

POLICY / PROCEDURE TITLE		DATE OF APPROVAL
Work Experience Policy		February 2024
APPROVED BY	VERSION NO.	VALID UNTIL
Executive Board	1	February 2027

OWNER	Assistant Director Quality - Curriculum		
GROUP EXECUTIVE LEAD	Executive Director Quality		
DOCUMENT TYPE	Policy <input checked="" type="checkbox"/>	Group Procedure <input type="checkbox"/>	Local Procedure <input type="checkbox"/>
PURPOSE	<p>The purpose of this policy is to:</p> <ol style="list-style-type: none"> Set out the requirements for the planning and management of all NCG student work experience placements to ensure they exemplify best practice, have a clear curriculum/occupational focus and are compliant with relevant legislation. Provide guidance on the types of work experience activities that study programme learners should be engaged in during their programme. 		
APPLICABLE TO	All NCG employees, as well as employer partners, agency workers, learners and volunteers.		
EQUALITY ANALYSIS COMPLETED [POLICIES ONLY]	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	(If EA not applicable, please explain)		
KEY THINGS TO KNOW ABOUT THIS POLICY	<ol style="list-style-type: none"> Mandatory/statutory requirements when planning and organising a work placement. The NCG standards and policy requirements associated with work placements. How the policy applies to staff in their particular role. 		
EXPECTED OUTCOME	<ol style="list-style-type: none"> Learners are able to 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. 		

MISCELLANEOUS	
LINKED DOCUMENTS	<ul style="list-style-type: none"> Safeguarding Policy Data Protection Policy Positive Student Behaviour Policy Health, Safety and Wellbeing Policy NCG Staff Code of Conduct

	<ul style="list-style-type: none"> • Attendance management Policy • TLA Policy • Alcohol, Drugs and Weapons Policy • Educational Visit Policy • NCG Careers Education, Information Advice and Guidance Framework • NCG Quality Plan 2023/2026
KEYWORDS	<p>Insert here keywords which people might use to search for the policy</p> <ul style="list-style-type: none"> • Work Experience • WEX • Work placement • Industry placement
USEFUL LINKS	<ul style="list-style-type: none"> • Child employment: Minimum ages children can work – GOV.UK (www.gov.uk) • Young people at work - Risks - HSE • Young people at work - training and supervision - HSE • Young workers – Advice for young people at work (hse.gov.uk) • Employers' Liability (Compulsory Insurance) Act 1969: A guide for employers HSE40

EQUALITY IMPACT ASSESSMENT			
	Yes	No	Explanatory Note if required
EIA 1 - Does the proposed policy/procedure align with the intention of the NCG Mission and EDIB Intent Statement in Section 2?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The answer to this must be YES
EIA 2 - Does the proposed policy/procedure in any way impact unfairly on any protected characteristics below?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Disability / Difficulty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Marriage and Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Religion or Belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Sexual Orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA3 - Does the proposed policy/processes contain any language/terms/references/ phrasing that could cause offence to any specific groups of people or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA4 - Does the policy/process discriminate or victimise any groups or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA 5 - Does this policy/process positively discriminate against any group of people, or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA 5 - Does this policy/process include any positive action to support underrepresented groups of people, or individuals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy refers to inclusion in context of learners that may have a physical, sensory, educational disabilities
EIA 6 - How do you know that the above is correct?	<p>The policy has passed through the:</p> <p>T-Level Council – representative Group with responsibility for technical education.</p> <p>Safeguarding Council - a representative group of experienced managers in this aspect of our work.</p>		

1. POLICY STATEMENT

NCG, and its constituent colleges, are committed to a curriculum that supports the Group's mission of 'Enabling social mobility and economic prosperity through exceptional education.'

The Group recognises that enabling our learners to engage in work placements and a range of related activities make an important contribution to this mission and are an effective way to enhance and embed our learners' personal, social, cultural and academic / skills development and progression prospects. T-Level industry placements are also an integral part of the post-16 educational reforms. It is therefore NCG policy to encourage and support work experience activity to allow our learners to realise these benefits where they form an integral element of their course.

The safety of our learners and staff is always paramount, but it is important to strike the right balance between protecting our learners from risk and allowing them to learn from high quality work experience. We accept that not all risks can be eliminated completely, however we aim to minimise them to an acceptable level to provide a safe learning experience through:

- Effective, proportionate risk management and risk assessment when planning and delivering work placements and related activities.
- Ensuring those staff and learners involved in work placement and related activities understand their role and are competent to manage and take part in them.
- Maintaining compliance with relevant legislation and statutory guidance.

2. LEGAL CONTEXT

NCG is obliged under the Health and Safety at Work Act 1974 and associated regulations, to ensure that the health and safety of its employees and learners in their care is safeguarded.

NCG as a work placement organiser, shall take reasonable steps to satisfy that any work-related risks to a student are managed by the employer. Reasonable checks shall be kept in proportion to the risks involved [Young workers – Advice for work experience organisers \(hse.gov.uk\)](https://www.hse.gov.uk/youngworkers/)

NCG does not have responsibility under health and safety law for work placement students rather it is the employer who is responsible for workplace health and safety.

College staff organising and monitoring work experience activities accept responsibility for the care and welfare of learners, regardless of age. They have duties as employees and / or managers under health and safety legislation and are required to take reasonable care for the health and safety of themselves, and their learners, who may be affected by their acts and omissions at work, and to cooperate with their employer (NCG) regarding the Group's legal responsibilities.

These staff are responsible for complying with the policies, training and guidance provided by the College, and should take reasonable care at all times, and cooperate with NCG as their employer to:

- Follow any policy and guidance provided.
- Engage in relevant training offered by their employer.
- Keep up to date with currently acceptable professional practice.

The following legislation may also apply to this policy:

- The Management of Health and Safety at Work Regulations 1999.
- Adventure Activities Licensing Regulations 2004.
- Safeguarding Vulnerable Groups Act. 2006.
- Equality Act 2010.
- The Data Protection Act 2018 (including GDPR).
- Keeping Children Safe in Education (reviewed annually).
- Careers guidance and access for education and training providers - Statutory guidance for schools and guidance for further education colleges and sixth form colleges.

Additionally, the policy has been written in accordance with the current [DfE 16-19 Study Programme Guidelines](#), [T level Industry Placement Delivery Guidance](#) and [funding requirements](#).

3. SCOPE AND PURPOSE OF POLICY

Part A of this policy applies to all work placements undertaken by students across NCG. This will predominantly apply to 16–18-year-old students as part of a study programmes, supported internships or T-Level, but it will also apply to adult-funded learners who are undertaking placements as part of competency training, for example

in early years, and internships for learners with high need. It also applies to staff who have responsibility for their planning, organisation, and delivery. The purpose is to set out the requirements for their planning and management to ensure they exemplify best practice, have a clear curriculum/occupational focus and are compliant with relevant legislation.

Part B of this policy sets out guidance on the types of work experience activities study programme learners on different levels of learning, should be engaged in during their programme.

Note: The provision of placements for other providers, for example school pupils, is out of the scope of the policy, as staff are expected to follow the policy of the organising school or college, except for safeguarding (which will apply regardless). Should any safeguarding issues, concerns, or risks be identified, the staff member should follow the standard procedure within the NCG Safeguarding Policy/Procedure (and notify the Designated Safeguarding Lead).

4. POLICY REQUIREMENTS – THE NCG STANDARD

Each NCG college is required to have their own procedures in place for work placement and related activities that are compliant with this policy. Under no circumstances should work placements be permitted unless fully compliant with this policy, and derivative procedures. Staff will never place a learner with an employer if they have any concerns around risk, safety or wellbeing.

5. DEFINITIONS

Carer - used in its widest sense and includes parents / guardians/ local authority carers.

Head of Department - the appointed leader of the school, faculty, or department.

External work placement - organised and monitored by NCG staff, referring to all work placements usually taking place at an external employer's premises. This relates to work placement at an employer other than NCG, where the learner would not be directly supervised by a member of NCG staff.

Learner / Student - used interchangeably and include all learners, whether young people, learners with specific high needs, adult learners, or higher education students. Apprentices, as employees of a third party, will follow guidance set out in the NCG Apprenticeship Policy and associated Staff Handbook.

NCG based work placement: a placement taking place at a student's college, organised, and monitored by NCG staff. Likely to be undertaken in an applied learning or practical training environment, (e.g., in the college restaurant or hair salon), where the learning environment is an essential element of a student's vocational qualification, and the purpose is to practise skills in a supervised environment.

Placement Provider - the organisation/employer/institution that is hosting the learner and has responsibility for health and safety of the learner during their placement. When referring to the placement provider in documentation staff must be specific as to the location, especially when working with large or multi-site organisations.

Staff - refers to all NCG staff in the organisation, including volunteers, sessional workers, and agency staff.

T-Level Industry Placement – this is a mandatory component of a T-Level qualification. The occupationally relevant external placement is a minimum of 315 hours (approximately 45 days), Standardised NCG industry placement documentation is used by all colleges and their employers which is aligned to the [DfE delivery guidance](#) and core principles.

Teacher - used to describe all teaching and training staff, including teachers, lecturers, Instructors, skills trainers, learning support practitioners, coaches/mentors, work experience coaches and teachers in managing positions.

Work Experience - umbrella term used to describe all types of work preparation activity and work placements including NCG based, external and T-Level industry placements.

Work Placement Organiser - the member of NCG staff who is organising the work placement; ideally a member of a dedicated Work Experience team, employer services, or equivalent. This member of staff may also be a suitably experienced programme leader if they have the requisite knowledge of this policy and associated training.

Work Preparation Activities - planned activities (with the exception of external work placements) that support learners to prepare for the workplace. Activities may include direct employer encounters such as visits to employer workplaces, and employer guest lectures, and broader work-related learning activities such as social action projects and career related research. Please note that visits led and supervised by NCG staff would follow the Educational Visit Policy.

PART A – WORK PLACEMENTS

1. GOVERNING PRINCIPLES

Each NCG College is required to follow the governing principles below. Should the staff member have any concerns about the placement, they should pause the planning and seek advice.

- *Placements provide for a safe working environment - all placements are proportionally risk assessed and can demonstrate adherence to Health and Safety legislation.
- *Placement providers have appropriate employer liability insurance to cover the learner.
- *Placement providers can provide a designated supervisor / mentor. This person will be a competent and diligent permanent member of the provider's staff. There will be no known risks associated with the member of staff. Please note: HSE advice around risk assessment and DBS clearance (Disclosure & Barring Service) are vague. Colleagues should refer to Keeping Children Safe in Education, section titled '*Adults who supervise children on work experience*' for definitive guidance on what constitutes regulated activity. Placements that involve placing young learners in environments that could constitute a risk must be avoided. There is no definitive list for this, but examples would include placements that involve working exclusively in isolation with a single supervisor (who is unchecked). Staff should refer to Designated Safeguarding Leads or HR Business Partners if unsure.
- Assurance that NCG Safeguarding / Prevent policy controls will continue to be followed.

- A robust approvals process will be in place. No placement will take place without all relevant documentation being completed and approved by the designated authorising manager in advance of the proposed placement date.
- All staff involved in planning and monitoring work placements must be deemed sufficiently experienced and competent by the authorising manager. They will be permanent members of NCG staff and have up to date mandatory training. They will be familiar with this policy, its purpose, and the potential consequences for learners, staff and NCG if not compliant. Staff will not place a learner with a provider if they have any concerns or reservations associated with risk or wellbeing.
- *All placements will have a clear curriculum/occupational focus, a structured plan/objectives for the duration with clear roles and responsibilities for student / employer to ensure demonstrable learner outcomes in terms of knowledge, skills, personal and/or cultural development.
- All learners will be verified 'as placement ready' before commencing their placement. They will record their reflections and learning during and at the end of their placement.
- *Assurance that learners will receive an employer feedback/reference based on their performance during placement
- Assurance that learners will not be exposed to people who will undermine NCG's approach to safeguarding, Prevent and Equality, Diversity, Inclusion and Belonging.
- Learners will adhere to the expectations and conduct set out in the Positive Student Behaviour Policy.
- Any prohibitions around sites, locations, equipment, machinery, or tooling will be made clear.
- *Planning and delivery are accurately recorded for safeguarding, learning, and funding compliance reasons.
- *Timing will usually be in line with the students' normal pattern of attendance or organised in line with normal requirements of the occupational industry for T level learners.

*Denotes alignment to the DfE principles of high-quality work placements, T-Level industry placement core principles and DfE funding requirements.

2. HOSTING WORK PLACEMENTS AT NCG

NCG may accept its own learners to undertake work placements (for example childcare learners placed in a nursery, or administration within an office environment) and accept learners from other schools and colleges. This policy only applies to the former – arrangements for external learners will be in line with their own school's procedures.

If hosting a learner, the designated member of NCG staff (placement manager) will:

- Decide whether there is appropriate supervision capacity within the team before agreeing to host a placement.
- Plan a risk-assessed programme of activities for the placement student, which consider their age, level of experience and any other factors.
- Ensure the learner undergoes a DBS check in line with college procedures before the placement begins.
- Seek advice from the Health and Safety team where necessary.
- Make the findings of the risk assessment available to the placement learner, their supervisor(s) and to the parents/guardians of children under 18 on request.
- Ensure that an appropriate induction is carried out and recorded.
- Ensure that there is adequate supervision and mentoring throughout the placement.
- Ensure that any changes to the activity programme are risk assessed.
- Participate in debriefing at the end of the placement.

3. ROLES AND RESPONSIBILITIES

3.1 Employer / Placement Provider

The employer is responsible for [health and safety](#) in the workplace. By law, they are responsible for providing a safe working environment, appropriate training and making

sure that the student receives an adequate induction. Safeguarding responsibilities will always remain with NCG, and employer must be briefed on associated processes. Key information is available publicly here: <https://www.ncgrp.co.uk/safeguarding/>

If the employer operates in a high-risk environment such as agriculture, construction, engineering, and manufacturing, they must formally consider the risks, and this must be documented in a risk assessment. If the employer routinely uses heavy or dangerous plant, machinery or equipment, then appropriate prohibitions of use will be required.

The Health and Safety Executive (HSE) [Young people at work](#) covers an employer's responsibilities for different types of working environment and is relevant to industry placements.

The employer is not required to pay the learner. Whilst it is legally possible to do so, this is generally discouraged at NCG due to the administration burden for employers, that could discourage future engagement. Learners should therefore not expect to receive payment.

If the learner is undertaking tasks that form part of the employer's normal work routines, and the employer already has up-to-date employer's liability insurance and public liability insurance, then they will not normally need additional cover. In the case of an extended placement (up to 45 days) it is likely that the employer will need to notify their insurance provider unless they are adequately covered. Further information or guidance on insurance can be found via [HSE's Guidance](#)

The employer must therefore provide:

- A safe work environment.
- Appropriate insurance.
- A line manager to support, supervise, and mentor the student.
- Opportunities for the student to develop their technical skills within your industry.
- An induction which includes explaining relevant policies and procedures.
- Simple feedback as to the student's progress against the agreed learning objectives. – ideally using a simple template/proforma/MS Form.
- Any specific, non-standard equipment.

- Worthwhile tasks, during the hours of the working day.
- A debrief at the end of the placement.

3.2 The Head of Department

The Head of Department (or equivalent – must be at curriculum manager level and not a programme leader) is permitted to authorise the placement. In some cases, this may be a dedicated Head of Employer Services, or a Work Experience Coordinator / Lead. The Head of Department is responsible for ensuring that this policy is adhered to and that all checks and risks assessments have been completed. It is the responsibility of the Head of Department to ensure staff responsible for work placements are familiar with this policy and are provided with additional guidance/clarification if required.

3.3 The Placement Organiser

The placement organiser (organising staff member) has a crucial role to play in the successful and safe facilitation of a work placement. As such, they will be deemed suitably experienced and competent by Head of Department to safely organise the placement.

Ideally the placement organiser will be part of a dedicated team and have a secure understanding of this policy and associated statutory guidance and law. The placement organiser should ideally have a good working understanding of Health & Safety requirements – a Level 2 H & S such as IOSH or equivalent.

The placement organiser must be a permanent member of NCG staff - they have operational responsibility for:

- The planning and submission of all approval and placement documentation to the Head of Department (or equivalent) within agreed timescales.
- The appointment of suitably experienced accompanying placement staff to ensure appropriate learner / staffing ratios, and a nominated contact at college base.
- Briefing learners, employers, and staff in relation to the placement.
- Ensuring that carers / employers are given sufficient information in writing for low-risk placements (category A) or are invited to a briefing session for higher risk

placements (category B). It may be convenient for staff and carers to facilitate this briefing online using NCG platforms. It is recommended that the online briefing is recorded, with a link sent to any parties who could not attend.

- The supervision, discipline and conduct of the learners and staff for the duration of the placement.
- Undertaking a risk assessment during a placement to identify any potentially hazardous environmental, social, situations factors, and take appropriate steps to leave the environment or remove the risk before it causes an accident or incident.

The placement coordinator must be always contactable during normal working time when the learner is on placement or make provision for a suitable deputy to cover.

3.4 The Placement Monitor

The Placement Monitor is a member of NCG staff who is charged with monitoring the wellbeing and academic progress of the learner. If this is a different member of NCG staff to the placement organiser, they will be familiar with the risk assessment. They are responsible for:

- Liaising with the learner to ensure they are safe and well.
- Supporting with any issues, conflicts, or concerns.
- Gaining feedback from the learner on agreed duties and enquiring as to the progress being made.
- Liaising with, and gaining feedback from, the employer as to conduct, personal development, and enquiring as to the progress being made.
- Being always contactable, during normal working hours.
- The NCG Safeguarding Policy will be always followed.

3.5 Carers / Parents (learners aged 16-18 and/or with high need)

Carers / Parents should be made aware of the placement before commencement. As a minimum they should be informed of:

- Employer name and address.

- The type of work agreed, and expectations for learning.
- Employer supervisor name and contact details.
- College Placement Monitor name and contact details.
- Duration / Timetable.
- Travel arrangements.
- Category of risk.

Additional arrangements with carers may be necessary for learners who have physical, sensory, educational needs. This should not be a barrier to participation.

3.6 Learners

When briefing the learners, the placement organiser must make it clear that they must act in accordance with expectations and conduct as outlined in the Positive Student Behaviour Policy.

4. CATEGORIES OF WORK PLACEMENT

Work placements are classified as Category A and B dependent upon a combination of risk factors, including occupational area, activities planned, duration, location, the use of specialist tools and use of transport within the placement.

Category	Not exhaustive
A – Medium	<ul style="list-style-type: none"> • Internal/external work placements up to 10 days in duration. • Placements in low-risk sectors such as business, finance, IT. • Placements that do not involve the use of specialist tools and equipment.
B – High	<ul style="list-style-type: none"> • Placements up to 60 days in duration. • Placements in higher risk sectors such as engineering and construction. • Placements that may involve the use of specialist tools and equipment.

5. OCCUPATIONAL RISK LEVEL

All potential placement providers shall be assigned an occupational risk level based on the list below:

Risk Level	Occupational Area
Low Score = 1	Administration
	Education
	Retail
	Sales
Medium Score = 2	Animal care
	Care
	Electronics
	Hairdressing / beauty
	Hotel / restaurant (non – catering)
	Sport / recreation / leisure
	Textiles / clothing
	Wholesale / warehousing
High Score = 3	Agriculture / horticulture / fishing / forestry
	Animal nursing
	Catering (kitchen)
	Chemicals and chemical products
	Construction
	Engineering (electrical and mechanical)
	Equestrian
	Manufacturing
	Mining and quarrying
	Outdoor activities
	Motor vehicle repair
	Security
	Transport
Utilities	

6. CONTROL OF RISK

For all placements

As per the governing principles outlined in section 1 and 3.1 roles and responsibilities of the employer/placement provider, and in addition:

- Adequate insurance cover is in place – both college and placement venue. The placement lead should request a copy of the employer liability insurance before

the placement.¹ (Under no circumstances should staff or learners sign a waiver to waive their right to bring a claim for personal injury).

- All relevant documentation has been completed and approved in advance of the placement date including as a minimum:
 - Occupational, Health and Safety assurance has been fully completed by both the college and the employer.
 - Parent/carer/learner consent form (including medical clearance).
 - Supervision arrangements.
 - Student Medical / special consideration form where appropriate.
- Additional requirements for high-risk activities:
 - Where any specialist equipment is required.
 - Details of any access, machine, tooling, or equipment.
 - Details of any prohibitions/restrictions.
 - The employer has confirmed they have suitably risked assessed the activities where relevant.

¹ Whilst out of scope for this policy, work placement visits should request a copy of the employer liability insurance.

PART B – STUDY PROGRAMME WORK EXPERIENCE GUIDE

7. GUIDE

All students on study programmes must have planned opportunities to engage in work experience (as per the policy definition) as part of their programme aligned to the study programme standard delivery model, and to meet the NCG Guarantee delivery standards. It is mandatory for T-Level learners to undertake an industry placement for a minimum of 315 hours.

The planned activities must take into consideration the student’s intended next steps and career ambitions. The requirements will vary depending on the programme, but for the purpose of planning the following guidance should be applied. Evidence of engagement in activities must be logged and verified using the appropriate platform (eTrackr).

Work Experience				
	Level 1	Level 2	Level 3	T-Level
External work placement	There is no expectation for L1 learners to undertake external placement. The focus will be on providing work related learning and direct employer encounters.	Learners who are expecting to progress to employment-based routes, including apprenticeships, should be prioritised for work placement	Learners who are expecting to progress to employment-based routes, including apprenticeships, should be prioritised for work placement. Learners aiming to progress to higher education should prioritise visits/open days to Higher Education Providers.	100% of the cohort must attend an industry placement for a minimum of 315 hrs (e.g., 45 days at 7 hrs per day).
Direct employer encounters Minimum one activity per term (or appropriate alternative)	<ul style="list-style-type: none"> • Social action and fund-raising projects • Employer set and assessed projects • Educational visits to employers and Workplaces • Interviews with employers • Work tasters • Employer guest lectures • Virtual/online employer engagements • Employer mentoring • Job shadowing • Skills competitions • Employer networking events / insight talks 			

Work-related learning	<ul style="list-style-type: none"> • Volunteering • Career related research and planning • Job cv / application preparation • Business case studies • Team tasks • Mock interviews • Internal work placement / simulated real work environments • Career fairs • Additional activities/qualifications that supports learners to move towards employment, e.g. First Aid, Keeping Safe • Employability skills self-assessment and reflective activities
Minimum one activity per half term (or appropriate alternative)	
All learners must have the opportunity to go on at least 1 employer / industry related educational visit/trip per year.	

8. STATEMENT ON POLICY IMPLEMENTATION

- 8.1 Upon approval, this policy will be uploaded to the policy portal and communicated to staff via The Business Round-Up.
- 8.2 Senior leadership teams are responsible for ensuring that the policy is disseminated locally alongside locally agreed procedures.

9. STATEMENT ON EQUALITY AND DIVERSITY

- 9.1 NCG is committed to providing equality of opportunity. Further details of our aims and objectives are outlined in our [Equality Diversity Inclusion and Belonging Strategy](#).
- 9.2 This policy has been assessed to identify any potential for adverse or positive impact on specific groups of people protected by the Equality Act 2010 and does not discriminate either directly or indirectly. In applying this policy, we have considered eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between people from diverse groups. Any issues highlighted in the assessment have been considered and incorporated into the policy and approved by the Lead Director and relevant committee.
- 9.3 NCG actively supports learners with physical, learning, and sensory disabilities to participate fully and safely in work placements, making any reasonable adjustments required.
- 9.4 Staff are reminded that it is unlawful to treat a learner differently based on their protected characteristics (such as disability, sex, religion, or belief) less favourably; or by failing to take reasonable steps to ensure that learners are not placed at a

substantial disadvantage. However, this is not always practicably possible, and some placements may not be safe or suitable for all learners given the support available in the workplace.

- 9.5 Therefore, risk assessments will take account of any additional steps needed to ensure that learners with physical, learning, and sensory disabilities, or those with medical conditions are included on external placements and related activities wherever possible. The placement lead will consult with specialist staff/carers and learners and take advice from relevant healthcare professionals to ensure that learners can participate safely, wherever reasonably and practically possible.
- 9.6 If the outcome of a risk assessment is that the residual risk to the health and safety of the learner, or to others is unacceptably high, because of a learner’s particular need, considering all reasonable adjustments, then the decision not to include the learner on that occasion will be communicated to the carers of the learner by the placement organiser.

10. STATEMENT ON CONSULTATION

- 10.1 This policy has been drafted in consultation with representatives from the NCG Quality and TLA Forum, Safeguarding Council, T-Level Council, Curriculum Working Group, Professional Services and NCG Executive.
- 10.2 A summary of the consultation output and any subsequent amendments to the policy content was shared with the Policy Review Council as part of the policy approval process.

VERSION CONTROL				
Version No.	Documentation Section/Page No.	Description of Change and Rationale	Author/Reviewer	Date Revised
1	First publication	First publication at NCG level	W Higgin / S Wallis	Jan 2024