FE Code of Practice for Work Placements

Introduction

This Code of Practice for Work Placement sets out guidelines specifying the purpose and expected practices for, **University College Birmingham**, the **participating employer**, and the **student**. It meets the requirements of good practice and guidelines identified by the relevant industry and sector bodies.

Work placement is an important element of University College Birmingham programmes, as they provide students with the opportunity to develop practical skills, relate theory to practice and develop employability skills. The placement will also assist students in progressing towards a career in their chosen sector, and as such, it is important that students are given the opportunity to work in an organisation that is appropriate to their needs.

A copy of this **Code of Practice** can be found on the [University College Birmingham website.](#)

Purpose of work placement

- Provide opportunities for structured practical experience of the industry.
- Enable students to develop employability skills, apply theory, reflect on their skills, self-awareness, confidence, maturity, and responsibility.
- To help the future of the industries we support.

University College Birmingham commitment

- Ensure all parties are fully aware of placement requirements, including the importance of health and safety.
- Provide the student with advice on placement practices and procedures and the demands of the industry they will work in to maximise their learning experience.
- Upskilling students on industry relevant information including, Health and Safety, Safeguarding and Prevent.
- Maintain regular contact with the student and the employer.
- Provide the student with feedback on their performance in placement.
- Support the student and the employer with any issues.

Employer commitment

- Ensure Health and Safety requirements are met in the workplace.
- Complete and submit all relevant placement documentation.
- Provide the student with a Health and Safety induction at the start of their placement.
- Provide opportunities in the workplace to enable the student to meet the learning outcomes.
- Provide any training required to complete the placement.
- Fully support students during their placement and provide feedback.
- Inform University College Birmingham immediately of any non-attendance, disciplinary or Safeguarding issues.
- Ensure students' work hours are reasonable and consistent with work patterns of other staff.
- Maintain regular contact with the student and University College Birmingham.

Student commitment

- To successfully complete their placement.
- Engage fully in preparation for work placement including attending any relevant college sessions.
- Take responsibility for their learning, professional behaviour, and appearance.
- Be aware of individual responsibilities with regards to Health and Safety and Safeguarding, this includes raising concerns with your Employability Tutor and/or employer.
- Follow all instructions and direction given.
- Keep their Employability Tutor updated regarding progress on placement.
- Act as an ambassador of University College Birmingham.
- Take responsibility for the completion of logbooks and associated placement documentation.
- Ensure excellent attendance and punctuality in placement and inform your Employability Tutor and employer if unable to attend.
- Abide by all the employer's rules, policies and procedures including Health and Safety, social media, and appropriate IT use. This may include the use of personal phones during work time.