

WORK-BASED LEARNING POLICY

Introduction

The purpose of this policy is to describe how work based learning (WBL) is organised and promoted to all SFS students and external employers (production companies, studios, post production houses, digital media companies, equipment hire companies, film makers, etc.). The Industry and Careers Co-Ordinator at SFS asks that all external stakeholders are fully compliant with UK employment legislations, including the National Minimum Wage Act (1998).

This law requires employers to pay the National Minimum Wage for any kind of work, including work experience places, internships or placements schemes unless covered by one of the exemptions below:

1. Students on industry placements as part of their higher education course

Students on an industry placement forming part of a UK higher or UK further education course if the placement is for less than one year.

2. Volunteers

There are two types of volunteer; voluntary workers and volunteers.

For full details of exemptions please visit Business Link www.businesslink.gov.uk/nmw

Terms

- SFS encourage students to engage in work-based learning on every level of learning of higher education. Students of further education are encouraged to volunteer for opportunities to develop and improve personal and career development (e.g. respond to live project briefs).
- The SFS Industry and Careers Co-Ordinator will liaise with industry employers to maintain a constant provision of high level placements to advertise to all students equally via direct email, WBL newsletters or in class talks.
- All SFS students have access to tutorial sessions with the Industry and Careers Co-Ordinator and sessional tutors who are able to offer advice for preparing for a placement and for finding own placements independently.
- Applicants will be offered support and advice by email, tutorial and masterclasses for creating professional CVs and covering letters.
- Employers recruiting a current student should be aware of their study obligations and not ask full time students to work in excess of 18 hours per week, except during holiday periods.

- Students are generally encouraged to apply directly to the Industry and Careers Co-Ordinator who then forward applications to employers. This approach enables SFS to monitor take up of opportunities and the professionalism of applications.
- The Industry and Careers Co-Ordinator will arrange interview days where relevant and provide applicants with feedback on performance.
- The Industry and Careers Co-Ordinator will be in touch with employers to check on employer and student satisfaction (and to check that the standard of work being carried out meets a professional standard). On site visits may be requested where appropriate and at a convenient time for the employer.
- Where work is considered to be high risk (eg: particular filming locations) a completed Health and Safety Checklist will be required by the employer in advance of a placement.
- The issue of payment of travel expenses or a nominal daily wage is at the discretion of each individual employer. SFS encourage employers to cover basic travel expenses.
- Students are encouraged to take on responsibility for managing their own learning and professional relationships and for tracking and recording their own progress and achievements via webfolios / blogs and online resources for personal development planning.
- All stories about successful industry placements and projects will be included on the SFS website. Industry and Careers Co-Ordinator will track all WBL projects for students on all courses.
- The Industry and Careers Co-Ordinator will endeavour to assist employers to locate suitable student and graduate employees by advertising their vacancies via email and on Facebook to SFS students.
- Where looking to formally recruit within SFS, the employers must make clear the nature of the work, any necessary skills required, the salary, employment conditions and the number of working hours in a formal brief.
- The employer should satisfy themselves as to the suitability of any employee and fulfil all employment law requirements.
- The Industry and Careers Co-Ordinator will regularly meet with Senior Management Team and HE department to ensure that work based learning initiatives are co-ordinated.
- The Industry and Careers Co-Ordinator will ensure that the WBL programme are responsive to changes and developments in the film, TV and digital media industries.
- The Industry and Careers Co-Ordinator will ensure that all WBL and placement provision meets the criteria of the SFS Equal Opportunities Policy.