

Medr

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

Placement Enhanced

Programme Specification

This version of the specification is applicable
for the 2026/27 Academic Year.

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

This Programme Specification outlines 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 Programme.

The Placement Enhanced Programme must meet the standards and conditions established within Medr's evolving regulatory framework, including the *Terms and Conditions of Grant*, *Conditions of Registration*, *Quality Framework*, and the *Learner Engagement Code*.

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 a current full-time Learning Area Programme (LAP) and be optional for learners
- alongside full-time programmes that do not have compulsory work experience as part of their LAP / Qualification
- with up to 100 hours of work experience per learner
- flexibly enough to meet the needs of individual learners and 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 programme¹.

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 programme that currently

¹ 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.

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

For the work placements, providers 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 provider, where learners can have a specific role, develop their practical skills and are exposed to the day-to day running of a business.

A provider-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.

Providers 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) / Post-16 Data Collection to monitor programme delivery for the Placement Enhanced Programme.

In line with the conditions set out in the annual *Terms and Conditions of Funding*, providers must ensure that data is submitted in the correct format and in a timely manner.

The LLWR User Support Manual² and the Post-16 Data Collection³ set out the guidelines that providers should follow when submitting data for the current academic year.

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

8800AXXP	Placement Enhanced Programme (Pilot) ⁴
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)

² See [Lifelong learning Wales record \(LLWR\)](#).

³ See [Post-16 data collection](#)

⁴ For learners that are enrolled on Level Entry full-time programmes.

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)

Medr will use the information submitted via the LLWR fields *LP12 (Employer Name)* and *LP13 (Employer Postcode)* to monitor this requirement, thus providers 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.

Providers 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.

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.

Medr will use LLWR / Post-16 Data Collection 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.

The expectation is that most 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.

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 requirements⁵ *Auditors' Notes for Guidance* to ensure that external auditors appropriately sample learners undertaking the Placement Enhanced Programmes.

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

8. Contact Details

For any queries relating to the content of this Programme Specification, please contact Medr at InvestmentandMonitoring@medr.cymru.

9. Annexes

A. Recording the Work Experience⁶

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:

⁶ NB: This is only a suggested template for the Work Placement Plan.

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