

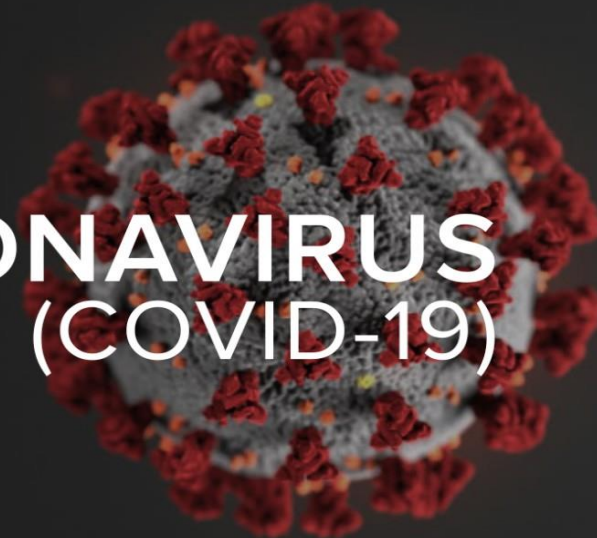


# Safer Work Placements Guide 2020



ABERDEENSHIRE  
Developing the  
Young Workforce

# CORONAVIRUS (COVID-19)



## **How will the work placements be able to go ahead during the COVID-19 situation?**

We will be following the Scottish Government's guidance on safe working practices and suitable work-based learning opportunities. We are working with SQA and others to look at how Foundation Apprenticeships are delivered and assessed to make sure anything put in place meets the standards expected.

We recognise this continues to be a very testing time for business in Scotland. We are grateful to the many companies that are being responsible by actively creating a socially distanced COVID safe workspace and allowing staff the time off for isolation.

As set out in [Coronavirus \(COVID-19\): staying safe and protecting others](#): people can travel to and from work and use remote working.

## **Scottish Apprenticeships and other training programmes advice from SDS**

SDS is providing measures to reduce disruption to training providers and contract holders to advise and support them in delivery of apprenticeships. We recognise that Foundation, Modern and Graduate Apprentices, as well as learners on other SDS training programmes, may have questions about certification and completion. We also recognise that as employers and learning providers respond to the current situation, work-based learning practices are going to be different this year.

In Aberdeenshire we are working with Academies and employers to change the way we deliver our programmes to ensure the safety of all within the workplace, school and most importantly our Foundation Apprentices.

## **Scottish Government advice in Stage 3 of recovery - staying safe and protecting others**

### **Working or running a business**

Operators of work places and other premises that are not closed should look critically at their operations and must ensure that they take all measures where reasonably practicable so that workers and anyone else on the premises stay at least 2 metres from each other, or 1 metre in retail, hospitality or transport environments where relevant mitigations are in place.

Work places that are open must also ensure that they admit people into their premises in sufficiently small numbers to maintain a 2 metre distancing or 1 metre in retail, hospitality or transport environments, and take steps to ensure that distance can also be maintained by people (for example, customers) waiting to enter their premises.

Workplaces and venues that are open must also take any other measures, where reasonably practicable, to minimise the risk of and spread of coronavirus spreading. This would include things like installing barriers or screens, providing or requiring use of personal protective equipment and/or face coverings, controlling use of shared facilities such as toilets and kitchens, changing the layout of premises including the location of furniture and workstations, and providing information to those entering or working at the premises about how to minimise the risk of exposure to coronavirus.

The work placement team are ensuring that risk assessment standards in placements are produced to FA standards.

This means working differently...



Google  
Meet



Skype

As we are beginning to grow used to many of the meetings will need to be via the different video conferencing platforms and will change the way that work placements are organised.

By giving young people earlier exposure to the world of work, we're helping them develop the skills, experience and knowledge they'll need when they leave school.

For young people, it's the chance to get a head start on their careers by gaining an industry-recognised qualification, work on real projects and broaden their career options when they leave school.

And for employers, it's the chance to attract highly motivated and committed young people who are willing to learn, identify young people who are right for your business and ensure your organisation has people with the skills you need.

### **At the moment**

If you are studying any of the following frameworks, you will be aware that your SVQ time is already taken up with a simulated workplace run by your FA provider.

- Accountancy (Mackie and Portlethen Academies) NPA or AAT tasks set by your Accounts' teacher.
- Creative and Digital Media (Banff and Westhill Academies) simulation with SHMU.
- Engineering (Portlethen and Westhill Academies) simulation with Tullos Training.
- IT Software (Ellon and Portlethen Academies) simulation with SHMU.
- IT Hardware (Aboyne Academy) simulation with Dundee and Angus College.

For all of the above, any questions about your SVQ activity should be directed to your

NPA tutor. Our aim is that at some point in the year, wherever possible, you will have a period at an external placement as well. Further details of this will be given by your provider as we move through the session.

For all other frameworks

- Children and Young People
- Health and Social Care
- Business Skills
- Food and Drink Manufacture
- Scientific Technologies

you are working online on the background knowledge which is part of the SVQ. This would normally be part of the delivery throughout the year, but given the restrictions as a result of Covid we will start with this so you do not have to do them later and more time can be allocated to the workplace then. You therefore need to complete the online tasks set you by the SVQ assessor or employer (if already arranged). If you are not sure what to do please contact [Donna.Ross@aberdeenshire.gov.uk](mailto:Donna.Ross@aberdeenshire.gov.uk).

### **How do I know that I will get enough access to work placements or tasks to pass the qualification?**

The FA qualification is secure and you can be reassured that you will gain the qualification if you carry out the appropriate tasks as directed by your tutors during the year. Tweaks have been made nationally to the qualification to ensure that whether you are working within a placement setting, entirely online, or a combination of both, you will still be able to pass.

Most work placements will take the following format although the order may vary.

6-8 weeks on site <b>work placement</b>	6-8 weeks <b>working remotely</b> with employer	<b>Independent work</b> based on work experience and online learning
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### **Where do I complete these online tasks?**

Your school will discuss the best solution with you. It may be within school; it may be at home if appropriate. You will have online learning and face to face meetings. If you have any problems accessing the internet please contact us as a matter of urgency.

### **Contingency Plans**

If a further lockdown or closure was needed, delivery would move online. There are not final exams in this qualification, instead it uses continual assessment. Therefore there are no concerns or issues around completion whether under in-school, blended or online/home delivery.

### **Will I still be able to complete the FA within one year?**

A - If it is a one-year course (that is everything except Engineering), then yes, if you complete all the work set.

### **Will I definitely get an external placement?**

As you know, given the Covid-19 emergency, it is impossible to be certain how society will operate over the next few months. What you can be certain of is that you will experience work tasks which will enable you to complete the qualification. At the moment, placements are opening up increasingly week by week. In terms of allocating these we are operating by certain principles as outlined below:

- ✓ As many FAs as possible will get access to an external placement if they wish one.
- ✓ We will aim to maximise access to them by having shorter periods there so another FA can also have access for some of the year.
- ✓ We will create simulated work environments where possible to cover gaps created by reduced access to companies.

### **How many different placements will I have?**

This will vary depending upon your framework and location. You are likely to have experience of online work with an employer, some time at a placement and possibly some time at a simulation as well depending upon the framework. The arrangements will be discussed with you in good time to ensure you are clear and comfortable about what you will be doing.

### **Can I still find my own placement?**

Yes. We would not advise contacting employers directly but if you have an existing link to a company or organisation and they can assist with an appropriate placement then please contact [Fraser.Mitchell@aberdeenshire.gov.uk](mailto:Fraser.Mitchell@aberdeenshire.gov.uk) or [Shona.Watts@aberdeenshire.gov.uk](mailto:Shona.Watts@aberdeenshire.gov.uk)

### **I have found my own placement. When can I start?**

Once the Risk Assessment is complete, and a Health and Safety visit, if necessary, has been carried out, you will be able to start. We are working to make this as soon as possible. Until then you will be working on the online tasks mentioned previously.

### **User guides for video conferencing apps are listed later in the document.**

### **In order to keep yourself and others safe while you are at work, you must:**

- maintain a 2 metre distancing or 1 metre in retail, hospitality or transport environments.
- Environments must be well ventilated please do not close windows or switch off fans as this increases risk of infection.
- Wear a mask or covering where interacting with multiple people or if 2m social distancing is not possible at any point.
- Wash your hands regularly - **Wash your hands with soap and water for 20 seconds regularly**, this will help protect you and others around you from passing on any infection. You can also use an alcohol-based hand sanitiser if your hands aren't visibly dirty.
- Avoid touching your eyes, nose and mouth.
- Cover your coughs and sneezes- Cover your nose and mouth with disposable tissues when you cough or sneeze. If you don't have a tissue, cough into the crook of your elbow and not in your hand. Dispose of your tissues in a disposable rubbish bag and wash your hands immediately with soap and water or use a hand sanitiser.

We encourage everyone - providers, employers and apprentices - to follow the latest Scottish Government guidelines on Coronavirus. This is available online at: [gov.scot/coronavirus](https://www.gov.scot/coronavirus). Public health advice can be found at: [Coronavirus \(COVID-19\) on NHS Inform](#). If you are feeling anxious or stressed, you can find advice on looking after your mental well-being, please see [Well-being Support](#).

### **Site Rules**

All employers have been required to fully risk assess their working environment prior to allowing their workforce or the public into their building. You must make sure you have read this and understood it. You will be given an orientation where all the specific dos and don'ts for the site with respect to health and safety generally and also Covid19 measures to reduce infection risks. If you don't have a good memory take notes - ask questions and make sure you follow the rules. If you have any concerns about safety in your work environment you need to speak to your key contacts immediately and they will support you.

### **How do I tell if I have COVID-19?**

The main symptoms of coronavirus (COVID-19) are:

- a high temperature - this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough - this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste - this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

To protect others, do not go to places like a GP surgery, pharmacy or hospital if you have any of these symptoms. Get a test to check if you have coronavirus and stay at home until you get your result.

### **NHS Guidance for possible infection cases**

#### **Coronavirus (COVID-19): Guidance for households with possible coronavirus infection**

It's very important that you stay at home if you have symptoms that may be caused by coronavirus (COVID-19). You should also stay at home if someone you live with or someone in your extended household has symptoms.

Household isolation will help to control the spread of the virus to friends, the wider community and the most vulnerable.

Follow this advice if you:

- have symptoms that may be caused by coronavirus but don't need hospital treatment
- live with someone who has symptoms that may be caused by coronavirus

### **If you live with others**

If you live with others, the person who has symptoms should stay at home for 10 days from the day their symptoms started. Anyone else who lives with you who doesn't have symptoms should isolate for 14 days from the date your symptoms started.

If others develop symptoms within the 14 days, they need to stay at home for 10 days from the day their symptoms started. They should do this even if it takes them over the 14-day isolation period.

### **Testing for coronavirus**

Anyone with symptoms of coronavirus should be tested. You can book a test for:

- yourself
- someone you care for
- a child in your care

Key workers, and anyone in their household with symptoms, can access testing through their employer in the first instance and will be given priority. [How to access testing](#)

### **Passing on the infection**

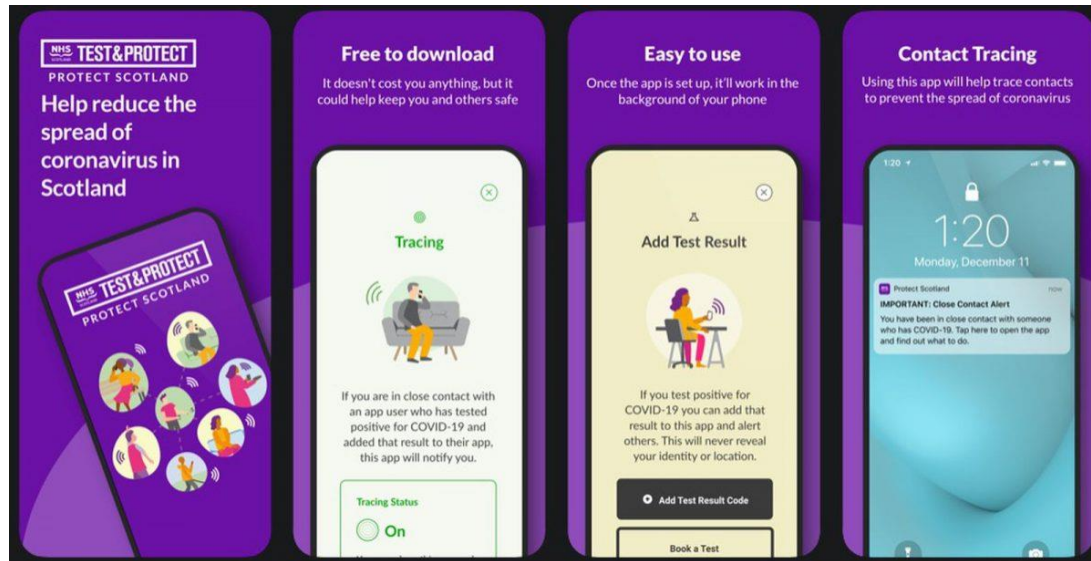
It's likely that people living within a household will infect each other or may already be infected. Staying at home for 14 days will greatly reduce the risk of the household passing the infection to others in the community.

Evidence suggests that people who develop symptoms are very unlikely to pose an infection risk to other people beyond the 10th day of illness, so these people can return to some of their normal activities at this point but must continue to abide by the [Scottish Government's coronavirus advice](#).

People they have been in close contact with (such as those living in the same household or extended household) may pick up the virus but not show any symptoms for up to 14 days. These people are asked to isolate for 14 days so that they are sure they are not going to get ill and pass the illness on to others outside the household.

### **What we mean by household isolation**

Household isolation means you and all household members or extended household members should remain at home and shouldn't go to work, school, public areas or use public transport. You shouldn't go out to buy food or other essentials.



## Test and Protect App

Consider downloading the Test and Protect app onto your phone to let you know if you have been in contact with anyone who has had a positive test.

## Contact Details

You will be required to sign a contact tracing register or use an electronic sign in in most businesses - this is so that if there was an outbreak you can be contacted by Test and Protect.

It is a good idea to ensure you have all contact details for your key contacts for both school and work saved into your phone just in case of emergencies.



## Guides and How-Tos



Dependent on who sets up the meeting you will need to follow **two different processes**. This is because GLOW is a closed system and employers will not be able to use it. Schools will tend to use google classroom as it is more secure

### For a meeting set up by school

You should all be familiar with the process for logging into Google Classroom following your experiences in lockdown.

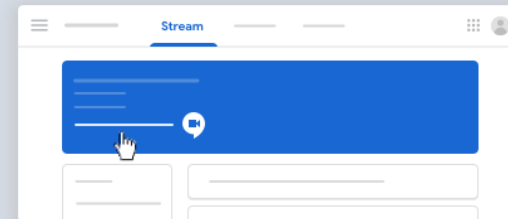
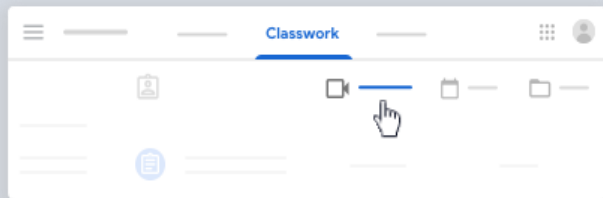
If your teacher turns on Meet for Classroom, you can join a video meeting for your class. You can join a class video meeting after the teacher starts the meeting.

To use Meet, sign into Classroom with your school account. Your account looks like *gw10lastnamefirstname@glow.as.scot*

1. Go to [classroom.google.com](https://classroom.google.com) and click Sign In.

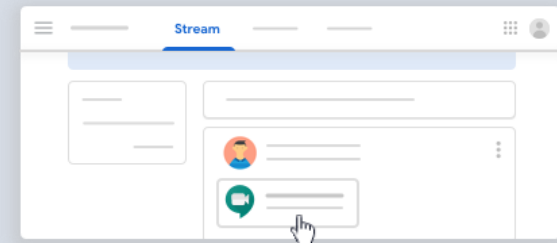
Sign in with your Google Account. For example, *gw10lastnamefirstname@glow.as.scot*. [Learn more](#).

2. Click the class.
  - On the Stream page, at the top, click the Meet link.
  - On the Classwork page, at the top, click Meet



On an announcement or post, click the link for the class video meeting

3. (Optional) To allow Meet to use your camera and microphone, click Allow.
4. In Meet, at the top, make sure you're signed in with your school account. To switch accounts, click Switch account select the Classroom account.
5. To join the class video meeting, click Join now.



### If your meeting is with your workplace employer you will follow the next guidance

1. Open the chat message or email with the **meeting** link > click the **meeting** link.
2. Click Ask to join.
3. When someone in the **meeting** gives you **access**, you'll join it.

### Join a meeting using Skype Meetings App



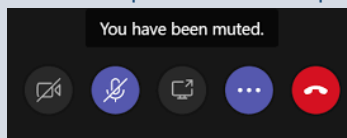
1. Open the **meeting** request in your email or calendar, and select **Join Skype Meeting. ...**
2. Follow your browser's instructions for installing **Skype Meetings App. ...**
3. On the **Skype Meetings** App sign-in page, enter your name, and select **Join**.

### Join a meeting using Teams



All you need to join a **Teams meeting** is a link. Select Join **Microsoft Teams Meeting** in your **meeting** invite to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the **Teams** app, the **meeting** will open there automatically.

For clarity it is normally better to use headphones or a headset with a microphone. If your meeting is 1:1 then you are ok to keep your microphone on but if you are in a meeting with multiple different people it is good practice to mute your microphone when you are not speaking.



## When in a video meeting

Many adults get caught out forgetting they can be seen when using video conferencing.

- Make sure you pick a well lit spot with a plain background
- Do not sit with a window behind you.
- Don't put your hand in front of your face or lean on it
- Make sure your full face can be seen.
- Interact as you normally would in a conversation- nod etc but try not to make noises as this can make the audio drop out.
- Speak clearly and SMILE

Above all if you are worried about any aspect of your apprenticeship please let your key contacts know as soon as possible - this is designed to be a learning opportunity that is exciting and fun whilst giving you industry experience. Please do not let COVID spoil your experience.



## Foundation Apprenticeships – Core contacts



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Position: Work Place Development Co-Ordinator

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