

Virtual Work Placement (VWP) Specification

Provide young people with an interactive, relevant, challenging, enjoyable and appropriate online learning experience delivered in collaboration with employers. The VWP is to be based on the current industry working practices and must meet the essential requirements outlined below.

CRITERIA	Essential	Desirable	By	Method
Before Placement				
Young person to discuss careers aspirations, skills, interests, and career goals to be able to choose an appropriate placement	✓		School	Workit Careers or interview
Provision of devices/internet connectivity to digitally excluded young person	✓		School	Digital Inclusion Policy
Complete risk assessment and all necessary documentation	✓		Employer	Workit Careers or documentation
Ensure Health and Safety and Safeguarding policies are met including any necessary H & S checks	✓		School	Workit Careers or documentation
Mentor allocated – organisation rep who can offer support and feedback over course of placement	✓		Employer	Through email, telephone or online meetings
Young person to be offered opportunity to undertake a certificated qualification	✓		School	SQA Units in Workit Careers or SQA workbooks
Mentoring by senior students who have been on a work placement		✓	School	Buddy system introduced
Health & safety awareness and safeguarding procedures training	✓		School	Workit Careers or other training
Induction: giving overview of the placement including an introduction to the organisation and H & S briefing	✓		Employer	Induction pack, video or online interview
During Placement				
Young person asked to keep a record of their VWP, this can be a learning log, record or diary	✓		School	Workit Careers or documentation
A project, or work-based task for young person to complete during course of placement	✓		Employer	Online or paper-based materials
Opportunities to engage with employees from wider organisation to broaden knowledge of career options and understanding of industry	✓		Employer	Information, videos or online meetings
Opportunity to work as part of a team during placement		✓	Employer	Online meetings, team tasks
Feedback from the mentor which allows the learner to assess their strengths, skills, progress and plan next steps.	✓		Employer	Workit Careers or email (feedback form), telephone or online meeting
After Placement				
Evaluation undertaken by the young person in collaboration with the mentor and teacher/VWP coordinator	✓		Employer & School	Workit Careers or email, telephone or online meeting
Reflection on learning from placement through profiling, action planning, CV writing or reporting	✓		School	Workit Careers or interview

Equality and Inclusion Statement

The opportunity to participate in a virtual work placement is a universal entitlement for young people but it needs to be clear that not all young people enjoy the same advantages, nor face the same challenges. All stakeholders involved in virtual work placements should provide advice, guidance and opportunities that contribute to eradicating discrimination by promoting mutual respect and equality of opportunity across genders, social background, disabilities, ethnicities, sexual orientation, and those who are digitally excluded by poverty.