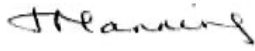




Work Experience Policy

Policy Ref: TMP81v4

This policy will not discriminate either directly or indirectly against any individual on grounds of sex, race, ethnicity or national origin, gender, sexual orientation, marital status, religion or belief, age, disability, socioeconomic status, offending background or any other personal characteristic.

	Name	Title	Signature	Date
Prepared by	Jackie Manning	Principal		July 2026
	Joanne Taylor	Director of Personal Development		July 2026
Approved by	Martin Heaton	CEO		July 2026

Does this Policy require publishing on the College Website? **Yes**

Does this Policy require approval by Board of Governors? **Yes**



Work Experience Policy

Policy Ref: TMP81v4

Record of Changes

Version	Issue Date	Changes	Initials
v1	Apr 2024	Initial issue	JM/CF
v2	July 2024	Annual review, references checked and updated	JM/CF
v3	July 2025	Annual review, references checked and updated	JM/JT
v4	July 2026	Annual review, references checked and updated	JM/JT

Board of Governors Approval History

Version	Approved by	Signature	Date
v3	Peter D. Liptrot, Board of Governors		Feb 2026

Date of Next Policy Review: July 2027



Definition

Throughout this policy document **TMP Studios CIC** is referred to as 'TMP College'.

Scope and Purpose

This policy and its associated procedures extend to all learners and young people on adult social care placements. Supported Internship placements are also included in the scope of this policy.

All work placements that are organised by staff of TMP College are included in the scope of this policy.

TMP College is committed to encouraging and facilitating work experience for our learners, as we believe it helps to develop their employability skills and fulfil their full potential.

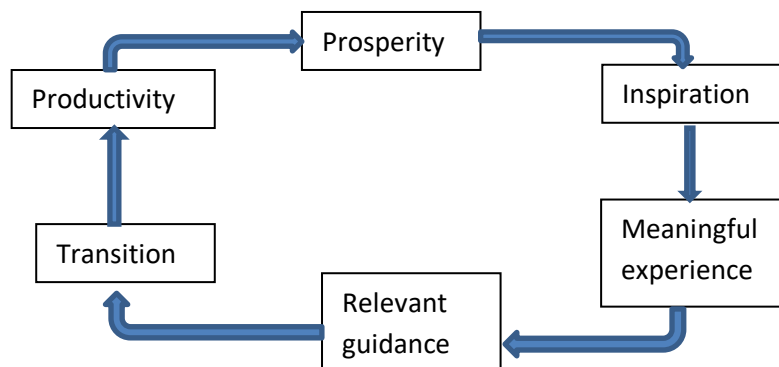
The College is building and promotes effective relationships with industry, community groups and external agencies.

TMP College meets its legal obligations in relation to Safeguarding and Equality and Diversity. In addition, the Health and Safety at Work Act 1974 requires employers to ensure the Health, Safety and Welfare at work of their employees and anyone who may be affected by their activities.

TMP College will endeavour to ensure that risks arising from work placements are reduced to the lowest level so far as reasonably practicable and comply with current best practice.

All procedures should be followed if a learner is placed in a family run business. Work placements on site of TMP College must have suitable inductions and risk assessments in place in line with the Management of Health and Safety at Work Regulations 1999 (Reg 19 – protection of young persons). If the learner is below 18 years old at the time of placement then a specific risk assessment must also be completed.

TMP College is committed and aspires to deliver a modern careers education that meets the ambitions of TMP learners.



Policy

Work experience is defined as beneficial experiential understanding of the world of work and the opportunity for the development of specific vocational skills. It is an integral part of TMP College learner development and is reviewed and recorded.

The length and pattern of the placement will be dependent upon learner needs and preference where applicable. Learners will not engage in a work placement before the Work Experience procedure is adhered to, particularly noting the requirements for a Health & Safety checklist to be carried out first.

Aims and Objectives

To raise aspirations of the learners and prepare for transition from education to working life by sampling different careers, investigating the rewards and demands of those careers and relationships within the work environment.

To give all learners the opportunity to:

- Appreciate the relevance of their college learning by applying it to the work environment, thereby increasing motivation and achievement.
- Increase their vocational awareness, visualise themselves in new roles, and broaden career vision and planning regardless of disability, gender or racial stereotyping.
- Develop knowledge and understanding of the structure and function of employment or community organisations and an awareness of the role of different organisations in society.
- Develop personal attitudes and key skills necessary for success in working life: social confidence, good communication, reliability, and responsibility, working effectively with others, enhancing overall employability.
- Develop awareness of individual strengths and areas for development and improve self-assessment skills.
- Meet the assessment needs of their study programmes or supported internship.

The objectives of the work experience process are to ensure that all learners are placed in a working environment where the associated risks to their health, safety and welfare are suitably controlled. To ensure that the health and safety arrangements for work placements have been adequately vetted and approved prior to commencement of the placement.

TMP aims to ensure that learners gain transferable skills within employment, through meaningful work experience placements.

Responsibilities

Senior Leadership Lead for Work Experience

The Senior Leadership Lead for Work Experience is responsible for ensuring that the policies and procedures are fully implemented.

- Appropriate safety measures are in place and that the training needs have been fully addressed for all learners on work placement.
- All work placements must be authorised by the SLT Lead.
- All placements have a specific objective and are linked to the curriculum through ongoing assessments and targets set by the employers.
- All placements comply with
- all relevant regulations and guidelines; including the College's Health and Safety Policy and procedures.
- All employers are suitable.
- All paperwork necessary to evidence good practice, College policy and legislative requirements are recorded and filed by the Director of Personal Development.

Director of Personal Development

Responsibility for the co-ordination of work experience across the College lies with the Director of Personal Development, whose responsibilities include:

- Maintenance of a central database for work placement employers and maintaining accurate records at all times.
- Risk Assessments are completed for each learner.
- Consistent and standardised procedures and documentation for quality assurance purposes are maintained.
- Work Experience Packs containing documentation are completed with the learners, employers and support staff and are filed on the Learner Work Experience Folder.
- Arrangements are made prior to placement for the medical needs and the SEND needs of the learner as required.
- The Support Tutor who supports the learner during their work placement has all the relevant forms to complete and all feedback will be assessed and adjusted by the Director of Personal Development.
- Site visits are completed and recorded.
- Ensure that all learners are aware of their responsibilities.
- Ensure that all employers are aware of their responsibilities.
- Record and report any accidents or incidents involving the learner on work placements to the College Principal and Health and Safety Manager within 24 hours of the incident.
- Issue a thank you letter and evaluation questionnaire to the employer upon closure of the placement which should be at the end of the college year.
- Learners will have an assessment in the first instance to ensure that they are ready to go out into that chosen industry.

- It is then the Director of Personal Development's responsibility to ensure that each learner is checked and monitored whilst on placement and ensure the placement has current effective health and safety standards and that the relevant insurance policies are in place.

Health and Safety Manager

The Health and Safety Manager has overall responsibility to ensure the College policy is current and up to date and all records are completed and maintained. In addition:

- Liaise with the Director of Personal Development to ensure the Risk assessments are being completed and adhered to.
- Ensure all approved employers are maintained on records.
- Investigate any accidents or incidents and report these to RIDDOR accordingly.

Learner

The learner must:

- Understand and adhere to the health and safety procedures within their work placement.
- Understand that their safety and that of others when on a placement is their responsibility.
- Ensure that any instructions given by the employer are adhered to.

Support Tutor

The Support Tutor must:

- Ensure they are aware of the risk assessment for that learner on that placement.
- Ensure the control measures defined are appropriate for both themselves and the learner.
- Ensure they receive an induction to the employer's premises and activities and follow all rules and policies at all times.

Employer

The employer must:

- Complete all paperwork associated with the learner and work placement.
- Approve the risks assessments and adhere to any control measures identified.
- Liaise and raise any issues with the Director of Personal Development.
- Understand the complex needs of the learner and provide a safe working environment.
- Work alongside the College to ensure the learner has a positive and productive work placement.
- Ensure that the Learner and Support Tutor receive an induction within the workplace on their first day of the placement.

Relevant Legislation

The Human Rights Act 1998

<https://www.legislation.gov.uk/ukpga/1998/42/data.pdf>

Equality Act 2010

<https://www.legislation.gov.uk/ukpga/2010/15/contents>

The Care Act 2014

<https://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

Mental Health Act 1983 (amended 2007)

<https://www.legislation.gov.uk/ukpga/1983/20/contents>

Keeping Children Safe in Education

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Safeguarding Vulnerable Groups Act 2006

<https://www.legislation.gov.uk/ukpga/2006/47/contents>

Working Together to Safeguarding Children 2018

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>