

Work Experience / Industry Placement Policy

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1. Scope & Purpose

1.1 Scope

- All students taking part in placements across TMC. This will predominantly apply to 16-19 Study Programmes, T Levels students, supported internships, but will also apply to adult-funded learners who are undertaking placements as part of competency training.
- This policy applies to staff who have responsibility for the planning, organisation and delivery of work placements.
- The Manchester College will support students, where appropriate, on 16-19 Study Programmes and T Levels, in finding work experience placements (WEX), Industry Placements for students on a T level and work related experiences (WRE) for all SP & T Level provision.
- All work experience and industry placement opportunities with stakeholders/employers are to be high quality and meaningful making a positive impact towards the development of the student's technical knowledge, skills, behaviours and work readiness.
- This policy/procedure relates to student work experience and placements at an employer's premises in the UK.
- For overseas WEX/IP, each arrangement needs to be considered individually. Approval is required by the Assistant Principal for Employability, Partnership and Skills.

1.2 Purpose

The policy has been developed to provide staff, students and stakeholders/employers with guidelines on the requirements of WEX/IP and WRE during the planning, delivery and monitoring of WEX/IP and WRE activity.

This policy will:

- Assist the College in meeting its statutory duty and contractual obligations of funding agencies.
- Ensure robust safeguarding measures are in place and understood by TMC colleagues, students and stakeholders/employers.
- Ensure common standards of practice in relation to the placing of students with employers/stakeholders and other WRE activity to support employability.
- Monitor and maintain the health & safety and safeguarding arrangements with stakeholders/employers hosting students on WEX/IP or participating in experiences in the workplace.
- Create, monitor and maintain quality work experience and placements for students.
- Establish basic minimum procedures that will be followed. For some areas of work there will be additional requirements for the course (such as assessment) that tutors will need to address separately.

1.3 Responsibility

All staff involved, in anyway, in the sourcing, planning, coordinating, monitoring, and reporting of work experience (WEX), industry placements (IP) and work-related experience (WRE).

1.4 Expected outcome

Learners can participate safely in worthwhile and relevant work placement and related activities.

Staff have confidence that they have compliantly planned and organised work placements aligned to this policy.

2. Introduction

2.1 Strategic Vision 2027

To deliver our Strategic Vision 2027, The Manchester College wants to provide a focus on careers not courses, and clear employability pathways. Our 'College 2027' strategy has a single, clear mission: to improve lives and economic success through learning and skills. Underpinning this is a broader vision to create 'inclusive growth' connecting our students to the opportunities that living in one of the fastest growing cities in the world provides.

All students on a EPYP Study Programme are supported to secure work placement activity with host stakeholders/employers. We aspire to ensure that all study programme students will take part in a work experience / placements with an external employer/stakeholder so that they can explore potential career pathways (including hidden jobs), experience the real demands of the working environment, independent of their peers and tutors, and put into practice the transferable and sector-specific knowledge, skills and behaviours they have learned at college.

All students on a T Level are supported to complete an industry placement with an external employer/stakeholder, the industry placement is a mandatory requirement of the T Level. The length of the industry placement is aligned to the learning pathway e.g. ranges from 315 hours through to 750 hours.

TMC is committed to ensuring that all work experience and industry placement activity are high quality, purposeful and well planned. We consider student needs and provide young people the opportunity to develop employability knowledge, skills and behaviours in real working conditions.

The College has further focused on raising professional standards and employability skills via "The Deal" (**Appendix 1**), which both supports and underpins our objectives and vision to provide world-class careers advice and guidance, whilst developing and improving learners' work readiness, technical employability knowledge, skills, behaviours, opportunities and career aspirations.

2.2 Careers guidance

At The Manchester College, our careers team members are qualified and experienced advisors, and the service is accredited to the national Matrix quality standard. We fully comply with the Department for Education's statutory guidance and are proud to say we are meeting 100% of the Gatsby Benchmarks (**Appendix 2**), the national framework for good CEIAG in all schools and colleges in the UK.

All students have access to high quality, impartial careers information, advice and guidance from appropriately qualified staff to help clarify their aspirations for work, understand the options open to them and take control of and make informed decisions in terms of job and career change, training and promotion. Our strategy is to develop career opportunity for all students and stakeholders within the Manchester College. Careers

2.3 Work-related experience/enrichment (WRE)

Continuing to build relationships with employers/stakeholders is key to supporting our ambition for careers, not courses. WRE is planned outside of the timetable and is recorded by curriculum teams.

A wide range of WRE activities are available at TMC and compliments WP & IP activity. WRE activity at TMC includes:

- career insight days
- industry days with the vocational area
- sector talks and demonstrations
- internal placements within the College through commercial opportunities and tutor-led WEX
- employer-led workshops/guest speakers
- College-wide employability activities and events to support employability
- themed weeks
- trips and visits to the workplace
- employer set projects linked to the curriculum (live-briefs)
- engagement with business mentors
- digital badges awarded for the achievement of employability skills
- enrichment activities
- representing the College at competitions
- youth social action
- volunteering

All WRE are recorded by curriculum teams on ProMonitor and submitted in the ILR as Enrichment. Details of where this is logged can be found in **Appendix 3**.

2.4 Work Experience (WEX) and Industry Placement (IP)

All students, where appropriate, on 16-19 Study Programmes will be supported in finding WEX with a host stakeholder/employer. TMC aspire to ensure that all study programme students take part in a placement with an external employer/stakeholder so that they can experience the real demands of the working environment, independent of their peers and tutors, and put into practice the transferable and sector-specific skills they have learned at college.

All students on a T Level programme will be supported in securing industry placements in line with their programme requirement (minimum 45-day/125-day placements).

In line with 16-19 Study Programme guidelines, common principles of a high-quality WP are that it:

- is purposeful, offers challenge and is relevant to the young person's study programme/T Level and career aspirations
- allows the student to apply the technical and practical skills learned in the classroom/workshop
- is managed under the direction of a supervisor to ensure the young person obtains a genuine learning experience suited to their needs
- has a structured plan for the duration of the placement with tangible outcomes for the student and employer
- has clear roles, responsibilities and expectations for the student and employer
- is followed by some form of employer reference/ feedback based on the young person's performance.

All WEX/IP due diligence checks are made before a placement commences by the placement organiser (usually an EPC/WPO).

ELI and Health & Safety information is gathered before a placement commences and is stored on Grofar. ELI and Health & Safety checks are conducted annually, aligned with their respective expiration dates.

Full details of the placement activity, the employer/stakeholder, it's duration, days, location, timings, breaks, purpose, employer contact details etc is recorded by the placement organiser (usually the EPC/WPO) on GroFar.

2.5 WEX/IP targets

TMC has set high expectations for all study programme students to participate in work experience (WEX) placements with external employers or partners. These placements are designed to provide students with insight into the realities of the working world, while giving them the opportunity to apply the skills—both transferable and industry-related—that they've developed during their college studies.

As part of the T Level programme, completing the required number of industry placement hours is mandatory for all students. However, if a student wishes to extend their placement beyond the minimum requirement, this can be arranged with the agreement of the employer or stakeholder involved.

r the 2025/26 academic year, the targets for WEX/IP (excluding timetabled employability study) are as follows:

	WP/IP Hours - minimum
Level 1	6 – Work Related Experience
Level 2	24 hours work experience/placement Except: Health & Social Care = 30 hours Animal Care = 150 hours Childcare = 200 hours
Level 3	35 hours - work experience/placement Except: Animal Care = 150 hours over the 2-year course Childcare = 750 over 2 years Health & Social Care = 175 over 2 years
T Level Transition	105 hours Work placement Except: Animal care = 150 hours Childcare = 200 hours
T Level	315 hours industry placement over 2 years Except: Childcare = 750 hours Animal Care = 345 hours

3. TMC WEX/IP Roles & responsibilities

3.1 The College

- All staff members engaged in setting up a work placement will take reasonably practicable measures to arrive at an informed opinion about the health, safety and welfare arrangements at the placement and to assess the suitability of a placement provider
- Do all that is reasonably practicable to ensure students are not placed in a working environment where there are significant risks to their health and safety
- Provide employers with the TMC Safeguarding policy and named safeguarding personnel as part of setting up the placement via GroFar

- All staff involved in arranging placements will remove barriers that might exist for students to access work experience opportunities, for example, clothing, travel etc
- Be reasonably satisfied that placement providers have:
 - systems in place to ensure the health, safety and welfare of the student, so far as is reasonably practicable, while under their control.
 - competence to manage health and safety in relation to the placement.
 - supervision of WEX by competent people
- Maintain records of health and safety visits to the workplace, employer liability insurance details and accident reports as necessary on a centralised database (Grofar)
- Identify any limitations in the specific activities that students can undertake and will consider any:
 - restrictions on work for young people
 - prohibited work for young people
 - working time requirements specific to young people
- Agree the objectives of the placement for the student with the WP provider
- Designate responsibility to staff (usually the assigned EPC) to oversee the placement
- The member of staff responsible for establishing a new placement provider will organise a site visit to the new premises and maintain a record as required
- Ensure employers/stakeholders provide construction feedback to students upon completion
- Ensure that the employer/stakeholder possesses relevant information about the student (for example about their health, learning disabilities or prohibited work) so job descriptions/risk assessments/supervision etc. can be adjusted accordingly
- Handle data in line with the LTE Group Data Protection Policy
- Immediately report all RIDDOR reportable accidents that involve the student on WP to the College's Health and Safety Manager, who will decide if further investigations are required.
- Monitor the quality and effectiveness of the WP through the assigned EPC who will regularly contact the employer, review the feedback and take appropriate action if problems occur
- Reserve the right to withdraw students from placement if there are significant concerns relating to poor behaviour, attendance etc.
- Review the feedback from the employer/student with the student during tutorial / KSB sessions in order to identify and reflect on their learning and assist in development of employability skills.
- The EPC will promote work placement opportunities to students weekly
- Support students in sourcing their own work placements during KSB hour
- Support students in preparing a CV and for interviews during KSB hour
- The EPC/ employability tutor will support students in preparing for their work placement, ensuring they are briefed prior to placement

3.2 The Stakeholder/employer:

- Commits to providing a high quality work placement in a safe and appropriate environment in which the student can experience work, including making reasonable adjustments required for students with additional needs
- Have a health and safety policy which must be written down if there are five or more employees or volunteers (including WEX participants)
- Assess the risks to the health and safety of students in their workplace (taking particular account of young people) and take measures to control the risks identified in the risk assessment (including individual students who may be at greater risk, for example because of health conditions or learning difficulties).
- Provide ELI (public liability for a sole trader) and confirm Health & Safety arrangements to the college.

- Ensure a young person's risk assessment is in place for students under the age of 18
- Ensure students are managed by a supervisor that is competent and diligent permanent member of staff that has no known risks associated with them (in relation to Keeping Young People Safe in Education Act)
- Formally agree the objectives of the placement and the implications of accepting students in the workplace with the College
- Inform the EPC or tutor if the student does not attend, or if they have any concerns regarding the student
- Report all safeguarding concerns accidents and RIDDOR reportable accidents to the College immediately

Whilst on placement, the health and safety of the student rests with the stakeholder/employer placement provider.

3.3 The Student shall:

- Work independently whilst on WEX/IP
- Act professionally whilst on placement acting as an ambassador for the college, following the behaviours as outlined in the Deal and the College's Positive Behaviour Policy
- Comply with all health and safety requirements in the workplace, and wear appropriate PPE as necessary
- Listen carefully to all instructions and, if in doubt, as for clarification
- Discuss any problems or concerns regarding their placement immediately with their mentor/supervisor in the workplace and college EPC and tutor if required. If reported outside of office hours, and an incident is considered serious, then security will inform the Senior Manager on Duty
- Ensure they know who to contact at the placement provider and TMC should they have any concerns regarding health and safety.
- Ensure they are fully prepared for placement understanding location, dates, time and who to report to.
- Be responsible for planning own transport, to and from the placement
- Complete all student mandatory checks required for placements as request by curriculum teams / employers / stakeholders such as Disclosure and Barring Service (DBS) checks, CSCS test, Occupational Health and immunisations appointments, where required.
- Complete all tasks and assessment activity to a high standard as required,
- Contact the college and the workplace supervisor if they are going to be absent or late
- Make an application via Careers team if they can show need for financial assistant in travelling to the placement
- Work towards the achievement of agreed industry placement/WEX outcomes
- Records WEX/IP activity weekly on Grofar
- Complete workplace handbook/logbook where appropriate

4. WEX/IP Planning and administration

All WEX/IP must be fully recorded, with all due diligence checks satisfactorily in place on Grofar before a placement commences.

4.1 Confirming WEX/IP activity

All WEX/IP is to be planned in GroFar, typically by an EPC/WPO. Stakeholder/employer health and safety and insurance checks must be completed by the placement organiser (usually EPC/WPO) ahead of a placement commencement, a minimum a full week before a placement is due to start, to ensure a student is fully briefed and prepared for the placement.

All stakeholder/employer placements will be administered on Grofar providing details of student/s aligned to the placement along with full employer placement details, address, duration, start/end times, job role and expectations, contacts.

Under no circumstance can a WEX/IP activity take place without all due diligence checks being satisfactorily completed by all parties and stored within GroFar or any other identified college system/s.

WEX/IP placements/activity cannot be retrospectively added to Grofar. In the unlikely event that a WEX/IP needs to be added retrospectively, the Assistant Principal of Employability, Partnership and Skills will need to formally review and approve/reject the proposal.

4.3 Profiling WEX

Profiling of WEX/IP should be recorded on ProMonitor under the WEX tab by October half-term. Profiling takes place so that all parties have visibility of planned WEX/IP activity within the term timetable and to ensure that appropriate support, safeguarding measures, and learning objectives are in place. This also enables tutors and placement coordinators to monitor progress, address any issues promptly, and ensure the experience aligns with the student's study programme and career goal

It is the responsibility of the EPC/WPO & curriculum teams to ensure all profiling of WEX is documented on Pro-Monitor.

4.3 Capturing WRE

WRE is to be logged on Pro-Monitor by curriculum teams when the activity has been completed

4.4 Logging & Verifying WEX/IP student hours

Achievement of WEX/IP placement hours will be logged, recorded and reported on GroFar.

Students are required to update their WEX/IP completion of hours on GroFar, during the weekly KSB timetabled session, or at any other time suitable for the student.

The EPC is responsible for verifying student WEX/IP hours regularly, bi-weekly as a minimum.

All learners that are not present in a timetabled session due to attending WEX/IP must be marked with the P mark (in learning).

4.5 Internal work experience & T Level placement

To be used for isolated cases to cater for students with specific needs. The activities will need to reproduce aspects of the work environment and may include working in environments such as the college restaurant, hairdressing salon, animal centre, car repair centre or offices.

Internal work experiences may be an option for a student who needs extra support in going from a safe school/College environment to the workplace. These placements can be a valuable part of work preparation training and provide good opportunities for students to develop initial vocational skills, knowledge and employability skills. However, students should progress to external work experience (WP/IP) at the earliest opportunity, especially if this is a substantial part of their study programme.

In some circumstances, T Level students may complete their industry placement within the LTE Group, subject to approval from the Assistant Principal for Employability, Partnership and Skills. This option may be considered where the student's T Level route e.g. Finance, Digital/IT, business management aligns with Group functions.

All internal placements must:

- Provide meaningful, curriculum-relevant work experience equivalent to external placements.
- Be approved in advance by the Assistant Principal for Employability, Partnerships, and Skills.
- Comply with all relevant safeguarding and health & safety requirements.
Where applicable, students will be required to:
- Undertake a Disclosure and Barring Service (DBS) check prior to commencing the placement.
- Complete all necessary risk assessments and any additional compliance checks deemed appropriate by the LTE placement provider.

4.6 Students with part time jobs

Part time paid work, such as evening or Saturday work, does not fulfil the role of WEX and is not fundable as WEX. The actual hours of the student's employment are not to be included in any data returns.

However, students may arrange with their Employer to spend a specified period of time doing an unpaid activity they would not normally do and which is relevant to their career aim, or shadowing a professional within the company or organisation who is carrying out a role connected to their career aim. Students must be able to evidence whether these opportunities are sufficient to meet the purpose of WEX and submit a Placement Form to the respective EPC for processing.

4.7 Work-shadowing

If students are studying Access to Medical professions courses, their WEX may typically involve shadowing a medical professional rather than carrying out activities independently. This is admissible as WEX due to the limitations imposed by such professions on non-qualified staff.

4.8 Live Briefs

Where an employer offers a live brief or live project activity, students may be able to count this towards their WEX/IP target if the activity meets TMC guidelines i.e. is justified as genuinely reflective of job roles/working patterns in the sector/industry offering the opportunity for example a media company offering a live brief that reflects freelance working conditions. Where a planned activity is unable to meet these guidelines it should be recorded as WRE.

4.9 Supported Internships

A supported internship is only available to students with an Education, Health and Care Plan (EHCP). A supported internship is a structured study programme where the student is based primarily with an employer for extended work experience.

Supported internships are intended to help students obtain sustainable paid employment by equipping

them with the skills for work through learning in the workplace. The internship normally lasts for a year and includes an unpaid work placement of at least six months.

The Manchester College work in partnership with a number of stakeholders to run this employment-based study programme for young people. The course is based at one of the host employers' sites. Interns access placements for up to four days a week that are closely matched to their skills, interests and aspirations. They are supported to settle in and learn the job by an employment officer, job coach and teacher and the support is ongoing for the duration of the placement and in some cases onwards into paid work.

TMC Staff work with students to find out what their skills, interests and aspirations are and agree work placements with them.

4.10 Paid Work Experience/Placements

While most work experience / industry placements are unpaid, in some cases an employer may choose to offer payment to the student.

Any payment arrangement is solely a matter between the employer and the student and does not form part of the College's obligations. The College is not responsible for negotiating, managing, or enforcing any such agreement.

5. Maintaining placement records

5.1. WEX records

The following WEX/records will be maintained by work placement organisers (usually EPC/WPO):

- Details of the placement of each student will be recorded, usually by the EPC/WPO, on Grofar. The placement detail includes: the location and dates of placement, employer details (name, address, name of contact, contact numbers and email addresses)
- A formal Risk Assessment / Health and Safety Agreement will be provided by the employer and stored in GroFar, this can be filled out online via Grofar.
- A visit will be made to new work experience premises prior to the start of the placement, confirmation of this visit will be captured on the **New Business – First Time Visit Form** which will be stored in Grofar (**Appendix 4**)
- For consecutive work placements with the same stakeholder or employer, a pre-placement visit is not required before the student begins their placement. Instead, it is sufficient to update the existing risk assessment and health and safety documentation with current insurance details, along with obtaining a signed commitment from the employer.
- Details of the placement provider's Employer's Liability Insurance certificate and, in the case of a sole trader, Public Liability Insurance (policy numbers and renewal dates) will be gathered by the EPC/WPO and stored in GroFar. ELI and Health & Safety checks are conducted annually, aligned with their respective expiration dates.
- A formal Work Placement Agreement will be made and signed by the employer, and counter-signed by a College representative (usually the EPC), detailing the employer's commitment to the student's work related experience and the activities which the student is to undertake (including any special needs of the student that have been discussed with the placement provider e.g. student learning difficulties or disabilities; prohibited tasks or areas of the work placement premises)
- All 'relevant accidents' in the workplace involving students will be reported to the College (usually to the EPC or tutor) by the employer and copies of the accident report will be required from the employer (including RIDDOR reportable accidents). If reported outside of office hours, and the incident is considered serious, then security will inform the Senior manager on duty.

5.2 T Level Records

T level industry placements will be of a high quality and meet government T Level placement delivery guidance. [T Level industry placements delivery guidance - GOV.UK](#)

In line with the TMC T Level process flow (**Appendix 5**), the following documentation will be completed by the work placement co-ordinator (in most cases the EPC) and stored in the dedicated T Level portal.

- Initial Industry Placement Agreement Form (signed by placement employer)
- Individual T Level job role profile
- Health & Safety and ELI's checks triggers and stored in GroFar
- T Level Reviews (3 in total over the 2 years)
- End declaration form (signed by placement employer)

5.3 DBS Checks

TMC is committed to safeguarding and promoting the welfare of all students undertaking work placements. All placements must comply with the College's Safeguarding Policy and procedures related to work placements, which include pre-placement risk assessments, verification of the employer's safeguarding and insurance practices, and ensuring that appropriate supervision is in place throughout the placement. Students will receive guidance on how to raise any concerns, and employers will be made aware of their safeguarding responsibilities. Safeguarding considerations form an integral part of the placement approval process, and any placement that does not meet the College's safeguarding standards will not be authorised.

DBS checks for workplace supervisors are not compulsory. Should an employer indicate that a workplace supervisor may be supervising a student every day alone or for long periods of time alone then colleagues should seek clarity from their manager, DSL as to whether DBS clearance is required.

Colleagues should also refer to Keeping Children Safe in Education "Adults who supervise children on work experience".

Some placements, whether internal or external, may involve regulated activity and will therefore require the student to undergo a Disclosure and Barring Service (DBS) check. These requirements are set out in full in the College's Student DBS Policy, and students must comply with the processes and clearances detailed therein before starting such placements.

6. Quality control

6.1 Placement impact review

Quality and impact of the placement will be assessed by:

- Reflective log and feedback from the student (T level reviews)
- Employer feedback via termly QDP questionnaire cycle
- Student feedback as part of termly QDP cycle
- Student feedback to employability tutors in KSB hours
- Visits to students on T Level placement

6.2 Compliments and complaints

In the event of a complaint from a student or employer, the TMC staff member that receives the complaint should inform their manager whilst ensuring they follow the TMC/UCEN complaints procedure.

7. Employer engagement

The College will maintain and monitor high-quality employer relationships through;

- Employer advisory board
- Robust account management of key relationships by the EPC assigned to the relevant Curriculum area along with curriculum teams, cross college Directors, HoD, AP's and Principalships teams, where appropriate
- Sponsored programmes and partnerships
- Securing and sustaining new stakeholder relationships through e.g. attending networking events, business development promotional activity, sharing good news and success stories
- All staff engaged with stakeholder/employer engagement activity will maintain accurate stakeholder/employer records on Grofar and any other tracker introduced by the college.
- Employer recognition events

8. General reading

8.1 TMC 2027 strategy & TMC Careers Strategy

[strategic-plan-2023-2027-v10-digital.pdf](#) [careers strategy 2024.pdf](#)

8.2 Greater Manchester Strategy - Understanding current and future skills needs

[Greater Manchester Strategy - Greater Manchester Combined Authority](#)

8.3 Greater Manchester Local Industrial Strategy

www.gov.uk/government/publications/greater-manchester-local-industrial-strategy

8.4 GM Local Skills Improvement plan (LSIP)

[GM LSIP Reports | Gmlsip](#)

8.5 Gatsby Benchmark

[Gatsby Good Career Guidance: The Next 10 Years](#)

8.6 T level industry placement delivery guidance

[T Level industry placements delivery guidance - GOV.UK](#)

8.7 Study Programme delivery guidance Needs updating to 25/26 when published

[16 o 19 study programmes guidance: 2024 to 2025 academic year - GOV.UK](#)

8.8 Keeping Children Safe in Education

[Keeping children safe in education - GOV.UK](#)

8.9 TMC / UCEN Complaints procedure

Compliments & Complaints Policy 24-27

<https://www.tmc.ac.uk/policies-and-procedures/>

9. Related documents

- TMC Safeguarding policy
- LTE Data protection Policy
- TMC The Deal
- LTE Group Health & Safety policy statement
- TMC Compliments and Complaints Policy
- TMC External Speaker, Organisation, Event and Literature Policy and Procedure
- TMC Education Trips and Visits Policy

10. Equality Impact Assessment (EIA)

Are there concerns that this policy could have an adverse impact on any of these protected is action required?		
Age	No	
Disability	No	
Gender reassignment	No	
Marriage or civil partnership	No	
Pregnancy and maternity	No	
Race	No	
Religion	No	
Sex	No	
Sexual orientation	No	
EIA Summary		
Person responsible for EIA	Marie Stock	
EIA Outcome & statement		
Low risk as the policy provides clear guidance for staff, students, and employers on the safe and compliant planning and delivery of work experience and industry placements, ensuring that legal and safeguarding requirements are met. The policy minimises potential risks and promotes safe and supportive practices for all stakeholders. The policy has no adverse negative impact upon people within the nine protected characteristics.		

APPENDICES

Appendix 1: The Deal

The Deal represents the professional standards and behaviours that The Manchester College would like students and staff to commit to.



Appendix 2: Gatsby Benchmarks

GATSBY BENCHMARK
<p>A Stable careers programme: Every school and College should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers</p>
<p>Learning from career and labour market information: Every student and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information</p>
<p>Addressing the needs of each young person: Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A careers programme should embed equality and diversity considerations throughout</p>
<p>Linking curriculum learning to careers: All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths</p>
<p>Encounters with employers and employees: Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes</p>
<p>Experiences of workplaces: Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks</p>
<p>Encounters with further and higher education: All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, Colleges, universities and in the workplace</p>
<p>Personal guidance: Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of College staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be timed to meet their individual needs</p>

Appendix 3: New Business First Time Visit Form

New Business First Time Visit			
Business Name		Employer Contact	
Business Address		Job Title	
Employer E: Mail		Phone Number	
TMC Colleague		Date of Visit	
Business Overview			
Nature of business operations		Work experience / Industry Placement roles available	Y / N
Typical duties for student			
Health & Safety			
Employers Liability in place	Y / N	Tour of premises	Y / N
Young person's risk assessment available		Risk assessments in place for student activities	Y / N
Emergency procedures explained / available		Workplace supervisor available to be appointed	
Safeguarding			
Awareness of safeguarding responsibilities confirmed	Y / N	Staff aware / informed of how to report concerns	
Safe environment (e.g. secure access, lone working procedures)		Emergency procedures explained / available	Y / N
General Comments / Observations			
Business site suitable for TMC student work placement: Y / N			
Staff Declaration			
I confirm that the above information was discussed and verified during the employer visit.			
Staff Name (printed):		Date of Visit:	
Employer Declaration			
I confirm that the information provided is accurate and I agree to support the college in delivering a meaningful and safe work experience.			
Name (printed):		Date:	

Appendix 4 – Promonitor recording of WRE

Recording work related experience of work on Pro-monitor

Step 1: Find the student

Step 2: Select: Student ILR

Step 4: Select: Careers / Work Related Activity Log

Step 5: Select: Add New

Step 6: Select appropriate activity

Step 7: Repeat as and when required

Careers / Work Related Activity Log

FE Student [REDACTED]

Click on a Training Provider to view the details or to make changes to that record.
To add a new record, enter the name of the Training Provider, and optionally the Employer, Start Date and End Date. Then click 'Add'.

Work Experience

View and edit WBL record details

Employer	Start Date of Activity	End date of Activity	Activity Hours
No Records			

[Add New](#)

Total Activity Hours = 0
Total Activity Hours () = 0

Add New

Organisation Details

Company Name

Placement Details

Start Date of Activity
dd/mm/yyyy

End date of Activity
dd/mm/yyyy

Activity Hours

Activity Details

Employer Brief / Project ☐

Employer Masterclass / Mentoring / Discussion Forum ☐

College / LTE Crp Activity – Supporting Employability and Enrichment ☐

Volunteering / Youth Social Action ☐

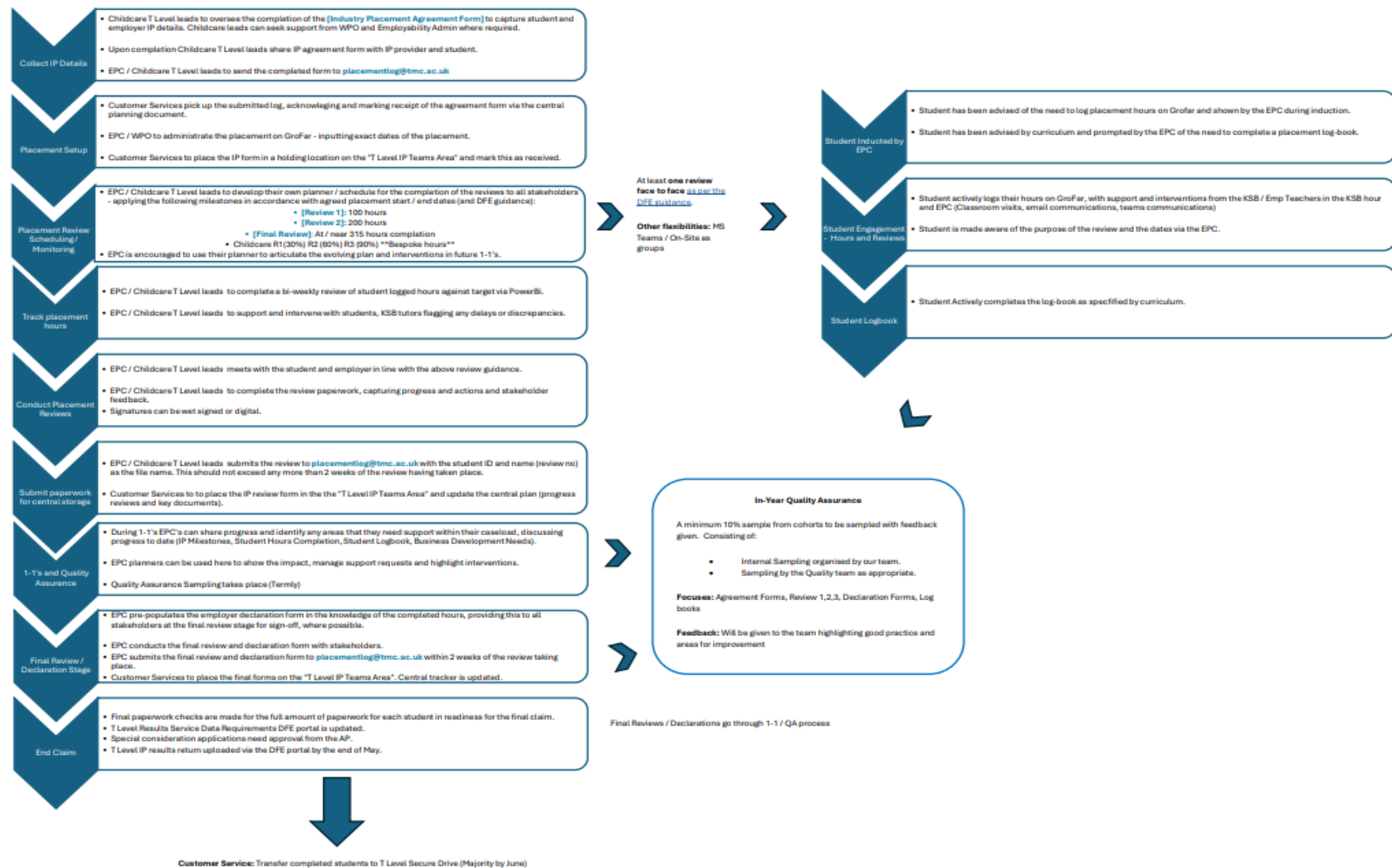
Workplace Visit ☐

Industry Insight / Demonstration / Event / Other ☐

What did this activity involve? What skills did you develop and learn?

Total Activity Hours = 0
Total Activity Hours () = 0

Appendix 5: T Level admin process flow



Glossary of terms

- Work experience (WEX) – used in this document as an umbrella term to cover an employer led external work placement
- Industry placement (IP) – a minimum of 45 days spent with an external employer/provider to fulfil the mandatory work placement requirement of a T Level
- Work placement (WP) – a substantial period spent with an external employer/provider with the aim of preparing the student for an apprenticeship or other employment.
- Work-related experience (WRE) – all other meaningful activities which help students gain employability skills, career information and insights or reproduce aspects of the work environment in a college setting
- Work placement organiser – TMC staff members involved in planning, organising and overseeing student placement
- Placement provider– employer/stakeholder providing WEX/IP/WP for TMC student/s
- Study Programme (SP)
- Young person (YP)
- Employability, Partnership & Skills (EPS)
- Employability Partnership Co-ordinator (EPC)
- Work Placement Co-ordinator (WPO)
- Employers Liability Insurance (ELI) protects employers against claims made employees for injuries and illnesses they suffer at work.
- Public Liability Insurance (PLI) provide financial protection for a business if a member of the public makes a claim
- Health & Safety placement checks - all partners involved in placement of students have responsibilities to ensure students are not exposed to significant risks to their health and safety
- Stakeholders: employers, community organisations, charities.
- Knowledge, Skills and Behaviours (KSB's)
- GroFar: database/CRM used for logging stakeholder and WEX/IP/WP activity
- Workplace supervisor – dedicated contact/mentor at the stakeholder/employer site
- Pro Monitor – TMC software platform capturing student academic progress
- Individual Learning Record – ILR
- Enrichment – additional extra-curricular activities that support student development