

## **Work Placement Procedure – Flowchart**

Staff responsible for organising Work Placements – sources a suitable Work Placement



Check internally if the Placement Provider/Employer has completed a Schedule 3 within the previous 12 months

(All learners must complete Annex D and complete Annex C and letters go to parents/guardians as applicable)





YES

# Obtain a copy

Ensure it is appropriate to the placement being set up

(If not, follow steps for 'NO')



Determine the placement as Low or High risk

Send Schedule 3/ have discussions with placement provider as detailed in section 4 of the Work Placement Policy and Procedure



A copy of the Schedule 3 and/or Agreed Discussion form must be retained for audit purposes



## **Commence Placement**

(Only after return of completed schedule 3)



#### **Reviews**

#### **Annually using Schedule 3**

More frequently if any of the following:

- Significant changes relating to the placement provider/Employer e.g. Change of address, changes to nature of the business, learner under 18 years old
- Disclosures e.g. safeguarding, health & safety issues
- Reportable accidents/incidents (RIDDOR)