

LMETB Work Experience Policy

POLICY VERSION CONTROL

Policy Title	LMETB Work Experience Policy
Policy Reference No.	21/01 (V1)
Version Number	1
Version Author	LMETB Quality Assurance
Version Update History	N/A
Document Owner	LMETB Quality Assurance
Approved By	QAGMC
Date Approved	30/04/2021
Noted By	LMETB Board
Date Noted	27/05/2021
Review Due Date	30/04/2024

Document Title/Reference	LMETB Work Experience Policy
Purpose	<p>LMETB FET service believes that work experience is a valuable part of the learning experience, allowing Learners obtain an appreciation of the realities of working in their chosen career. Therefore, most courses leading to a major award include a Work Experience or Work Practice module with a compulsory work placement.</p> <p>LMETB is committed to ensuring that the work-based learning environments that learners experience as part of their work placements are appropriate.</p> <p>LMETB recognises the value of work experience as part of a programme of study designed to develop the skills and knowledge which will enable learners to participate fully and succeed in the workplace and in society. Work experience should:</p> <ul style="list-style-type: none"> • Provide learning opportunities not available in the classroom. • Provide an understanding and appreciation of the workplace environment. • Allow learners to discover personal strengths in a different environment. • Increase learners' self-confidence in relation to applying for employment. • Allow learners to showcase their abilities to an employer. • Increase the learner's chances of securing employment. • To afford the learner the opportunity to be assessed for certification purposes as appropriate.
Scope	<p>This Policy applies to all FET centres of the ETB, both academic and support. These are all hereinafter collectively referred to as FET.</p>
Related Policy	<p>LMETB Assessment Procedures</p>
Audience & Communication	<p>Applicable to all staff and learners of LMETB. This procedure will be made available on the LMETB website and Learner Handbooks.</p>

Document Title/Reference	LMETB Work Experience Policy
Policy Owner & Implementation	<p>The Chief Executive of LMETB has overall responsibility for the policy</p> <p>The QA sub-committee shall be considered the owners of this policy and will ensure that information is accurate and up-to-date.</p>
Monitoring, Evaluation and Continuous Improvement	<p>The LMETB QA office shall be responsible for keeping the policy and procedure up-to-date and for ensuring that only approved versions of the Policy/procedure are accessible via the LMETB website. The Procedure Owner shall periodically review this policy.</p>
Revision History & Commencement Date & Date of Next Review	<p>Commencement Date: April 2021</p> <p>Date of next review: 2024</p>

1. Policy Statement

LMETB aims to include appropriate work experience as an integral element of all courses in our PLC College/FET Centre.

2. Recognised types of work experience

Appropriate work experience may take a number of forms:

- Work placement.
- Work shadowing.
- Work simulation.
- Work based learning.

3. Placement

Learners will normally be encouraged to find their own work placement. In cases where the Learner cannot find an appropriate placement, our PLC College/FET Centre management will assist if they can.

4. Procedures

1. Before placement, a preparation for work experience programme will be done in class.
2. Learners approaching employers will be given a letter of introduction from our PLC College/FET Centre.
3. On obtaining a work placement, our PLC College/FET Centre will write to the employer giving details of insurance, as well as Learner, PLC College/ FET Centre and responsibilities.
4. During the placement, our College/Centre will contact/visit the place of work to monitor progress.
5. On completion of the placement, our PLC College/ FET Centre will request a report from the employer.
6. During and after their placement, learners will detail their learning from the process.

5. Remuneration

Employers are not expected to remunerate learners during work placement, or to pay travel or subsistence costs incurred.

6. Some specific requirements

Certain specific work placements have specific requirements, for example, certification in manual handling, first aid or 'Safe Pass'. Garda vetting will be necessary for learners seeking placement in situations where, for example, learners will have substantial, unsupervised access to children or vulnerable adults.

7. Insurance

Learners are covered by LMETB's insurance during work placement, subject to certain conditions and exceptions.

8. Requirements of learners on work experience

When taking up work experience learners are expected to represent their PLC College/ FET Centre to the best of their ability. Learners on work experience remain subject to the PLC College/ FET Centre Code of Conduct and, in addition, should comply with any guidelines laid down by the employer.

Learning: Learners must take responsibility for their own learning while on work experience, in order to gain the maximum benefit from the time spent within the work environment.

Attendance: Learners are expected to be present and punctual at their designated work experience place during normal working hours. Minimum requirements in relation to attendance apply to various courses.

Absence: If a Learner is unable to attend work experience, s/he must inform the employer and course coordinator immediately. Absence from work experience is permissible only in very exceptional circumstances e.g. illness, and will require a full explanation, Medical Cert etc. Absence from Work Experience will automatically be referred to the management of our College/Centre. Time missed must be made up at a later date, in consultation with the PLC College/ FET Centre.

Please note that learners who have not completed the planning and preparation for work experience in class will not be eligible to participate in work placement.

Appropriate Dress/Hygiene: Many employers have a dress and/or hygiene code, whether due to the nature of their business or for health and safety reasons. Learners must comply with this code.

Instructions /Initiative: Learners are expected to follow all reasonable instructions issued by employers and to show initiative in their practice. Learners should also familiarise themselves as necessary with the policies and procedures of their workplace.

Documentation: Learners are required to keep/collect all relevant work experience documentation as advised by the Class Tutor in accordance with the module requirements if certified.

Confidentiality: Learners must respect confidentiality in relation to observations made while in the workplace. Any issues of concern should be discussed only with their work experience tutor in the PLC College/ FET Centre.

If learners have a genuine difficulty during work experience, they should contact their PLC College/ FET Centre immediately.

9. Policy Review

This policy will be reviewed every three years

Document Name	Work Experience Policy	 <p>lmetb Bord Oideachais agus Ollámaí Lú agus na Mí Louth and Meath Education and Training Board</p>
Version Reference	1	
Document Owner	LMETB Quality Assurance Working Group	
Approved by	QAGMC	
Date	30/04/2021	
Ratified by	LMETB Board	
Date	27 th May 2021	