



Waterford and Wexford Education and Training Board

Policy for Work Placement Programme

Document reference number	AA3	Document developed by	Corporate Affairs
Revision number	001	Document approved by	Waterford and Wexford Education and Training Board of Management
Approval date	19/07/16	Responsibility for implementation	Principals and Centre Managers
Next Revision date	31/05/17	Responsibility for review and audit	Corporate Affairs

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Section 1

Introduction

This policy sets out how Waterford and Wexford Education and Training Board (WWETB) will manage its Work Placement Programmes.

WWETB will comply fully with their legal obligations under the various Government Acts and Circulars e.g. Data Protection Acts 1988 & 2003, Freedom of Information Act 2014 and Safety, Health and Welfare at Work Act 2005.

Purpose of Policy

The purpose of this policy is to set out how WWETB will implement and manage the Work Placement Programme in the context of the Department of Education and Skills (DES) and Quality and Qualifications Ireland (QQI) programmes.

More specifically the policy sets out: -

- Ensure that work placements are relevant, appropriate and safe;
- That employers are provided with all the necessary information and are adequately consulted;
- That colleges / centres are fully informed of their duties and responsibilities in this regard;
- That students / learners are involved in the planning process and are fully aware of their responsibilities and WWETB's expectations of them;
- That in the case of students / learners who are under 18 or in the case of vulnerable adult learners that parents / guardians will be: -
 - made aware of the work placement details;
 - made aware of WWETB's expectations of the student's / learner's
 - required to furnish relevant information about the student / learner
- That the Insurance Section will retain a copy of all placement details and will support the college / centre staff by processing any queries in relation to insurance.

Section 2

Definitions

Word or Phrase	Meaning for the purpose of this policy
Teacher / Tutor	WWETB Staff member who has been assigned the role of co-ordinating Work Placement for group of students.
Work Placement Provider	Employer who agrees to facilitate / supervise a Work Placement student / learner.
Student	A person who is studying Post Primary College level
Learner	Any other participant who is studying in a relevant ETB Programme
Garda Vetting	If a work placement is facilitated in an organisation where there are children / dependent vulnerable adults. The student is required to gain Garda clearance for this purpose unless they themselves are under 16.
Work Placement Provider Agreement	The form that the Work Placement Provider must complete when they are facilitating a work placement.
Employers Liability – Indemnity Letter to Host Employers	The WWETB Insurer’s letter of evidence of cover for the Work Placement Programme.
Student / Learner Work Placement Agreement	The agreement which is required to be completed and signed by the participating student / learner indicating their understanding of their obligations as a WWETB student / learner whilst on work placement. If the student / learner is under 18 or is a vulnerable adult learner the parents / guardians must also complete the form and also sign it.
Work Placement Notification Form	The form which is completed by the Teacher / Tutor which provides the WWETB Insurance Section with work placement details.
Work Placement Evaluation Form / Supervisor’s Report	The form which is completed by the Work Placement Provider evaluating the student’s / learner’s abilities, conduct and outlining any concerns.
Work Placement Monitoring Form	The form which is completed by the Teacher / Tutor who is monitoring the process throughout.

Section 3

Stages of the Process Outlined

Stage of Process	Action required	Time frame	Person Responsible
Step 1	Identify any Garda Vetting requirements and submit the forms	Start of College Year within the first week	Teacher / Tutor
Step 2	a) Issue letter of introduction/ prepared CV (if necessary) b) To search for a work placement	During placement search During placement search	Teacher / Tutor Student / Learner
Step 3	To submit details of proposed work placement to the Teacher / Tutor	As soon as information is available	Student / Learner
Step 4	Work Placement Provider Agreement form to be completed in full (even if communicated verbally by the Work Placement Provider) and returned to relevant identified staff member	As soon as information is available	Teacher / Tutor
Step 5	a) Request for approval of work placement by Principal / Deputy Principal / Centre Manager b)-Queries regarding insurance should be addressed to the Insurance Section at WWETB Head Office, Ardcavan	As soon as Step 4 is completed As soon as Step 4 is completed	Teacher / Tutor and Principal / Deputy Principal / Centre Manager

Cont'd

Stage of Process	Action required	Time frame	Person Responsible
Step 6	Ensure the Student / Learner Work Placement Agreement is delivered, understood, completed in full and signed by relevant parties	As soon as Step 5 is completed	Teacher / Tutor and Student / Learner (To include Parents / guardians for under 18's or vulnerable adults)
Step 7	IPB Indemnity letter to be completed with details from Work Placement Provider Agreement form.	As soon as Step 6 is completed	Teacher / Tutor
Step 8	Work Placement Notification Form to be completed and sent to the WWETB Insurance Section	No later than one week prior to commencement of placement	Teacher / Tutor
Step 9	To put together a Work Placement Provider Pack and send onto the Work Placement Provider	Prior to commencement of placement	Teacher / Tutor
Step 10	To monitor the progress of the student / learner whilst on placement – a monitoring form is provided to document this part of the process	During placement	Teacher / Tutor
Step 11	<p>a) To notify the Principal / Deputy Principal / Centre Manager of any concerns raised about the placement / student</p> <p>b) Immediately notify the Principal / Deputy Principal / Centre Manager of any accidents or incidents that happen during the placement</p>	<p>During/After the placement as applicable</p> <p>Immediately upon notification by Student or Work Placement Provider</p>	Teacher / Tutor

Cont'd

Stage of Process	Action required	Time frame	Person Responsible
Step 12	Returned Work Placement Provider's Evaluation form to be made available to the student / learner	Upon completion of placement	Teacher / Tutor
Step 13	To follow up with a courtesy "Thank you" letter to the Work Placement Provider	Within six weeks of completion of placement	Student / Learner

Section 4

PROCEDURES EXPLAINED FOR EACH STEP

1. Identify Garda Vetting requirements at the start of the college year and submit the completed forms immediately or on the student's 16th birthday - as applicable. Forms should be forwarded to Garda Vetting Section, Dungarvan Sub Office. Please see advice in Appendix II to assist with this process.
2. Students / learners are responsible for securing their own work placements. Each student / learner should be issued with a letter of Introduction and prepare a CV (if necessary) in preparation to search for a work placement.
3. Student / learner submits' details of proposed work placement to the Teacher / Tutor.
4. Work Placement Provider Agreement form must be completed in full and returned to the relevant staff member within the College / Centre.
5. The work placement must be approved by the Principal / Deputy Principal / Centre Manager before proceeding to the next stage. Any queries regarding insurance at this stage should be directed to the Insurance Section, WWETB Head Office, Ardcahan, Wexford.
6. The content of the Student / Learner Work Placement Agreement must be delivered as part of the study programme. The Student / Learner should have a clear understanding of the standards and expectations of the College / Centre prior to completing the form. Student / Learner Work Placement Agreement form must be completed and signed/dated by the student / learner and also the parent / guardian, if the student / learner are under 18 or in the case of vulnerable adult learners.

7. The Indemnity letter from IPB must be completed with the details as provided by Work Placement Provider Agreement form.
8. The completed Work Placement Notification Form is submitted to the Principal / Deputy Principal / Centre Manager for signature. Once it is signed / dated, please send to: - c/o Insurance Section, WWETB, Ardavan Business Park, Ardavan, Wexford (no later than one week prior to commencement of placement). It would be preferable if the form was scanned and sent by email to the relevant staff member working in this section.
9. The Work Placement Provider will be provided with a pack containing some or all of the following (this list is not exhaustive):
 - a letter of confirmation of placement (template provided),
 - a copy of the completed Work Placement Provider Agreement form
 - a copy of the signed Student / Learner Work Placement Agreement form
 - a copy of the completed IPB Insurance Indemnity Letter (specific to the placement)
 - a Work Placement Evaluation Form / Supervisor's Report with a prepaid self-addressed envelope
 - other items as appropriate to the course
10. During the period of work placement, each student / learner's progress will be monitored either by phone or a site visit, and a monitoring form is provided and must be completed by the relevant teacher / tutor.
11. The Principal / Deputy Principal / Centre Manager must be notified as soon as possible of the following: -
 - if a student / learner raises any concerns about a placement
 - a work placement provider raises any concerns about a student / learner
 - if any accidents / incidents happen during a placement
12. Returned Work Placement Providers Evaluation / Supervisor Report forms will be made available to the student / learner.
13. As a common courtesy, the Work Placement Provider should be thanked for supporting the programme.

Section 5

PROTOCOL TO FOLLOW IN THE EVENT OF AN INCIDENT/ACCIDENT

Step	Action	Person responsible
1	Contact the Principal / Deputy Principal / Centre Manager	Person who witnessed the incident/accident
2	If required and not already done - Contact the next of kin	Principal / Deputy Principal / Centre Manager
3	Check CCTV footage and keep a copy if required	Principal / Deputy Principal / Centre Manager
4	Take pictorial or video evidence of the scene at the time of the incident if possible	Principal / Deputy Principal / Centre Manager
5	Seek written statements of all parties involved, whilst there is clarity of information	Principal / Deputy Principal / Centre Manager
6	Check for witnesses and seek their written statements, whilst there is clarity of information	Principal / Deputy Principal / Centre Manager
7	If there is a piece of equipment / furniture that has contributed to the accident, keep the items as evidence or if unable to do so, take detailed pictures of same	Principal / Deputy Principal / Centre Manager
8	Notify Insurance Section immediately and complete an incident / accident report form – see Appendix attached for forms	Principal / Deputy Principal / Centre Manager
9	If accident has taken place at Work Place Providers site – check if there is a requirement to notify the HSA and see if this has already been done ?	Principal / Deputy Principal / Centre Manager
10	Note if any medical treatment required / given	Principal / Deputy Principal / Centre Manager

Appendix 1

Attachment contains the letters and forms which form part of our policy procedures

- 1. Sample letter of Introduction - (To put on College / Centre headed paper)**
- 2. Work Placement Provider Agreement**
- 3. Student / Learner Work Placement Agreement**
- 4. IPB Insurance Indemnity letter (specific to the placement)**
- 5. Notification Form for Insurance**
- 6. Confirmation of Placement Letter - (To put on College / Centre headed paper)**
- 7. Work Placement Evaluation Form**
- 8. Supervisor's Report**
- 9. Work Placement Monitoring Form**

Appendix 2

Attachment contains PDF/MS documents which will assist the policy process and also see links to websites below

HSA guidelines on Work Experience (PDF attached)

[http://www.hsa.ie/eng/Publications and Forms/Publications/Safety and Health Management/Health and safety matters for students embarking on work experience - A short guide for teachers .html](http://www.hsa.ie/eng/Publications_and_Forms/Publications/Safety_and_Health_Management/Health_and_safety_matters_for_students_embarking_on_work_experience_-_A_short_guide_for_teachers.html)

HSA Leaflet on Work Experience on a Farm (Link)

[http://www.hsa.ie/eng/Education/Teacher Support and Resources/Keep Safe on the Farm Information Leaflet for Post-Primary Students.pdf](http://www.hsa.ie/eng/Education/Teacher_Support_and_Resources/Keep_Safe_on_the_Farm_Information_Leaflet_for_Post-Primary_Students.pdf)

Teagasc Health and Safety Information on the Farm (Link)

http://www.teagasc.ie/health_safety/

IPB Insurance - ETB Accident/Incident Report Form (attached)

HSA Report Form - In the event of having to Report an incident (Link)

<https://webapps.hsa.ie/Account/Login?ReturnUrl=%2f>

IPB Insurance Information Leaflet on Managing Students with Medical Conditions or Disabilities (attached)

Garda Vetting Information from WWETB HR Department and the application form post 15th April 2016 (attached)

- Garda Vetting Information Leaflet
- Garda Vetting Application Form (NVB2)
- Garda Vetting Parent/Guardian Consent Form (NVB3)
- Garda Vetting 100 point Identity Checklist
- Garda Vetting College and Centre Abbreviation List