
HEALTH & SAFETY AND WELFARE POLICY FOR STUDENTS ON WORK PLACEMENT

April 2021

P240: Work Placement Policy

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1. INTRODUCTION

The College, in agreement with industry, recognises and values the benefits, both educational and experiential to students of undertaking a period of planned, supervised work placement as part of their course. This form of learning experience links the College with the working environment and provides students with the opportunity to gain invaluable experience of the workplace. In addition the opportunities for personal development are invaluable.

This policy applies to all students completing a period of mandatory work placement as part of their qualification. It applies to students who are either employed by a placement provider or who are working in a voluntary capacity.

The majority of qualifications provided by CAFRE include a mandatory work placement. Where work placement is optional within a programme, the College will encourage students to undertake the placement element.

The work placement is an assessed component of the course. A member of college staff will be allocated to and will oversee each student on work placement and will maintain regular contact with the student and the Work Experience Provider.

The College in approving work placements for students, will discharge its responsibilities in line with guidance issued by the Health and Safety Executive NI, (HSENI) and in compliance with the general Health and Safety Policy of the Department of Agriculture, Environment and Rural Affairs (DAERA).

The Work Experience Provider (employer) has primary responsibility for the health and safety of the student and should be managing any significant risks. Under Health and Safety law, every employer must ensure, as far as is reasonably practicable, the health and safety of all their employees, irrespective of age; this includes the provision of a safe workplace. The Work Experience Provider's responsibility applies to all situations where students are undertaking work experience whether in a paid or voluntary capacity.

In order to deliver work placement in a manner that maximises the learning experience and ensures that the College discharges its duty of care to the students, the College will strive to ensure that: -

- Adequate measures are in place to ensure, as far as is reasonably practicable, that students are not placed in a working environment where there are significant risks to their health and safety and wellbeing.
- Work Experience Providers are assessed as to their suitability and are made aware of their responsibilities relating to their duty of care to placement students, in terms of health and safety, safeguarding and education of the student and their legal responsibilities as an employer.

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- Guidelines are provided to students setting out their responsibilities, requirements, their role and the employer's role in relation to health and safety and safeguarding.
- Support is provided to both students and work experience providers during the placement.
- Feedback is provided to students and work experience providers on the work placement.

In relation to placements outside Northern Ireland, where it is not possible to carry out a similar level of engagement with the Work Experience Provider, the College will inform the students of the main relevant issues. **The College will not permit students under 18 years of age to undertake placements outside Northern Ireland (or their country of residence) unless they have the written permission of their parents/guardians.**

2. PLACEMENT SELECTION AND APPROVAL

The College's role in relation to students on work placement is effectively an oversight role. The College, when approving a work experience provider, will advise the provider of their responsibilities in relation to health and safety, safeguarding and welfare of the student.

2.1 PLACEMENTS WITHIN THE UK AND REPUBLIC OF IRELAND

2.1.1 College Responsibilities

2.1.1.1 Placement selection and assessment

Depending on the course, students will either seek approval for a work placement which they have identified themselves or be allocated a work placement from a College list of approved placement providers. A condition for Level 3 full-time agriculture students is that farm placements must be a minimum of 20 miles from the student's home address and the student will be required to reside at the placement provider's farm business (or in accommodation provided by them) for the duration of the placement.

The allocation of students to work placements from the College approved lists (where appropriate) will be based on a number of factors including the student's interests and experience and the learning opportunities provided by the business. Approval of placements is the responsibility of the Work Placement Co-ordinators or Work Placement Supervisor who will visit the Work Experience Provider and complete a **Work Placement Approval Form**, Appendix 1.

Alternatively, if circumstances are such that a visit cannot be carried out, for example, due to distance, timeliness or risk of disease transmission it is recommended that an online approval process takes place with the Work Experience Provider or suitable partnerships are formed with other Colleges or organisations to facilitate the placement of the student.

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Where a business has provided a work placement for a number of years the documentation should be renewed every three years, unless circumstances have changed in the interim.

It is the responsibility of the Work Experience Provider to ensure that their working practices and procedures are safe. The role of the Work Placement Supervisor/Co-ordinator is to reinforce to the Work Experience Provider their responsibility in taking all reasonable measures to ensure that a safe working environment is provided and that work practices and procedures on the business are safe.

The College will also notify HSENI the names of those farm businesses in Northern Ireland providing a student work placement in line with the Service Level Agreement in place between HSENI, CAFRE and AFIB (Agri-food Inspection Branch)

2.1.1.2 Placements involving young people (under eighteen)

The law differentiates between "young people" i.e. those who have not reached the age of eighteen and the rest of the working population. The Work Experience Provider has additional responsibilities in this respect which are set out in the Work Experience Provider handbook.

Under the Management of Health and Safety at Work Regulations 1999, an employer has a responsibility to ensure that young people employed by them are not exposed to risk due to:

- lack of experience;
- being unaware of existing or potential risks; and/or,
- lack of maturity.

2.1.1.3 Placement of Students on Part-Time Courses

Students undertaking a part-time course, who are in full-time employment (including their family business) may be permitted to complete their work placement on the business in which they are employed, providing it offers learning opportunities required for the qualification. In such situations a Work Placement Approval form will not be completed. However, a **Work Experience Provider/DAERA Partnership Agreement** (Appendix 3) **MUST be completed**.

Where the current employment does not provide the opportunity for students to achieve the learning outcomes relevant to their course, part-time students will be required to complete their work placement on a college-approved work placement.

Students enrolled on an Apprenticeship programme must comply with the Operational Requirements of the DfE Apprenticeship programme.

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2.1.1.4 Placement of Students with Special Educational Needs and Disabilities (SEND)

CAFRE is committed to ensuring that high quality placements are identified and secured for SEND students, which may include in-house placements.

The Work Experience Supervisor/Co-ordinator will work closely with the student, their parents/guardians, work experience provider and support staff to ensure that a placement is secured and that close monitoring arrangements are put in place.

2.1.1.5 Student preparation

Students will receive guidance and briefing by the College before commencing their placement, where this can be arranged and this will be set out in the Student Work Placement Handbook (Section 5.1). However, some courses involve working in the industry from the outset, for example work based diploma qualifications and veterinary nursing qualifications. In these situations information on students' responsibilities will be provided in the relevant course handbook. **In relation to Health and Safety, the primary responsibility for providing Health and Safety training to the student rests with the Work Experience Provider, in line with legislation.** This Health and Safety training should be delivered as part of the induction process by the Work Experience Provider and should cover the following;

- (a) Employer's responsibilities
- (b) Employee's responsibilities
- (c) Risk assessments and safe systems of work
- (d) Emergency procedures, first aid and accident reporting
- (e) Personal Protective Equipment (PPE) and personal hygiene

Student Training

Training courses which students may have completed prior to commencing a period of work placement is listed in Appendix 2. Information on training completed will be communicated to the Work Experience Provider by the Work Placement Supervisor.

Some placements will provide students with the opportunity to operate equipment, such as telescopic handlers, ATVs and sprayers that require specific certificates of competences and/or licences. **Students must not operate any such equipment unless they have completed the recognised training and assessment and are deemed to be competent.**

As part of their preparation, students will be instructed to contact their Work Placement Supervisor if they have concerns about health and safety issues on their work placement or have been involved in an accident or near-miss on the work placement business.

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2.1.2 Student Responsibilities

For the purposes of **Health and Safety legislation**, (The Management of Health and Safety at Work Regulations (Northern Ireland) 2000), students on work placement, whether paid or unpaid, are treated as employees. While this affords them the same protection under the law as regular employees, it also imposes upon them the same employee responsibilities. These responsibilities are set out in the Student Work Experience Handbook.

2.1.2.1 Responsibilities under current health and safety legislation

It shall be the duty of every employee while at work:

- (a) To take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work;
- (b) With regard to any duty or requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as is necessary to enable that duty or requirement to be performed or complied with.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

2.2 OVERSEAS PLACEMENTS

In the majority of situations, students aged 18 years and over will arrange their own placements overseas and the role of the College is confined to the provision of contacts, guidance and support. The College will only permit placements for students under 18 years of age outside Northern Ireland (or the country of residence) where such placements are organised through College partnerships or linkages **and** parents/guardians have given their written permission. In all cases overseas placements will require approval by the Course Manager, which will be subject to students' behaviour and performance.

2.2.1 College Responsibilities

As far as is reasonably practicable, the College will follow the same procedures with regard to placement selection and assessment, student preparation and placement monitoring that are in place for Northern Ireland placements.

Given the distances involved, it is most likely that the placement assessment and monitoring will be conducted through telephone calls, video conferencing, e-mails and other forms of electronic communication. All reasonable efforts will be made to ensure that the necessary approvals are in place before the placement commences.

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2.2.2 Student Responsibilities

The responsibilities of the student on an overseas placement are the same as those for students placed locally and are set out in the Student Work Placement Handbook.

Students will be advised to consider their own health, safety and welfare when deciding to undertake an overseas placement.

Students intending to embark on an overseas placement will be advised to take out personal insurance to cover, amongst other things, the consequences of an accident or injury occurring while on placement.

3. COMMENCING PLACEMENT AND PLACEMENT MONITORING

3.1 WEP/DAERA PARTNERSHIP AGREEMENT

The placement will officially commence when the *WEP / DAERA Partnership Agreement* has been signed and dated by all parties. Students who commence working for their Placement Provider prior to the Partnership Agreement being signed will not be considered to be on their course placement and this period of employment will not count towards their course placement. This does not apply to “trial periods” where the student is getting to know the Work Experience Provider, for example, Level 3 agriculture students completing a pre-placement week over the Easter period.

The WEP/DAERA Partnership Agreement (Appendix 3) confirms the roles and responsibilities of the Work Experience Provider and is signed by the Work Experience Provider and the Work Placement Supervisor.

3.2 MONITORING AND COMMUNICATION

Work Placement Supervisors will monitor placements in terms of health and safety, safeguarding and educational experience and will maintain a written record. Arrangements for monitoring and communication are set out in the Student Work Placement Handbook. If the Work Placement Supervisor and the Course Manager agree that the work placement is providing limited learning opportunities for the student they will discuss the situation with the Work Experience Provider and the student and agree a plan of action to address the shortcomings. If no progress is made within an agreed timeframe, the student will be withdrawn and transferred to another placement.

If the Work Placement Supervisor or Course Manager identifies any health and safety situation which could lead to serious injury or death to the student, the student will be withdrawn immediately from the work placement and the Work Experience Provider will be informed in writing of the reason(s) for their withdrawal. The Work Placement Supervisor or Course Manager will also discuss the issue with the DAERA, Food and Farming Group, Health and Safety Adviser.

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If the Placement Supervisor has concerns that do not merit immediate withdrawal of the student, the situation will be discussed with the Work Experience Provider and he/she will be advised that the student will be withdrawn if the problem is not rectified within a specified timeframe. The Placement Supervisor will record their concerns in writing and notify the Course Manager. Both members of staff will keep the situation under review and withdraw the student if no improvement is noted within the specified timeframe.

If the Placement Supervisor and/or the Course Manager have concerns about an aspect of safety on the work placement, but are not content to make a judgement, they will discuss the issue with the DAERA, Food and Farming Group, Health and Safety Adviser.

4. SAFEGUARDING

The College promotes the welfare and safety of all children, young people and adults at risk to ensure that they are protected from exploitation, abuse and neglect when engaged in education at the college, which includes their time spent on work placement. It supports the application of the highest standards of safeguarding practice, when engaging with children, young people and/or adults at risk on work placement.

The College will provide appropriate safeguarding training to students prior to the commencement of their work placement. Information in relation to safeguarding and reporting safeguarding concerns will be included in the Student Work Placement Handbook. The College will also provide information to WEPs on safeguarding in the Work Experience Provider's Handbook.

If the Work Placement Supervisor identifies any safeguarding situation which could impact negatively on the student, he/she will discuss their concerns with the Course Manager and Student Support Officer. If the situation is of a serious nature, the student will be withdrawn immediately from the work placement and the Work Experience Provider will be informed in writing of the reason(s) for the withdrawal. The relevant authorities will also be informed by the Student Support Officer.

5. WORK PLACEMENT HANDBOOKS

5.1 STUDENT WORK PLACEMENT HANDBOOK

Students will receive a Work Placement Handbook for the programme which they are undertaking, prior to commencing work placement.

Work placement handbooks will contain information on:

- Aims and objectives of work placement;
- Approval of placements;
- Placements outside Northern Ireland;
- General responsibilities;

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- Health and Safety;
- Safeguarding;
- Equal opportunities;
- Work placement forms;
- Record of completion of work placement preparation.

The work placement co-ordinator/supervisor will discuss the Work Placement Handbook with the students.

Prior to commencement of placement students will sign a declaration confirming that they have completed work placement preparation training, (including completion of any specialist courses), and have received a Work Placement Handbook.

5.2 WORK EXPERIENCE PROVIDER'S HANDBOOK

All Work Experience Providers will receive a Work Placement Handbook prior to the commencement of a period of work placement.

This handbook will contain information on:

- Aims and objectives of the work placement;
- Responsibilities of the Work Placement Provider;
- Student induction;
- Role of the Work Placement Supervisor;
- Accident/incident reporting and investigation;
- Safeguarding;
- Equal Opportunities;
- Work placement approval form;
- WEP/DAERA Partnership Agreement;
- List of specialist courses that should be completed by the student.

The work placement co-ordinator/supervisor will discuss the Work Placement Handbook with the Work Experience Provider.

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6. STUDENT PAY AND CONDITIONS AND ACCOMMODATION

6.1 PAY AND CONDITIONS

Students on work placement shall be paid the appropriate National Minimum Wage and all relevant employment legislation shall be observed.

However it is recognised that there may be occasions when students are unable to secure paid placements and this generally occurs with short-term placements. In these situations, in order to complete the work placement requirement of their course, students may undertake a period of unpaid placement. In such situations the Work Experience Provider is responsible for the student's health and safety and must ensure that the student is not exposed to risks to their health and safety and receives all relevant health and safety information and training. The Work Experience Provider must also ensure that the student is covered by their insurance policy.

6.2 ACCOMMODATION

Where a Work Experience Provider provides accommodation for a student on placement, the accommodation must be furnished and equipped to a standard that provides the student with clean, comfortable and safe living conditions which comply with the relevant legislation. If the student is under 18 years of age their parent/guardian should visit the accommodation and give their approval for their son/daughter/ward to reside in this accommodation.

The cost of accommodation should be agreed **in writing** with the student prior to commencement of the work placement, subject to the upper limit of the value of "payments in kind" as laid out in Part IV of the most recent Schedule to the Agricultural Wages (Amendment) Order. Information in relation to the responsibilities of accommodation providers is included in the Work Experience Providers' Handbook.

If the student is concerned about the safety of their accommodation they should raise the matter with their Work Placement Co-ordinator/Supervisor.

6.3 LEAVING OR CHANGING WORK EXPERIENCE PROVIDER

Students may only leave their Work Experience Provider to move to another placement in very specific circumstances. If a student wishes to change to another Work Experience Provider, which they have identified, the student must notify and obtain approval from their Placement Supervisor giving valid reasons for their request. In addition there may be situations where the College withdraws a student from a placement due to Health and Safety, Safeguarding or other concerns. In all situations the Work Placement Supervisor will make all reasonable endeavours to support the student in obtaining another suitable placement. The new placement will only officially commence after the Work Placement Approval Form and Partnership Agreement have been signed and dated by all parties.

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7. SICK LEAVE AND ACCIDENT/INCIDENT REPORTING

7.1 SICK LEAVE

Students who are sick whilst on work placement are required to notify the Work Experience Provider and their Work Placement Co-ordinator regarding their health status and provide an indication of how long they are likely to be absent from work.

Students are required to obtain a doctor's certificate to cover periods of absence which extend beyond five working days. Copies of these certificates should be sent to their employer and to the Work Placement Co-ordinator/Supervisor.

Work Placement Co-ordinators/Supervisors should ensure that doctor's certificates are placed in a sealed envelope on the student's file.

Leave of absence covered by sick notes will be taken into consideration when determining whether or not students have fulfilled the criteria for completion of work placement unit / module.

7.2 ACCIDENTS/INCIDENTS

7.2.1 Employers and students are required to inform the Work Placement Supervisor of any accident, dangerous occurrence or near misses that take place at the workplace involving the student.

7.2.2 Employers are legally required to report to HSENI any accidents that fall under RIDDOR.

7.2.3 Employers and students must report all safeguarding concerns to the Work Placement Supervisor/Course Manager immediately, who will follow the procedures outlined in the CAFRE Safeguarding Children, Young People and Adults at Risk policy.

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APPENDIX 1

WORK PLACEMENT APPROVAL FORM

Section 1: Business Details

Business Name	
Address:	
Telephone:	Mobile:
Email:	
Senior Business Contact:	

Business details

Main Activity of the Business
The role(s) to be undertaken by placement student:
Number of Employees:

Insurance

	Insurer	Policy No.	Comment
Employer's Liability			

Section 2: Pre-placement discussion checklist

	Yes/No/ N/A	Comments
The Work Experience Provider has confirmed that they have do not have any pending or previous (i.e. within the last 5 years) Improvement Notices Prohibition Notices or Prosecutions in relation to Health and Safety.		(If No – provide details)
The Work Experience Provider has confirmed that the person(s) working alongside or supervising the student does not have any criminal convictions (or pending) that would exclude them from working with young people.		(If No – provide details)
I have reminded the Work Experience Provider that they are responsible for the Health and Safety of the student while on work placement and are responsible for providing a safe working environment. https://www.health-ni.gov.uk/articles/health-and-safety-work-northern-ireland-order-1978		

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	Yes/No/ N/A	Comments
I have reminded the Work Experience Provider of their additional responsibilities in relation to under 18 year old and SEND students on work placement.		
I have informed the Work Experience Provider of any learning difficulties or health conditions relating to the student.		
I have reminded the Work Experience Provider that it is their responsibility to carry out proper induction, training, site familiarisation and supervision of the student and to provide Personal Protective Equipment (PPE) as required		
I have discussed with the Work Experience Provider the type of work the student will be undertaking during placement and how the Work Experience Provider will manage any risks to the student.		
I have reminded the Work Experience Provider of their responsibilities under RIDDOR and also that they must notify the College immediately of any accidents or any near misses that could have resulted in injury to the student.		
I have reminded the Work Experience Provider of their responsibilities under National Minimum Wage, Employment Legislation, Equal Opportunities legislation and Safeguarding legislation.		
I have reminded the Work Experience Provider of the legal responsibility to have employer's liability insurance, which includes cover for the student, for the period of the placement.		

Student Supervisor Details

Name of Supervisor:
 Contact Number:
 Email address (if available):

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Section 3: DECLARATION

To be completed by the Work Experience Provider.

On behalf of the above named business I confirm that:

1. The contents of this form are accurate;
2. I have received a copy of the Work Experience Provider's Handbook; and,
3. I have been reminded of and understand the Work Experience Provider's responsibilities as detailed in Section 2.

Employer Name:		Employer signature or representative:		Date:	
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To be completed by CAFRE Work Experience Supervisor.

Subject to the Work Experience Provider signing the Participating Partnership Agreement:

1. I approve this placement

☐

Or

2. I approve this placement subject to the following conditions being met:

☐

I confirm that the above conditions have been met

☐

Signature: _____ Date: _____

3. I do not approve this placement

☐

Staff Name:		Staff signature:		Date:	
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APPENDIX 2

WORK EXPERIENCE PROVIDER / DAERA PARTNERSHIP AGREEMENT

The Agreement

Subject to the provisions of this Agreement, the Work Experience Provider (WEP) shall carry out and complete in conformity with the reasonable directions and requirements of the Department such scheme of training ("the Scheme") as is outlined in the Schedule hereto.

Definitions

"Work Experience Provider (WEP) " means the person, partnership, firm, company or body so described at the foot of this Agreement, and who has/have executed this Agreement, or on whose behalf it has been executed.

"the Department" means the Department of Agriculture, Environment and Rural Affairs.

"student" means any person who is studying a course at CAFRE, part of whose training is supported by the WEP under this Agreement.

Status of student

For the duration of this agreement the status of the student on a paid placement shall, be that of **an employee** of the Work Experience Provider and they shall be paid the National Minimum Wage and all relevant employment legislation, including working time directive shall be observed.

However there may be occasions when students are unable to secure paid placements and this generally occurs with short-term placements. In these situations, in order to complete the work placement requirement of their course, students may undertake a period of unpaid placement. In such situations the Work Experience Provider is responsible for their health and safety and must ensure that they are not exposed to risks to their health and safety and receive all relevant health and safety information and training. The Work Experience Provider must also ensure that the student is covered by their insurance policy.

Accommodation

Where a Work Experience Provider provides accommodation for a student on placement, the accommodation must be furnished and equipped to a standard that provides the student with clean, comfortable and safe living conditions which comply with the relevant legislation. If the student is under 18 years of age their parent/guardian shall visit the accommodation and give their approval for their son/daughter/ward to reside in this accommodation.

The cost of accommodation shall be agreed in writing with the student prior to commencement of the work placement, subject to the upper limit of the value of "payments in kind" as laid out in Part IV of the most recent Schedule to the Agricultural Wages (Amendment) Order.

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Indemnity and Insurance

The Work Experience Provider shall be liable for, and shall indemnify the Department against any liability, loss, claim or proceedings whatsoever arising under any statute or at common law in respect of personal injury to or the death of any person whomsoever and in respect of any injury or damage whatsoever arising out of or in the course of or caused by the performance of this Agreement, unless due to any act or neglect of the Department.

The Work Experience Provider shall maintain such public and employer's liability insurance as are necessary to cover the liability of the Work Experience Provider in respect of:-

- Personal injury or death arising out of or in the course of or caused by the carrying out of the Scheme not due to any act or neglect of the Department or any person for whom the Department is responsible.
- Injury or damage to property, real or personal, arising out of or in the course of or caused by the carrying out of the Scheme and caused by any negligence, omission or default of the Work Experience Provider, its servants or agents.
- Insurance in respect of claims for personal injury to, or the death of, any student shall be such as shall comply with the Work Experience Provider's obligations to its employees under the Employer's Liability (Defective Equipment and Compulsory Insurance) (Northern Ireland) Order 1972 and any orders made thereunder or any amendment or re-enactment thereof.

The Work Experience Provider shall at the request of the Department produce to the Department such evidence as the Department thinks fit in relation to the relevant insurances.

The insurance cover shall be for a minimum of £5 million for any one occurrence or series of occurrences arising out of one event.

Equal Opportunities

The Work Experience Provider will strive to ensure that students are protected against unfair or unlawful discrimination or harassment during work placement and will investigate any allegations of bullying, harassment, unwanted behaviour or discrimination against the student and report their findings to the Department. The Department reserves the right to remove either temporarily or permanently the student from the Work Experience Provider pending the outcome of any investigation.

Safeguarding

The Work Experience Provider will comply with Safeguarding legislation and immediately notify the Department of any Safeguarding concerns. The Department reserves the right to remove either temporarily or permanently the student from the Work Experience Provider pending the outcome of any investigation.

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Health and Safety

Students on work placement shall be supervised by a competent person. They shall not be required to operate machinery or equipment for which they have not received adequate and appropriate training.

The Work Experience Provider shall take all necessary steps to secure the health, safety and welfare of all students. Average working hours and breaks shall comply with the Working Time Regulations 1998. It is the Work Experience Provider's responsibility to acquaint him/herself with the Working Time Regulations 1998 and the Employment Rights (Northern Ireland) Order 1996 and any other relevant legislation pertaining to this arrangement and to apply it.

Without prejudice to any statutory duty of any person to make notification of a death, injury, case of disease or dangerous occurrence, the Work Experience Provider shall inform the Department by telephone immediately, of any death or injury to or case of occupational disease affecting a student. This should be followed up in writing by email or letter.

Holidays

The Work Experience Provider shall grant the student 5.6 weeks paid holiday during the 12 months placement. For students on shorter placements, holiday entitlement will be reduced on a pro rata basis.

Monitoring and Inspection

For the purpose of monitoring the Work Experience Provider's performance of its obligations under this Agreement, the Work Experience Provider shall permit the Department and any persons authorised by the Department on its behalf to inspect the operations of the Work Experience Provider relating to the Scheme, and any premises where such operations are carried out.

Termination

This agreement may be terminated immediately in situations where there are extreme concerns relating to the Health and Safety and/or Safeguarding of the student. Otherwise it may be terminated by either party serving on the other at least one week's notice in writing without cause assigned, in which event neither party shall have any liability to the other arising out of or in consequence of such termination provided always that such termination shall be prejudice to any prior right which may have accrued under this Agreement.

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SCHEDULE

Course Title: _____

Work placement lasts for _____

Work placement starts on _____ and finishes on _____.

Responsibility of the Work Experience Provider

1. To assist and instruct the student in the development of practical and business skills, as appropriate, in line with the requirements of the course being studied as outlined in the Work Experience Provider's Handbook.
2. Where appropriate, to make available to the student the physical and financial information relating to the business as appropriate.
3. Discuss with the student the day-to-day running of the business and involve them in the decision making process as appropriate.
4. To allow the student to return to the College during the work placement period as required by the College.
5. To facilitate visits by College staff to the placement business and engage with them in assessing the student's progress.
6. To inform the Work Placement Supervisor or their deputy by telephone immediately, of any death or injury to or case of occupational disease affecting a student and assist with any subsequent investigation.

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Name of Student:

Student Home Address:

Student Contact Telephone:

Signed for and on behalf of

(the Work Experience Provider)

by (Name in capitals)

Position

Address

Signature

Date

Signed for and on behalf of

College of Agriculture, Food and Rural
Enterprise, *Department of Agriculture,
Environment and Rural Affairs*By Work Placement Supervisor
(Name in capitals)

Position

Address

Signature

Date

A copy of this document should be provided to the Work Experience Provider and the original retained in the Student Administration Office.

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APPENDIX 3

H&S RELATED TRAINING COURSES TO BE COMPLETED BY STUDENTS AS FAR AS POSSIBLE PRIOR TO COMMENCING PLACEMENT

Agriculture, Land-based Engineering

Course	Training Courses											
	Emergency First Aid	Manual Handling	Safeguarding	PA1	PA6	PA2	Safe Tractor driving	Safe use of ATVs	Safe Use of Materials Handlers	Lantra Employer Rights and Responsibilities Booklet	Health and Safety	
Level 2 TCA	Yes	Yes	No	Yes	No	No	Yes	No	No	No	Yes	
Level 3 ATEDA	Yes	Yes	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	
Level 3 ATEDLBE	Yes	Yes	No	Yes	No	Yes	Yes	No	No	No	Yes	
L2WB Ag	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes	Yes	
L3 WB Ag	Yes	No	Yes	No	No	No	No	No	No	Yes	Yes	
L4 WB Ag	No	No	No	No	No	No	No	No	No	No	No	
FdSc Ag and Technology	Yes	Yes	Yes	No	No	No	No	No	No	No	Yes	
BSc (Hons) Sustainable Agriculture	Yes	Yes	Yes	No	No	No	No	No	No	No	Yes	

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Horticulture and Floristry

Course	Training Courses								
	Emergency First Aid	Manual Handling	Safeguarding	PA1	PA6	PA2	Safe Tractor driving	CSR Card	
L2 Diploma PHS*	Yes	Yes	Yes	Yes	Yes	No	No	No	
L3 ATEDH	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	
L2 WB Hort L	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	
L2 WB Hort ST	Yes	Yes	Yes	Yes	Yes	No	Yes	No	
L3 WB Hort L	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	
L3 WB Hort ST	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	
Foundation Degree	Yes	Yes	Yes	Yes	Yes	No	No	Yes	
L2 TC Floristry	Yes	Yes	Yes	No	No	No	No	No	
L3 TC Floristry	Yes	Yes	Yes	No	No	No	No	No	

Equine

Course	Training Courses						
	Train to Fall	Emergency First Aid	Manual Handling	Safeguarding			
L2 TCEC	Yes	Yes	Yes	Yes			
L3 ATEDEM	Yes	Yes	Yes	Yes			
FdSc Eq Mgt	Yes	Yes	Yes	Yes			

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Food

Course	Training Courses					
	L2 Food Safety	L2 H&S	Safeguarding			
Level 3 Diploma	Yes	Yes	Yes			
FdSc Food Manufacture & Nutrition	Yes	Yes	Yes			
BSc food Degrees	Yes	Yes	Yes			

Veterinary Nursing and Veterinary care

Course	Training Courses					
	Health and Safety	Safeguarding	Manual Handling			
Level 2 Certificate in Veterinary Nursing Care	Yes	Yes	Yes			
Level 3 Diploma in Veterinary Nursing	Yes	Yes	Yes			