WORK EXPERIENCE AGREEMENT

Between Employer……

and Learner…….

Interview Date…… Planned start date…….

Day(s) of attendance…….

Hours to work each day…… Duration of Placement…….

Job Title…….

Possible Work Placement Activities / Job Description – from Employer

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Personal & Learning Outcomes - from Learner and Provider

Learners Targets - Do any of these apply?

TARGET	REQUIRED
To improve my communication skills	Yes / No
To improve my teamwork skills	Yes / No
To improve my time keeping	Yes / No
To improve my confidence	Yes / No
To improve my reliability - attend every day	Yes / No
To listen and carry out instructions accurately	Yes / No
To be prepared to ask if I don't understand	Yes / No
To be aware of my own safety and that of others	Yes / No
To learn new skills	Yes / No

Additional Targets from Individual Learning Plan

Practical skills, personal skills, ILP targets

1	
2	
3	
4	
5	
6	

Expectations

All those involved with a work placement should be clear what is expected of each of them. Expected behaviours in the work place will have been fully covered during the learners programme but the employer will need to make the learner aware of their specific policies, for example;
Attendance Policy - timekeeping, breaks and lunchbreaks; the process for notifying absence from the work
Personal Presentation; Internet & Mobile Phone Use; Specific Health & Safety Rules

<u>The Employer/Supervisor</u>

- To ensure the learner has a named supervisor experienced in the role to guide and oversea the learner in their job
- To support the learner to complete the activity log and sign the workbook as required
- To ensure the learner is set realistic and appropriate activities that represent the range of skills required to carry out the role.
- To contribute to target setting through the review process to challenge the learner to develop and extend their current skills and abilities.
- To provide feedback to the learner and Provider to allow maximum learning while in placement
- To inform the Provider of any issues/concerns with the placement or the learner.
- To evaluate the placement at it's end and provide a reference (if appropriate).

<u>The Learner</u>

- To provide a CV and attend an interview to secure the placement
- To comply with the employers policies in particular the expectations for attendance
- To listen to instruction and carry out tasks as requested
- To be flexible and open to all aspects of the role
- To ask questions and challenge themselves to develop personal and practical skills
- To fully complete the work book listing activities carried out and skills learnt
- To take an active part in the review process
- To evaluate the placement at it's end.

<u>The Provider</u>

- To ensure the learner is prepared for a work placement
- To fully brief the employer of the learners current abilities and desired outcomes.
- To ensure the employer is aware of the monitoring, target setting and review processes involved with the placement
- To contact the employer and learner during the placement, including personal visit(s) to carry out the review process and assess progress. The number of visits will be in proportion to the length of the placement.
- To promptly manage any issues or concerns raised by either the employer or the learner
- To ensure the personal and learning aims identified in the learner's initial assessment and detailed on their ILP are supported through the placement.

TARGET SETTING, REVIEWS AND EVALUATION

The degree of target setting and reviews required during a placement will depend on the length of time it is due to run. Suggested time scales are:

Planned Duration	Reviews	Minimum Visits	Final Evaluations
One full week	1	1	Yes
One/two days per wk up to 6 wks	1	1	Yes
One/two days per wk 6+ weeks	Every 4 weeks	2	Yes
Traineeship (P/T work placement)	Every 4 weeks	2	Yes
Traineeship (F/T work placement)	Every 4 weeks	3	Yes

Initial targets will be set in this agreement and then revisited at each review when further targets will be set (see learners workbook).

Evidence of learning and activities carried out should be provided through the workbook diary. This activity log can be supported by;

- Photographs
- Examples of work produced eg email written by the learner, a screen shot of a web design
- A record of any customer comments
- In house certificate of achievement

Other paperwork contributing to the evidence of the learning and the impact of the placement is as follows;

Monitoring & Feedback	Date Completed
Learner Self-Assessment – Work Star	
Interview Notes/CV	
First Review inc Supervisors Comments	
Review 1 inc Supervisors Comments	
Review 2 inc Supervisors Comments	
Final Learner Self-Assessment – Work Star	
Employer Assessment	
Reference	

I understand and accept all the content of the above Work Experience Agreement.

Learner Signature…….. Date……

Employer Signature…….. Date……

Provider Signature…….. Date……