

## **Qualifications and Awards with Work Placement Guidance for Centres**

### **Diploma in Counselling 3705**

#### **1. Work Placement Requirement**

To fulfil the criteria for this award, learners must complete 120 hours of work placement. This allows them to gain real work experience and put into practice the knowledge, skills and theory being taught within the award. It's a requirement of the award that, in addition to the assessment requirements, the learner completes the required amount of work placement hours to achieve certification.

Work experience is defined by the Department for Children, Schools and Families (DCSF) as: 'a placement on employer's premises in which a student carries out a particular task or duty, or a range of tasks or duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience' (Work Experience – A Guide for Employers, DfES, 2002).

#### **2. General Guidance**

To meet the requirements of the award, candidates need a placement or placements where they can put into practice the knowledge, skills and theory being taught.

To make sure that placements are available for learners, we advise you to develop a network of approved placements in your local area. You're responsible for negotiating suitable placements. This includes giving work placement supervisors a copy of the award requirements and examples of assessment guidance.

We strongly recommend that you have a written agreement with each placement organisation, giving details of, for example:

- ◆ respective roles and responsibilities
- ◆ health and safety requirements
- ◆ clarification of the learner's objectives in relation to meeting specific requirements of the award
- ◆ identification of how the learner will be inducted before starting their placement
- ◆ identification of any organisational uniform, clothing requirement or personal protective equipment the candidate must use
- ◆ a named placement supervisor and arrangements for supervision
- ◆ the nature of the duties/work the learner will undertake whilst on placement and hours to be worked
- ◆ key contacts for the centre, the organisation and the learner.

You should communicate effectively with each placement and make sure that candidates are given sufficient opportunities to evidence a range of assessment criteria within the award. You should also check if there's any need for the learner to undergo statutory checks (eg Criminal Records Bureau) in relation to the placement organisation's requirements. If such checks are required, you must help the learner to meet this requirement.

To make sure that the work experience is a positive experience for the learner, it would be good practice to let the learner take an active role in planning and preparing

for their placement. This helps them to take ownership of their learning as they can identify their own objectives in relation to the award requirements. Learners should also be invited to evaluate their work experience placement and reflect on their participation and identify their strengths and areas for development. Planning, preparing, evaluating and reflecting upon work experience can offer a range of opportunities for learners to meet some of the Key Skills requirements.

### 3. Use of Placement Material

It's important that issues of confidentiality are clear within the organisation. Learners need to make sure that they're aware of any permission requirements for taking information out of the organisation for use in their portfolio work. You should clarify this in advance with the placement organisation.

Where material from the work placement organisation is used, it must be used sensitively and appropriately and in full accordance with any organisational policies and procedures. Learners shouldn't use the personal details of any individual service user in work placement records. The tutor, assessor or work placement supervisor must make sure that learners are aware of these issues and don't produce any materials that might identify an individual, child or family. Where required, confidentiality must be maintained at all times.

### 4. Assessment of Work Placement

We won't monitor work placement providers. As part of the moderation process related to the assessment of candidates' work, you'll be expected to show that you've established a clear communication process and given appropriate guidance to work placement providers.

### 5. Useful Resources

A wide range of guidance material is available on the duties, requirements and best practice related to choosing and working with a suitable work experience placement for learners. You might find the following particularly useful for guidance, templates etc:

LSC – Safelearner website	<a href="http://www.safelearner.info/home.htm">http://www.safelearner.info/home.htm</a>
Health and Safety Executive – Young People website	<a href="http://www.hse.gov.uk/youngpeople/index.htm">http://www.hse.gov.uk/youngpeople/index.htm</a>
National Council for Work Experience	<a href="http://www.work-experience.org">http://www.work-experience.org</a>
Department for Children, Schools and Families	<a href="http://www.dcsf.gov.uk">www.dcsf.gov.uk</a>