

# Work Experience Quality Standard - Framework



As awarded by **Health Education England**

# 1. Healthcare Organisation

## Employers should:

### Bronze Requirements



- 1a) Demonstrate that work experience is a quality and meaningful activity
- 1b) Demonstrate how equality, diversity and inclusion is considered and embedded within work experience

#### Hold valid and adequate insurance including:

- 1c) Employers Liability
- 1d) Public Liability

#### Have the relevant HR procedures and policies in place, including:

- 1e) Health & Safety policy
- 1f) Equality & Diversity policy
- 1g) Safeguarding policy

# 2. Pre-Placement

## Employers should:

### Bronze Requirements



- 2a) Conduct risk assessment/s for the area/s where work experience is being offered
- 2b) Undertake DBS checks for staff supervising learners under the age of 16, where applicable
- 2c) Implement an inclusive application process
- 2d) Disseminate relevant information to learners to help them prepare for the work experience placement
- 2e) Have a process for considering the overall risk and health and safety of the learner, and any implications on patient safety
- 2f) Collect relevant personal details from the learner, and demonstrate an effective logging system in accordance with data protection legislation
- 2g) Advise learning providers of the types of work experience which can be provided

### Silver Requirements



- 2h) Consider which job areas are suitable and provide a list of possible opportunities for work experience learners

### Gold Requirements



- 2i) Implement an approved organisation policy for work experience
- 2j) Ensure work experience is viewed as a potential route to employment, and/or other relevant opportunities, when vacancies arise
- 2k) Define and implement eligibility and/or prioritisation criteria within the application process

## 3. Placement Induction

### Employers should:

#### Bronze Requirements



**BRONZE AWARD**  
WORK EXPERIENCE  
QUALITY STANDARD

- 3a) Conduct an effective induction process on the first day, which includes all information that the learner will need to know

#### Silver Requirements



**SILVER AWARD**  
WORK EXPERIENCE  
QUALITY STANDARD

- 3b) Ensure that every learner has objectives for the work experience placement and the opportunity to track their progress throughout

#### Gold Requirements



**GOLD AWARD**  
WORK EXPERIENCE  
QUALITY STANDARD

- 3c) Provide information about relevant career pathways to help the learner to consider all options, either with the current employer or externally, where applicable
- 3d) Develop a detailed and clear learning pathway with the learner relating to the work experience placement being undertaken

## 4. During Placement

### Employers should:

#### Bronze Requirements



**BRONZE AWARD**  
WORK EXPERIENCE  
QUALITY STANDARD

- 4a) Provide the learner with work experience as described at the induction
- 4b) Provide appropriate supervision at all times
- 4c) Provide the learner with opportunities to raise issues or complaints, in confidence, if required
- 4d) Support any further training where required

#### Silver Requirements



**SILVER AWARD**  
WORK EXPERIENCE  
QUALITY STANDARD

- 4e) Provide a mentor/buddy so that each learner has access to one-to-one support
- 4f) Provide the learner with opportunities to develop transferable skills within the placement, where applicable
- 4g) Provide guidance on employability skills from an employer perspective

#### Gold Requirements



**GOLD AWARD**  
WORK EXPERIENCE  
QUALITY STANDARD

- 4h) Provide support and guidance to the learner to help them gain paid employment or to access further/higher education courses

## 5. Reflection and Review

### Employers should:

#### Bronze Requirements



**BRONZE AWARD**  
WORK EXPERIENCE  
QUALITY STANDARD

- 5a) Provide regular opportunities for review of progress, including praise for achievements and feedback on areas for improvement

#### Silver Requirements



**SILVER AWARD**  
WORK EXPERIENCE  
QUALITY STANDARD

- 5b) Review the achievement and progress against learner objectives

#### Gold Requirements



**GOLD AWARD**  
WORK EXPERIENCE  
QUALITY STANDARD

- 5c) Support the learner to maintain a record of their achievements

## 6. Post placement

### Employers should:

#### Bronze Requirements



**BRONZE AWARD**  
WORK EXPERIENCE  
QUALITY STANDARD

- 6a) Collect feedback from the learner to understand the short-term impact of the placement and help with continuous improvement
- 6b) Provide a certificate or document for the learner that recognises their achievement of successfully completing the placement, where applicable

#### Silver Requirements



**SILVER AWARD**  
WORK EXPERIENCE  
QUALITY STANDARD

- 6c) Provide feedback on the learner's performance during the placement, either verbally or written

#### Gold Requirements



**GOLD AWARD**  
WORK EXPERIENCE  
QUALITY STANDARD

- 6d) Demonstrate a commitment to collecting longitudinal data, where possible, to understand the onward progression/destinations of the learners
- 6e) Provide support at the end of the placement to help the learner with their next steps to pursue a career in health and care, where applicable
- 6f) Work closely with the organisation arranging the placement to coordinate advice offered on local labour market information, where applicable
- 6g) Provide a written reference to be used by the learner