**WORK-BASED EXPERIENCE POLICY**

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**1.0 INTRODUCTION**

This Policy stems from the programme validation requirements set out by the Seychelles Qualifications Authority (SQA) in alignment with the National Qualifications Framework (NQF)

Most of the graduates of the Professional Centre will eventually join the world of work. Hence, the Professional Centre attaches vital importance to Work-Based Experience (WBE) for promoting skills acquisition, securing job opportunities and to ensure that training is responsive to labour market. Consequently, the object of the WBE is to provide the learners with practical training and experience consistent with the requirements of the programmes.

Therefore this policy serves to outline the general requirements of WBE as an integral part of the training programmes offered by the PC.

**2.0 POLICY STATEMENT**

Work-Based Experience (WBE) is a compulsory and assessed component of all programmes of the PC. The main purpose of WBE is to enable learners to acquire knowledge, skills and positive attitudes in a real work environment. Therefore, this Policy establishes that all learners of the Professional Centre (PC) shall undertake Work-Based Experience (WBE) as set out by the requirements of their respective programmes of study.

The Policy aims at establishing an effective system that would provide valuable work experience to PC learners, provide a clear defined framework that will guide the management of WBE, and create a bridge between the world of study and the work place for learners.

WBE shall be conducted in a transparent and equitable manner, taking into account procedures established by the PC to ensure that all learners without exception benefit.

The Policy sets forth the specific authority and responsibility of the PC in collaboration with work organisations to organise and manage WBE in accordance with the requirements of the training programmes.

**3.0 DEFINITIONS**

***Work-Based Experience*** is defined as structured work experience in a professional work setting during which a learner acquires and applies knowledge, skills and attitudes. It involves the application of learned knowledge, skills and attitudes in an organization related to the learner’s area of training.

**4.0 ABREVIATIONS**

WBE – Work-Based Experience

PC - Professional Centre

NQF - National Qualifications Framework

SQA - Seychelles Qualifications Authority

**5.0 LEGAL CONTEXT OF THE POLICY**

The Policy is related to the regulations of the Employment Act 1995 and the Public Service Code of Ethics & Conduct July 2003.

**6.0 POLICY**

**6.1 Scope**

The Policy applies to all PC learners, staff members involved with WBE, and Organizations that provide WBE placements for PC learners.

**6.2 General Guidelines and Procedures**

**6.2.1 Period of WBE**

1. The period of WBE shall be as stipulated in the respective regulations for each programme. Frequency and duration of WBE for a programme are guided by the Programme Validation Criteria of the Seychelles Qualifications Authority (SQA).
2. A learner must complete all hours of each WBE for a programme.

**6.2.2 Responsibilities of the Parties**

1. **The Professional Centre (PC)**

The PC shall:

1. liaise with organisations on opportunities and identify placements for learners;
2. sensitise organisations on the objectives and importance of WBE and the responsibilities of the host organisations e.g. provide a work plan and adequate supervision for the learner and monitoring, evaluation and reporting procedures;
3. hold induction meeting on WBE with learners;
4. provide WBE guidelines/handbook and specific learning outcomes to focus on, and other relevant documents to learners prior to their deployment on WBE;
5. monitor and supervise learners on WBE;
6. conduct visits to each learner during the WBE period.
7. **The Learners**

The Learners shall:

1. read and comply with the WBE Manual and WBE Contract requirements in conjunction with other PC regulations detailed in the Learner Code of Conduct;
2. familiarise themselves with the host organisation’s rules, regulations and procedures and abide by these;
3. report to the PC challenges that may hinder them from having proper exposure during WBE;
4. complete and submit tasks assigned by the PC for completion during the WBE period as appropriate;
5. conduct themselves in a professional manner while on WBE.
6. **The Host Organisation**

The Host Organisation shall be expected to:

1. expose learners to relevant activities and training opportunities;
2. supervise and assess the performance of learners and cooperate with the PC in this regard;
3. complete and submit to the PC the Logbook of the learner on WBE;
4. complete and submit in confidence the Host Organisation Supervisor’s Evaluation at the end of the WBE period.

**6.2.3 Code of Conduct**

Whilst on WBE, learners shall be required to abide by the PC’s Learner Code of Conduct and regulations as well as the host organisation’s Code of Conduct and Ethics.

**6.2.4 WBE Coordinating Committee**

The PC shall set up a WBE Coordinating Committee. The Committee shall be responsible for coordinating the placement of learners for WBE for the various programmes and the organization of monitoring of learners on WBE by PC staff.

**6.2.5 Procedures**

The procedures related to this Policy are found in the Work-Based Experience Training Manual, Work-Based Experience Contract and the Professional Centre Handbook.

**7.0 POLICY IMPLEMENTATION**

This Policy shall apply for WBE attachments. The implementation of the policy shall be guided by the PC’s commitment to providing learners with the opportunity to apply theory and skills and further develop competencies acquired at the PC in workplace settings. The PC’s philosophy supports learners graduating with the necessary knowledge, skills and attitudes to successfully transit from the study environment to work in the real world.

**8.0 MONITORING, EVALUATION AND REVIEW OF THE POLICY**

Monitoring and evaluation of this Policy will be carried out by the PC Governing Board.

The Policy will be reviewed every 5 years to take into considerationnew developments and trends and any new relevant legislations.

**9.0 RESPONSIBILITY**

The PC Governing Board shall have the responsibility to ensure the effective implementation of this Policy.

**10.0 RELATED INFORMATION**

**Professional Centre Documents**

*Internal Procedures Manual*

*Quality Assurance Manual*

*Learner Code of Conduct*

**Other Relevant Documents**

*Professional Centre Charter*

*Tertiary Education Act 2011*

*Employment Act 1995*

*Public Service Code of Ethics & Conduct July 2003*

*National Employment Policy & Strategies Ministry of Labour& Human Resources 2014*