitment Policy](#)
 - [Keeping Children Safe in Education 2023](#)
 - [Safeguarding Learners and Child Protection](#)
 - [Work Experience Risk Assessment](#)

17. Impact

- 17.1. The impact of this policy is to ensure that all staff are aware of the expectation to follow the Work experience procedures and ensure that all requirements are fulfilled prior and whilst the individual is on their work experience placement.

18. Additional useful information

- 18.1. The Director of People and Organisational Change will review and monitor the policy and procedures and will recommend and implement approved changes where necessary.