

Procedure Title	Work Placement
Associated Policy	<ul style="list-style-type: none"> • Chapter 3 Programmes of Education and Training • Chapter 6 Assessment of Learners
Version Number	V1
Owner	Education and Training Manager
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Purpose

To provide learners and work placement supervisors a clear guide on work placement and the work-place assessment.

Scope

All Learners who are on work placement and work placement supervisors.

Definitions/Acronyms

- Work Placement - WP
- Workplace Supervisor - WPS
- Work experience - WE

Responsibility

The WE tutor is responsible for ensuring the work placements, the workplace supervisors and learners are well prepared, managed and supported and for monitoring the quality of placements and assessment

Key Steps

- The WE tutor;
 - Supports the learner in securing, completing and reflecting on a positive workplace experience.
 - Explains the benefits, the process and the learner responsibilities to the learners in class and provides the learners with a copy of our *Work Placement Registration Form*
 - Facilitates the learner in acquiring any additional certification that may be required by the employer e.g., Manual Handling, Garda Vetting etc.
 - Prepares the learner for a placement by outlining;
 - the nature and demands of the work environment
 - the expectations of employers in relation to professionalism
 - appropriate standards of behaviour in the workplace

- The learner identifies a suitable placement and approaches an employer to ask for a placement.
- If the employer agrees to take on the learner, the learner submits a completed *Work Placement Registration Form* to the WE tutor for review, approval and sign-off *before* the placement begins.
- Learners must undergo Garda vetting *before* the placement begins. Garda Vetting is coordinated by WPS.
- WE tutor contacts the WPS *before* a placement begins to introduce themselves, talk through the Work Placement Guidelines and let the WPS know that they are the point of contact for any queries/issues.
- When a WP begins, the learner gives details of insurance to WPS
- The learner must comply with the workplace rules and regulations at all times during the placement.
- The WE tutor contacts the WPS as least once during the WP to check everything is progressing satisfactorily
- One of the WPSs responsibilities is to assess the learners' performance under a number of stated criteria and rate performance linked to each criterion
- When the WPS has assessed the learner, they complete the *Workplace Supervisor Report*, signs it and return it by email or post to the WE tutor by the agreed date.
- Learner's compile and maintain a learner record throughout the work placement using the template provided by the WE tutor
- If a learner is unable to attend the workplace, she/he must inform the WPS and the WE tutor immediately. Absence is excused only in exceptional circumstances e.g., illness, and the learner must submit supporting evidence e.g., a medical certificate
- The WE tutor retains all WP-related documentation securely and submits it with the assessment portfolios for internal verification
- The WE tutor and the learner review the placement and the learner record together when the placement finishes and the WE tutor maintains a record of this review in the assessment portfolio.
- The WE tutor maintains details of contact between LWL and the employer to facilitate an ongoing relationship with the employer.

Role and Responsibilities of the Learner on Placement

- Secure a placement relevant to their course of study, with support from LWL
- Provide the employer with all required documentation / certification prior to beginning the placement
- Maintain a regular attendance schedule, agreed with the employer prior to commencement and inform the employer and the WE tutor immediately if unable to attend for any reason
- Discharge all duties in a professional, timely, honest, courteous and positive manner and undertake all reasonable tasks requested by the supervisor
- Fully comply with all health, safety and welfare requirements of the workplace
- Fully comply with any confidentiality, data protection and other applicable rules, regulations, procedures and directives of the employer
- Return all relevant placement-related documentation to LWL when the placement is completed
- Maintain the learner record throughout the placement and review it with the WE tutor

Supporting Documents

- Work Placement Guidelines – Learner
- Work Placement Guidelines – Workplace Supervisor
- Workplace Supervisor Report Template
- Work Placement Registration Form
- Work Placement Time sheet
- Insurance Letter

Reference Documents

- FESS Work Experience Resource List
- Work-Based Learning - Compilation of Draft Booklets (CDET B 2016)