

# Medr

Y Comisiwn Addysg Drydyddol ac Ymchwil  
Commission for Tertiary Education and Research

# Placement Enhanced

## Programme Specification

This version of the specification is valid  
until the FE sector is informed otherwise.

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Mae'r ddogfen hon hefyd ar gael yn y Gymraeg |

This document is also available in Welsh

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## **1. Introduction**

This Programme Specification sets out the requirements for delivery of the Placement Enhanced Programme. It provides an overview of the programme requirements, including learner eligibility and entry conditions; and details the data submission requirements to enable Medr to monitor programme delivery and learning outcomes for the Placement Enhanced Programme.

This Specification also forms part of the Agreement between institutions and the Welsh Ministers for the delivery and funding of special specification Programmes. You must ensure that your provision adheres to this Programme Specification.

## **2. Purpose of the Programme**

The main aims of the Placement Enhanced Programmes are to ensure that learners:

- develop workplace and employability skills meeting employers' needs
- develop evidence for CVs
- can apply their practical and theory knowledge
- have the opportunity to raise their aspirations and career goals

## **3. Delivery Overview**

The programme must be delivered:

- in addition to current Learning Area Programme (LAP) and optional for learners
- for programmes that do not currently have compulsory work experience as part of their LAP / Qualification
- up to 100 hours of work experience per learner
- flexible enough to meet the needs of individual learners or employers

## **4. Learner Eligibility and Entry Requirements**

To be eligible for entry onto the programme a learner must be aged 16 or over on 31 August, immediately prior to the commencement of the programme.

Please note that Medr also expects priority to be given, in the first instance, to those learners aged 16 to 18 on the 31 August, immediately prior to the commencement of the programme<sup>1</sup>.

## **5. Programme Content**

The Placement Enhanced Programme is a one-year programme that enables a work placement to be attached to any academic or vocational full-time programmes that

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<sup>1</sup> A learner is considered to be age 18 until the end of the academic year in which their nineteenth birthday falls. This definition ensures that the funding of a 16 to 18 year-old learner does not change during an individual's programme if the learner becomes 19 years old during an academic year.

currently do not have compulsory work experience, further developing employability skills and helping to raise aspirations and support career goals.

## **Work Placements**

For the work placements, institutions are expected to work with employers to provide meaningful and hands-on work experience for learners. This element of the programme can be completed outside of term time or during half-term.

The Programme must include at least one work placement with an employer not partly or wholly owned by the FE institution, where learners can have a specific role, develop their practical skills and are exposed to the day-to-day running of a business.

A college-based Realistic Working Environment (RWE) should only be used as a last resort and not account for more than 25% from the total number of hours. Please note that the use of RWE may adversely affect the progression of a learner, as feedback from industry indicates that a placement in a True Work Environment is more advantageous for learners looking to progress to employment or an apprenticeship.

Projects undertaken on behalf of external clients / organisations within the college workshops can count towards the work placement hours as long as they are not in the timetabled teaching hours for the class and the employer that coordinates the work placement is also present. Please also note that working alongside in-house college technicians to service, clean and maintain equipment does not count towards the work placement quota.

Institutions must ensure that arrangements are in place to oversee any work placements; including up-to-date health and safety and risk assessments.

## **6. Data Submission Requirements**

Medr will use data from the Lifelong Learning Wales Record (LLWR) / Pupil Level Annual School Census (PLASC) to monitor programme delivery and learning outcomes for the Placement Enhanced Programme.

In line with the conditions set out in the annual *Grant Award Letter*, institutions must ensure that data is submitted in the correct format and in a timely manner.

The LLWR User Support Manual<sup>2</sup> and the PLASC Technical Completion Notes<sup>3</sup> set out the guidelines that institutions should follow when submitting data for the current academic year.

## **Programme Codes**

The following programme codes (LP74) should be used for learners on the Placement Enhanced Programmes:

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<sup>2</sup> See [Lifelong learning Wales record \(LLWR\)](#).

<sup>3</sup> See [Pupil level annual school census \(PLASC\)](#).

8800AXXP	Placement Enhanced Programme (Pilot) <sup>4</sup>
8800F01P	Placement Enhanced Programme (Level 1 at 100h)
8800F02P	Placement Enhanced Programme (Level 2 at 100h)
8800F03P	Placement Enhanced Programme (Level 3 at 100h)
8800G01P	Placement Enhanced Programme (Level 1 at 50h)
8800G02P	Placement Enhanced Programme (Level 2 at 50h)
8800G03P	Placement Enhanced Programme (Level 3 at 50h)
8800H01P	Placement Enhanced Programme (Level 1 at 25h)
8800H02P	Placement Enhanced Programme (Level 2 at 25h)
8800H02P	Placement Enhanced Programme (Level 3 at 25h)

### **Recording of Work Placement(s)**

Medr will use the information submitted via the LLWR fields *LP12 (Employer Name)* and *LP13 (Employer Postcode)* to monitor this requirement, thus institutions must ensure that data is completed in a timely manner for each learner.

We appreciate that some learners will not be linked with an employer or have a work placement in place at the start of the programme, thus the expectation is that the relevant details to be populated as soon as the employer information is known and whilst the learner is still on-programme.

Institutions must also ensure that any hours spent on work placement with an employer are recorded using the following LLWR fields:

- *LP70 (Estimated Work Based Hours)*; and
- *LP72 (Actual Work Based Hours)*.

## **7. Monitoring and Audit**

Monitoring and audit will play a role in ensuring that the guidance is being applied consistently and to help assess whether policies, procedures and controls are adequate.

### **Monitoring Approach**

The approach to monitoring will focus on the following areas:

- compliance with the programme's specifications; and
- learning outcomes for the programme.

This will be achieved through a combination of in-year and end-of year monitoring; a data matching exercise; and detailed audit testing of learners on Placement Enhanced Programmes.

### **Compliance with Programme Specification**

<sup>4</sup> For learners that are enrolled on Level Entry full-time programmes.

Medr will use LLWR / PLASC data to monitor compliance with the programme specification. This will include:

- regular monitoring of learners' work placements using *LP12, LP13, LP70, LP72* data; and
- monitoring of the data from the programme and activity datasets to check that delivery requirements are being met.

### ***Learning Outcomes***

Learner progression and destination is a key performance measure for the programme and crucial in evaluating programme delivery.

The expectation is that the majority of learners who successfully complete their Learning Area Programme and the additional Placement Enhanced Programme will progress onto the next stage of education, training or employment.

### ***Audit Testing***

In addition to the approach to monitoring set out above, all data returned by the Further Education institutions will be subject to existing end of year audit requirements<sup>5</sup>. Within this, a particular emphasis will be placed in the *Auditors' Notes for Guidance* to ensure that external auditors appropriately sample learners undertaking the Placement Enhanced Programmes.

## **8. Contact Details**

For any queries relating to the content of this Programme Specification, please contact Medr at the following mailbox: [InvestmentandPerformance@medr.cymru](mailto:InvestmentandPerformance@medr.cymru).

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<sup>5</sup> The audit requirements for the current year will be published at the end of the academic year.

## 9. Annexes

### A. Recording the Work Experience<sup>6</sup>

Placement Enhanced Programme – Work Placement Plan	
Learner name:	
Qualification(s) being undertaken:	
Employer name:	
Work placement address:	
Nature of business:	
Name of person learner will report to:	
Planned attendance:	
Planned monitoring visits by tutor:	

#### I agree to the above Work Placement Plan:

Signed by Learner: .....	Signed by Tutor: .....	Signed for Employer: .....
Learner name: .....	Tutor name: .....	Position in company: .....
Date: .....	Date: .....	Date: .....

<sup>6</sup> NB: This is only a suggested template for the Work Placement Plan.

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