

WORK EXPERIENCE QUALITY STANDARD

Employer Gold Standard



The Gold Standard is our highest level of quality. By reaching Gold Standard you are demonstrating exemplar performance in employment practices, including: commitment to the progression of learners, supportive supervision and management throughout the work experience as well as dedication to the progress and future development of the learner's skills and developments.

and allows them to track their progress throughout their placement

- Opportunities for the learner to gain paid employment with the employer are explored

PLACEMENT

- Employer provides a mentor/buddy where each learner has their own designated supporter who should provide one-to-one support
- Learner is provided with opportunities to develop transferable skills within the placement e.g. health and safety training, food hygiene, development of numerical and language skills
- Employer provides guidance on writing CVs from an employer perspective

END OF PLACEMENT

- Employer provides feedback on the vacancies that exist within the organisation for employment and assists with the application process

PLANNING THE PLACEMENT

- There is an approved companywide policy for work experience, either as a separate document or within other HR policies
- Work experience is seen as a potential route to employment when vacancies arise.

STARTING THE PLACEMENT

- Employers provide the learners with a clear potential pathway for development from work experience to permanent employee either with the current employer or externally, and help the learner to consider what this will entail
- A detailed and clear learning pathway is developed with the learner. This pathway includes:
- a description of the breakdown of departments, the job role(s) that the individual will gain an understanding of and demonstration of the skills that will be developed throughout the placement.

CONDUCTING REVIEWS

- The employer conducts frequent one-to-one reviews with the learner. These should be at least monthly for long-term placements
- Reviews focus on the achievement of objectives in the ILP and development of SMART objectives

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- The employer provides support and guidance to the learner to help them gain paid employment, this should include but not be limited to: advice on suitable job roles, formal interview practice and feedback
- A formal record of skills gained is maintained throughout the placement
- Where appropriate the learner works to nationally recognised Standards and is assessed for competence.

CONDUCTING REVIEWS

- Evaluation of the learner's development and progression is maintained within a documented appraisal system that includes monthly reviews and quarterly appraisals

- Progress towards nationally recognised Standards of competence is reviewed and documented
- Learner maintains a record of their achievements

END OF PLACEMENT

- Support is provided at the end of the placement to help the learner obtain paid employment within or outside the host organisation
- Employer works closely with the organisation arranging the placement to co-ordinate advice offered on the local jobs market.
- Employer provides a formal reference, based on the original Individual Learning Plan which covers all skills and knowledge achieved during the placement.

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Adopting The Standard



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