

Code of Conduct

Introduction This Code of Practice for work placement sets out guidelines specifying the purpose and expected practices for, National Highways, the participating employers, and the student.

It meets the requirements of good practice and guidelines identified by the relevant industry and sector bodies. Work placement is an important element of education as they provide students with the opportunity to develop practical skills, relate theory to practise and develop employability skills.

The placement will also assist students in progressing towards a career in their chosen sector, and as such, it is important that students are given the opportunity to work in an organisation that is appropriate to their needs.

Purpose of work placement

- Provide opportunities for structured practical experience of the industry.
- Enable students to develop employability skills, apply theory, reflect on their skills, self-awareness, confidence, maturity, and responsibility.
- Ensure all parties are fully aware of placement requirements, including the importance of health and safety.
- Provide the student with advice on placement practices and procedures and the demands of the industry they will work in to maximise their learning experience.
- Maintain regular contact with the student and the mentor.
- Provide the student with feedback on their performance in placement.
- Support the student and the employer with any issues.

Employer commitment

- Ensure Health and Safety requirements are met in the workplace.
- Provide opportunities in the workplace to enable the student to meet the learning outcomes.
- Provide any training required to complete the placement.
- Fully supporting students during their placement and providing feedback.
- Ensure students' work hours are reasonable and consistent with work patterns of other staff.

Student commitment

- To successfully complete their placement.
- Take responsibility for their learning, professional behaviour, and appearance.
- Be aware of individual responsibilities with regards to Health and Safety and Safeguarding, this includes raising concerns with their employability tutor and/or employer.
- Follow all instruction and directions given.
- Ensure excellent attendance and punctuality in placement and inform their mentor and their placement if unable to attend.

- Abide by all rules, policies and procedures including Health and Safety, social media, and appropriate IT use. This may include the use of personal phones during work time.