



LONDON  
MATHS & SCIENCE  
COLLEGE

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# Work Experience & Employability Policy

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# WORK EXPERIENCE & EMPLOYABILITY POLICY



London Maths & Science College (LMSC)

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Status: Approved

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Next Review Due: 31<sup>st</sup> October 2026 (annual, or following statutory updates/serious incident)

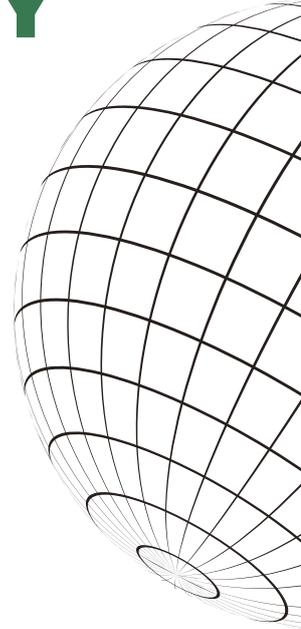
Policy Owner: Head of Centre (HoC)

Operational Lead (Whistleblowing Officer): [Name/Role, email, phone]

Designated Safeguarding Lead (DSL): Eman Ahamed — [Email] / [Phone]

Deputy DSL (DDSL): Anis Zaman — [Email] / [Phone]

Data Protection Officer (DPO): [Name/Role, email, phone]



# 1. Purpose / Rationale

This policy sets out LMSC's arrangements for planning, delivering and assuring **work experience** and wider **employability** activity as part of 16–19 **study programmes** and adult/professional pathways (e.g., **AAT**). It ensures safe, meaningful placements and encounters that develop employability skills, support progression to HE/apprenticeships/employment, and comply with statutory and awarding-body expectations, including:

- DfE **16–19 Study Programmes** guidance (including work experience and employer encounters).
- **Gatsby Benchmarks & Baker Clause** (provider access).
- **KCSIE 2025, Working Together 2025, Prevent Duty.**
- **Health & Safety at Work etc. Act 1974; MHSWR 1999; RIDDOR 2013.**
- **Equality Act 2010; UK GDPR/Data Protection Act 2018.**
- Awarding body rules (Pearson/AAT/JCQ where relevant to assessment or professional conduct).

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# 2. Scope

Covers all WEX and employability activities arranged or quality-assured by LMSC, including: individual placements, block or day release, job shadowing, employer-set projects, simulated/virtual placements, sector masterclasses, mock interviews, careers fairs, and volunteering where used to meet study-programme requirements. Applies on-site, off-site and online (including hybrid/remote activity) for learners aged 16–19 and adults.

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# 3. Definitions

- **Work Experience (WEX):** time-limited, planned activity with an employer to develop skills/behaviours and understanding of work.
- **Employer Encounter:** meaningful interaction with employers (talks, visits, projects, mentoring).
- **Placement Agreement:** tri-partite agreement between LMSC, employer and learner setting aims, roles and conduct expectations.

- **Virtual/Remote Placement:** supervised work activity delivered online; additional digital safeguarding applies.
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## 4. Policy Statement

LMSC will:

1. Provide equitable access to high-quality WEX and employability learning aligned to learner pathways (STEM/Business/AAT).
2. Safeguard learners through proportionate **risk assessment**, due diligence and supervision.
3. Promote **equality, diversity and inclusion**; make **reasonable adjustments** and remove barriers for SEND/EHCP and disadvantaged learners.
4. Ensure compliance with H&S, safeguarding and data protection law and guidance.
5. Record participation and evaluate impact on destinations and skills.
6. Work in partnership with employers and community organisations to ensure relevance and authenticity.

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## 5. Roles & Responsibilities

**Governing Body/Proprietor** – Approves policy; receives termly report on WEX participation, quality and outcomes (no personal data).

**Head of Centre (HoC)** – Overall accountability; approves high-risk placements; ensures resourcing and compliance.

**Careers Leader / WEX Coordinator** – Leads strategy, employer engagement, due diligence, placement matching, documentation, briefings/inductions, monitoring, and evaluation; maintains the employer database.

**DSL (Eman Ahamed) / DDSL (Anis Zaman)** – Advises on safeguarding, online safety, allegations/concerns, and risk assessment; liaises with external agencies.

**SENCo/AAL** – Ensures reasonable adjustments; prepares learners for WEX; coordinates risk assessments and support plans.

**H&S Competent Person / Estates** – Advises on risk assessments, insurance checks and incident reporting; supports high-risk sector assessments.

**HoDs/Tutors** – Embed employability in curriculum; set learning aims; review progress; conduct placement visits/calls.

**MIS/Data Manager** – Tracks participation, hours, outcomes and destinations; supports reporting.

**DPO** – Ensures lawful processing and data sharing with employers.  
**Employers/Placement Supervisors** – Provide safe, meaningful tasks; supervise and feedback; report incidents/concerns immediately.

**Learners** – Meet conduct standards; complete logbooks; report concerns; follow H&S and safeguarding rules.

**Parents/Carers (where applicable)** – Support attendance and communication.

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## 6. Planning & Approval

1. **Eligibility & Matching:** WEX Coordinator matches learners to placements aligned to study programme and aspirations; SEND and travel considerations included.
  2. **Due Diligence & Risk:** employer **WEX Vetting Checklist** (Appendix B) completed (H&S, supervision, safeguarding, induction, tasks, PPE, environment, accessibility, first aid, welfare facilities, working hours, remote work controls). Higher-risk sectors require on-site visit before approval.
  3. **Insurance:** Employers must hold **Employers' Liability Insurance (ELI)** and, where relevant, **Public Liability Insurance (PLI)**; copies or confirmation recorded.
  4. **DBS/Staff Checks:** Not routinely required for employer staff supervising short-term WEX; however, where activities meet '**regulated activity**' definitions or involve **unsupervised** close work with under-18s, the employer must evidence appropriate checks or agree additional supervision.
  5. **Agreements:** Tri-partite **Placement Agreement** signed (Appendix A).
  6. **Learning Aims:** SMART aims agreed and recorded; link to curriculum/assessment where applicable (e.g., AAT competencies).
  7. **Induction & Briefings:** Pre-placement briefing for learners (H&S, safeguarding/reporting, conduct, travel, confidentiality, digital/AI, social media); employer provides on-site induction (hazards, emergency arrangements, first aid, local rules).
  8. **Accessibility & Adjustments:** Reasonable adjustments documented (Appendix E) and communicated; **PEEPs** considered if required.
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## 7. Safeguarding, Prevent & Online Safety

- **Reporting routes:** learners told how to contact their supervisor and the **DSL/DDSL**; emergencies → **999**.
  - **Conduct:** professional boundaries; no unsupervised 1:1s where avoidable; photography/recordings only with consent and business need; follow employer and LMSC policy.
  - **Online/remote placements:** secure platforms; college accounts where possible; cameras/mics per protocol; no personal accounts; conduct monitored; report any concerning contact/content immediately.
  - **Allegations/concerns:** employer must contact the WEX Coordinator/DSL **the same day**; LMSC manages via safeguarding procedures and, where required, LADO/Police.
  - **Prevent:** learners briefed on extremism/radicalisation risks (on-site/online) and how to report concerns.
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## 8. Health & Safety

- Employer retains **primary duty of care** during WEX; LMSC assures proportionately.
  - **Risk Assessments (RA):** employer RAs reviewed; LMSC completes a **WEX Risk Assessment** (Appendix C) considering young persons, expectant mothers, SEND, manual handling, machinery, chemicals (COSHH), work at height, slips/trips, lone/remote working, DSE/ergonomics, environment and travel.
  - **PPE & Training:** employer provides and records any essential PPE and task-specific training.
  - **Accidents/Incidents:** employer provides first aid; notifies LMSC **same day**; RIDDOR reporting handled by employer with LMSC support as needed; LMSC records and reviews.
  - **Travel:** public transport preferred; lone late-night travel risk assessed.
  - **Laboratories/Workshops/Construction/Healthcare:** additional controls and competence checks required; some activities may be prohibited or restricted for young persons.
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## 9. Expectations & Behaviour

- **Attendance & punctuality** are mandatory; absence reported to employer and LMSC; safeguarding checks for unexplained absence.
  - **Code of conduct:** professional language and dress; confidentiality; social media and device use per policy; zero tolerance for harassment/bullying/hate.
  - **Academic integrity:** no unauthorised copying of proprietary code/data/designs; IP/confidential information handled lawfully.
  - **Expenses/Pay:** Placements are ordinarily **unpaid**; reasonable travel/meal expenses may be offered by employer; arrangements documented.
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## 10. Monitoring & Support

- **Contact schedule:** tutor/WEX Coordinator maintains contact (call/visit/video) proportionate to risk/length (minimum: start-week check-in and end-review).
  - **Logbook:** learner completes **WEX Log** (Appendix D) including tasks, H&S inductions, skills developed and reflections.
  - **Reviews:** midpoint (for placements  $\geq 2$  weeks) and end-point review with employer feedback (Appendix F).
  - **Concerns:** issues escalated to WEX Coordinator/DSL; placements can be paused/terminated if unsafe or unsuitable.
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## 11. Curriculum & Employability

- **Preparation curriculum** includes: H&S awareness, rights/responsibilities at work, professional behaviours, EDI, online safety, ethics & sustainability, CVs, applications, interview skills, workplace communication, teamwork, problem-solving, and **AI literacy** (ethical use in the workplace).
  - **Reflection & assessment:** WEX reflections feed into personal development and, where applicable, vocational assessment; evidence may include supervisor feedback, artefacts (redacted where needed), and presentations.
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## 12. Equality, Diversity & Inclusion (EDI) & SEND

- WEX access is tracked by characteristic; **equality gaps** are analysed and acted upon.
  - Adjustments may include: altered hours, accessible routes/facilities, assistive technology, job-carving of tasks, travel support, mentor allocation.
  - Where an employer cannot reasonably accommodate adjustments, LMSC will seek an alternative placement of equal quality.
  - Risk assessments reflect individual needs; **NWoW** and Access Arrangements principles inform planning.
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## 13. Data Protection & Information Sharing

- Lawful bases: **public task/legitimate interests**; special category data processed under **substantial public interest** (safeguarding).
  - **Data sharing** with employers is **minimal and necessary** (e.g., emergency contacts, medical/allergy info relevant to safety, support needs).
  - **Confidentiality & IP**: learners sign employer confidentiality where appropriate; LMSC ensures terms are reasonable and do not restrict learning assessment unfairly.
  - Records retained per LMSC retention schedule; secure storage and access controls apply.
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## 14. Quality Assurance & Reporting

- Participation, hours and outcomes (including destinations) recorded on MIS; termly report to SLT/Governance.
  - Employer satisfaction and learner voice collected; actions feed **QIP**.
  - Sample audits of placement files (agreements, insurance, RA, logs, reviews).
  - Partnerships reviewed annually; non-compliance results in remedial action or removal from the database.
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## 15. Complaints, Incidents & Termination

- **Complaints** by learners or employers follow LMSC **Complaints Policy** (or employer process where appropriate).
  - **Safeguarding** concerns follow LMSC procedures and may involve external agencies.  
Placements may be **terminated** if unsafe or unsuitable; alternative provision sought where feasible.
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## 16. Associated Documents & References

- LMSC: Curriculum; TLA; Careers/Provider Access (Baker Clause) Statement; Safeguarding & Child Protection; Prevent Duty; EDI; SEND & Inclusion; Health & Safety; Risk Assessment; Online Safety & Filtering/Monitoring; Data Protection & Privacy Notices; Behaviour & Discipline; Trips & Visits; Complaints.
  - External: DfE **16–19 Study Programmes**; **Gatsby Benchmarks**; **KCSIE 2025**; **Working Together 2025**; **HSE** young people at work guidance; **Equality Act 2010**; **UK GDPR/DPA 2018**; **AAT/Pearson** assessment regs (where applicable).
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## 17. Approval & Review Record

Version	Date Approved	Approved By (Signature)	Role	Next Review
1.0	[DD/MM/YYYY]		Head of Centre	[DD/MM/YYYY]

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## Appendices (Operational Templates)

### Appendix A – Placement Agreement (Tri-partite) – Summary Fields

**Parties:** Employer • LMSC • Learner (and Parent/Carer if applicable)

**Dates/Hours:**

**Location/Remote details:**

**Learning aims & tasks:**

**Supervision & contact:** named supervisor; LMSC contact; emergency numbers

**H&S:** induction completed; PPE provided; first aid; fire procedures

**Safeguarding & conduct:** boundaries, online conduct, Prevent, EDI

**Data/Confidentiality/IP:** summary and acknowledgements

**Adjustments/Support:**

**Insurance:** ELI/PLI confirmed

**Signatures & dates**

## Appendix B – Employer Vetting & Due Diligence Checklist

- Company details and key contacts
- ELI/PLI insurance in date
- H&S policy (if ≥5 staff) and RAs relevant to tasks
- Induction plan and first aid arrangements
- Supervision arrangements and staff competence
- Safeguarding awareness/briefing for supervisors; reporting route to LMSC
- Environment checks (machinery/chemicals/DSE/noise/manual handling/welfare)
  
- Accessibility, EDI and adjustments feasibility
- Remote/virtual controls (platforms, data security, supervision)
- Prohibited/restricted tasks for young persons  
Prevent/online safety awareness  
Sign-off and next review date

## Appendix C – Work Experience Risk Assessment (Young Person) – Template

Hazard/Activity	Who might be harmed	Existing controls	LS	Risk	Further actions	Owner	Due	Residual
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## Appendix D – Learner Work Experience Logbook

Date	Hours	Tasks/learning	H&S induction/briefings	Skills developed (incl. technical/literacy/numeracy)	Reflection	Supervisor initials
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## Appendix E – Reasonable Adjustments & Support Plan (WEX)

Need/Barrier	Adjustment/Support	Who provides	Equipment/AT	Review date	Notes
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## Appendix F – Employer Feedback & End-of-Placement Review

Reliability | Communication | Teamwork | Initiative | Problem-solving | Technical skills | Professionalism | Overall comments | Offer of future engagement (Y/N) |

## Appendix G – Incident/Concern Reporting Form (WEX)

**Type:** Accident/near miss • Safeguarding • Behaviour • Data/security • Other  
**What happened:**

**When/Where/Who:**

**Immediate actions:**

**Reported to (employer/LMSC/DSL):**

**Further actions & follow-up:**

## Appendix H – Remote/Virtual Placement Protocol (Quick Guide)

- College accounts/platforms • No personal contacts • Scheduled check-ins • Appropriate backgrounds • Recording rules • Data security • Report concerns immediately to supervisor and DSL.

## Appendix I – Parent/Carer Consent (if applicable)

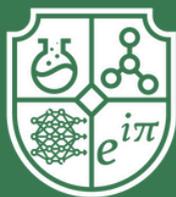
Contact details • Medical/Allergy • Travel consent • Photo/recording consent (placement use only) • Acknowledgement of conduct and reporting routes • Signatures.

## Appendix J – Provider Access (Baker Clause) Summary (Signpost)

Statement of how providers/HE/employers can access learners (separate published statement) and booking contact; compliance recorded.

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*Printed copies are uncontrolled. The Careers Leader/WEX Coordinator maintains the master version and the placement file for each learner; reports are provided termly to SLT/Governance.*



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## Contact

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