

Offsite Practical/Work Based Component Policy & Procedures

1. INTRODUCTION

The purpose of this policy is to ensure that any work-based component is fully integrated into the relevant programmes. Workplace training will be negotiated with industries that provide a safe working environment for students to gain experience.

2. POLICY

2.1 The *Organisation* should ensure that ;

2.1.1 Evidence is provided that practical and off-site activities are covered by the health and safety policies and procedures of the host organisation and Occupational Safety and Health legislation.

2.1.2 Trainees spend time with an employer for on the job experience, training, assessment and use of facilities. *Organisation's* policy is to detail the responsibilities for assessment and reporting.

2.1.3 Staff identify students who are ready to participate in the workplace training and complete a contract specifying the aim of the placement performance criteria to be met and assessment tasks.

2.1.4 Employers give written feedback on student's capability within the workplace.

2.2 Students and Workplace Supervisors are to keep a record of contacts and meetings held. Tutors will also keep a record of the same.

2.3 Tutors, Students and Workplace Supervisors will plan, record and outline work required.

2.4 Tutors and Workplace Supervisors will complete workplace-training agreements with students.

2.5 Tutors, Workplace Supervisors will carry out regular monitoring as agreed in the workplace-training plan.

3 RESPONSIBILITY

- 3.1 Tutors will take full responsibility to report and assess students on the work placement experiences and to ensure the workplace safety of students and staff.

4 COMPLIANCE

- 4.1

5 REFERENCES

- 5.1

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