Work Experience Policy

Purpose

To ensure that all work experience placements provide a safe, meaningful, and educational experience that supports learners' personal and professional development.

Scope

This policy applies to all Alpha Training learners undertaking work experience and the staff responsible for arranging, supervising, and monitoring placements.

Responsibilities

- **Work Experience Coordinator** – source and approve placements, carry out checks, and monitor progress.
- **Staff** – prepare learners for work experience and maintain contact with placement providers.
- **Learners** – follow workplace rules, maintain professional behaviour, and report any concerns immediately.
- **Placement Providers** – provide a safe environment and meaningful learning tasks.

Procedures

1. Conduct a suitability check and risk assessment of all placement providers.
2. Ensure safeguarding checks are completed where required.
3. Provide learners with an induction before starting the placement.
4. Maintain regular communication with both learner and provider during the placement.
5. Gather feedback from both learner and provider at the end of the placement.

Monitoring & Review

- Placement evaluations reviewed annually.
- Annual policy review.

Approved by: Michelle Howdle