

<b>Title:</b>	Employability and Work Placement Policy
<b>Policy Number:</b>	P024
<b>Approval Date &amp; Version:</b>	March 2022, Ver. 3.6
<b>Approved by:</b>	Academic Board (AB)
<b>Next Review Date:</b>	January 2024

**External Reference Points:**

External Source	Reference Points
UKQC- Core Practices	<ul style="list-style-type: none"> <li>The provider supports all students to achieve successful academic and professional outcomes.</li> </ul>
UKQC- Advice and Guidance	<ul style="list-style-type: none"> <li>Partnerships</li> </ul>
Awarding Body Reference	<ul style="list-style-type: none"> <li>London Met Programme Specifications</li> <li>London Met Academic Regulations</li> <li>London Met Quality Manual</li> <li>Pearson BTEC Recognition of Prior Learning Policy</li> </ul>
Other reference Points	<ul style="list-style-type: none"> <li>NCL Strategic Plan 2020-25</li> <li>KEC Operational Plan (updated annually)</li> <li>NCL Quality Assurance Manuals</li> <li>Student Handbooks/ Course Handbooks</li> </ul>
	<ul style="list-style-type: none"> <li>Assessment Policy</li> <li>Equality and Diversity Policy</li> <li>Personal Tutoring and Student Support Policy</li> <li>Policy on Recognition of Prior Learning and Exemption</li> <li>Teaching and Learning Policy</li> </ul>
	<ul style="list-style-type: none"> <li>Safeguarding Policy</li> <li>Prevent Strategy</li> <li>NCL Strategic Plan 2020-25</li> </ul>

**1. Aims of the Policy**

The aims of the policy are listed as follows:

- 1.1. To provide guidance on the difference between mandatory work-placements and voluntary work-based learning
- 1.2. Identify responsibilities of the College and the students in relation to work-placement and voluntary work-based learning.

## 2. Mandatory and Voluntary Work Placement

### Mandatory Work-Placement:

The mandatory work placement is an integral part of assessment and the learning outcomes for the module or programme. are dependent on this placement.

### Voluntary Work-Placement:

These are the placements or work experience that do not fall within the scope of mandatory-work placement.

## 3. Policy

- 3.1.The College will adopt a strategic approach in overseeing the mandatory work-placement, supported by appropriate levels of resources (including staff) to ensure that the necessary oversight is sustained.
- 3.2.The risks associated with each mandatory-work placement provider will be assessed and appropriate proportionate safeguards will be recommended to the students.
- 3.3.Appropriate and proportionate due diligence procedures will be carried out in the form of assessment of the work-placement provider by a College staff to make a judgement on their suitability and appropriateness. The reasonable adjustments for students with special needs or disabled students will also be taken into consideration.
- 3.4.The College will initiate necessary actions to assist every student to understand their responsibility in relation to the mandatory work-placement.
- 3.5.Every student will be encouraged to facilitate dialogue with the College staff to monitor their progress in mandatory- work-placement.
- 3.6.The students will be provided with reasonable support by the College to access fieldwork, placements and work-based learning opportunities.
- 3.7.The placement may be paid or unpaid. The work-based learning can be achieved through many forms, including full/part-time, paid/unpaid work, integrated work placements, and simulated work/ real work environments.

## 4. Responsibilities of Students

- 4.1.Students are responsible to find suitable and appropriate mandatory and voluntary work placement, fieldwork and work-based learning.
- 4.2.Students undertaking fieldwork, work-based or placement learning may have additional responsibilities towards the delivery organisation or support provider and to others such as customers, clients, service users, other employees and the general public they may encounter.

- 4.3. Students are responsible to meet the norms and expectations for professional conduct in the particular field of work or study that they are undertaking.
- 4.4. College staff responsible to assess the work-placement providers should be satisfied that each placement provider, whether allocated by the College or independently found by the student, are suitable.
- 4.5. Students may not be allowed to submit assessments which require mandatory work placement unless the College assess and authorise the placement provider.

## 5. Mandatory Work-Placement

- 5.1. Mandatory work-placement is only required for the Work Based Learning modules of the FdA Business and FdA Hospitality Management; undertaken during their second year.
- 5.2. All FdA students are advised to find and negotiate work placements during the 2nd year as a part of the Work Based Learning Module. These can be a mixture of arranged work experience placements and work produced for clients initiated by the student. Placements will be reviewed and monitored by a work-based learning supervisor. The college will provide support to students to find suitable work placements. Students will attend work experience for 96-learning-hours and this will enable them to apply their learning in a workplace context. The learning hours may include working within an organisation of their choice, researching around the organisation, meeting with relevant staff of the organisations or other similar activities.
- 5.3. As part of assessment 1 of the Work Based Learning module, this 96-learning-hour should allow students to produce a portfolio (2,000 words) where they need to show their planning for the work placement. They will undertake skills audits and complete a personal development plan, reflect on their progress in the work role, identify the skills and knowledge they require, and evaluate their learning and progress with reflective logs and journals. They will include their planning for future career role.

## 6. Voluntary Work-Placement

- 6.1. Excluding mandatory work-placement for Work Based Learning module of the FdA Business programme, all other programmes and modules do not require mandatory work placement.

### 6.2. Work Placement Requirements

#### FdA Business:

At Level 4 - Workplace observation/Placement/field-trips/study abroad- 0 (out 1200hrs) At Level 5- Workplace observation/Placement/field-trips/study abroad- 96hrs (out 1200hrs).

#### FdA Hospitality Management:

At Level 4 - Workplace observation/Placement/field-trips/study abroad- 0 hrs (out 1200hrs);

At Level 5 - Workplace observation/Placement/field-trips/study abroad- 96hrs (out 1200hrs).

BA (Hons) Top-Up Degrees

At Level 6 - Workplace observation/Placement/field-trips/study abroad- *There is no requirement to do work placement, however students are recommended to gain relevant experience.*

**To equip students with the relevant employability skills:**

6.2.1. NCL Tours will provide students training experience with Customer Relations, Hospitality provisions in other destinations by arranging and planning relevant trips.

6.2.2. The College can provide support for work experience to enable students to transfer theory into practice.

6.2.3. Students will be expected to organise two Hospitality Industry familiarisation tours to apply theoretical knowledge to real life experiences. Support will be provided to students to organise these tours.

6.2.4. Field trips and workshops are organised to provide practical experience and real-world application of concepts and theories to meet the learning requirements of various units.

6.2.5. Students will be given opportunity to use the "NCL Tours Educational Demo Lab".

The Lab is equipped with industry-based software, e.g., Customer Relationship Management (CRM) Software, ABTA/ATOL Licensing Scheme, and Guests Booking Software.

6.2.6. Various workshops, events and competitions are organised to improve students' employability skills.

6.2.7. These events and workshop are organised by the Career Development & Employability Manager.

**7. Employers Engagement and Developing Employability Skills**

7.1. Employers are engaged once a year through an employers' event which offers advice and guidance to the College on the delivery of the curriculum including learning, teaching and assessment. Additionally, it also assists students to find suitable work placements and employment. The event brings together staff, students and employers and thus allows them to exchange ideas and identify skills needed to be successful in the workplace.

7.2. Industry experts with vocational skills are invited as guest speakers with a focus on vocational skills, employability issues or other areas of their expertise.

**8. Monitoring and Evaluation:**

- 8.1. The Work-Based Learning Officer records and monitors work experience and, in conjunction with the Work-Based Learning Module Leader, ensures that all students meet the mandatory work experience, if required.
- 8.2. The Knowledge Exchange Centre (KEC) works closely with the programme team to deliver work placement opportunities for students. The work placement activities are monitored and evaluated in the following forums/committees:
  - 8.2.1. The Work-Based Learning Officer submits a monthly report to the KEC Management Committee overseeing the work of the KEC;
  - 8.2.2. The Work-Based Learning Officer submits a weekly report to the London Met Department.
  - 8.2.3. The Academic Assessment (Re-Assessment) Panel (London Met) reviews the evidence for work placements as part of its remit to record and quality assure the assessment of work-based learning module.

## 9. Priorities:

- 9.1. Employability, Entrepreneurship and work experience are key responsibilities of the Knowledge Exchange Centre.
- 9.2. KEC will support these responsibilities through activities such as:
  - 9.2.1. A Career Planning Journal;
  - 9.2.2. The NCL Careers Hub website and smartphone applications;
  - 9.2.3. Employability workshops;
  - 9.2.4. A Careers Advisory Service;
  - 9.2.5. An Entrepreneurs' Mentorship Scheme;
  - 9.2.6. An Employability & Entrepreneurship Forum;
  - 9.2.7. Collateral and Publications (video, hard and soft copies).
- 9.3. For these activities to be fully effective, they should become curricular, rather than extra-curricular.
- 9.4. Work-Based Learning is mandatory for second-year FdA students; other students are encouraged to undertake such activities in support of their learning, and to recognise experience within their current workplace, even if this is not in their desired field.