

## <Creative Academy>

# <Work Based Learning Statement>

### Overview

Work-based learning (WBL) policy defines structured educational experiences—such as apprenticeships, internships, and placements—that occur in professional settings to integrate academic theory with practical application. These policies establish guidelines for accreditation, mentoring, assessment, health and safety, and partnerships between education providers and employers to enhance employability.

### Key elements of WBL Policy:

- **Scope and Definition:** Defines WBL as credit-bearing or curriculum-integrated activities, ranging from short-term internships to full degree apprenticeships.
- **Roles and Responsibilities:** Outlines obligations for learners, employers (supervisors/mentors), and academic institutions, including safety oversight and mentor training.
- **Learning Agreements:** Requires formal agreements (learning plans) outlining objectives, learning outcomes, and assessment methods before the placement begins.
- **Assessment and Quality Assurance:** Sets procedures for assessing work-based tasks (e.g., portfolios, reports, presentations) and monitoring the quality of the placement experience.
- **Support and Mentoring:** Ensures students have designated academic tutors and workplace mentors to provide feedback.
- **Health, Safety, and Compliance:** Ensures compliance with statutory legislation, insurance requirements, and equality policies, such as the QAA UK Quality Code.

Whilst Creative Academy students do not attend formal work placements, there are occasions where the student will go into an informal working environment such as teaching in schools or organisations so the policy has been put in place to ensure compliance.

## Work-based learning

Work-based learning is an educational strategy that provides students with real-life work experiences where they can apply academic and technical skills and develop their employability

It is a series of educational courses which integrate the school or university curriculum with the workplace to create a different learning paradigm. Most Work Based Learning programs are generally university accredited courses, aiming at a win-win situation where the learner's needs and the industry requirement for skilled and talented employees both are met.

The Creative Academy does not offer formal work placements (referred to as real-life) due to the nature of the sector we work and educate students in. It is not viable for a dance company to put students in real life shows or performances due to risks and lack of technical ability, so at Creative Academy we foster a culture of a false working environment by using teaching staff in industry.

Work based learning encompasses a diversity of formal, non-formal and informal arrangements including apprenticeships, work placement and informal learning on the job. Whilst Creative Academy students do not attend formal work placements, there are occasions where the student will go into an informal working environment such as teaching in schools or organisations.

Work based learning is classified in three ways based on the:

- Duration of assignment: The work-based learning experience maybe of a duration of a few hours to 2/4 years
- Relation to course work: Work-based learning is generally related to a specific subject taught at school or university
- Stipend: WBL assignments may be paid or unpaid

The Creative Academy duration of assignment is usually a minimum of 10 weeks. The relation to course work relates to Community Dance 2, Dance in Education and Personal Project. Assignments are usually unpaid.

An effective work based learning opportunity is one in which not only are the intended learning outcomes clearly defined; but one in which the responsibilities of the Creative Academy, partner organisations and student are made explicit. Learning outcomes are defined in student module study guides.

### **Creative Academy:**

- Match suitable students into suitable placements based on skills & knowledge
- Prepare students for teaching techniques and adaptations.
- Ensure student is able to write lesson plans and schemes of work.
- Tutor to support the student journey
- Make student aware of policies and procedures including safeguarding
- Promote Inclusivity of teaching
- feedback to the student and evaluation of placement
- Disclosure and Barring Service (DBS) if necessary

### **Partner organisation:**

- Risk assessments in place for activity and studio / classroom
- Health and safety briefing to students and tutor
- Responsible for First aid
- Responsible to ensure student is not left alone
- Inform student of class ability, level, injuries and learning difficulties
- Provide support to students with any issues that may arise
- Feedback to tutor

### **Student:**

- Represent the Creative Academy in a professional manner
- Awareness of media consent including recording classes
- Dress appropriately in uniform, Creative Academy branded for visibility
- Appropriate language to be used addressing staff and students
- Music needs to be appropriate and ensure no profanities
- Ensure they attend classes and adhere to good time keeping
- Attend lectures at Creative Academy relating to placements
- Ensure inclusivity and participation of all students
- Ensure confidentiality
- Feedback to Creative Academy

Reviewing this statement or policy

This policy or statement will be annually reviewed to ensure it is fit for purpose, up to date and effective. Student representation will be part of the process to ensure that it is fair and clear.

Any changes will be uploaded to the website, ensuring that it is accessible to prospective and current students. For general enquiries and/or complaints regarding this statement, please contact the Creative Academy using the information below:

- By phone - 01753 875400

- By email - [info@creativeacademy.org](mailto:info@creativeacademy.org)
- By post - Creative Academy, 73a Stoke Poges Lane, Slough, Berkshire, SL1 3NY
- By website - using the contact us page on [www.creativeacademy.ac.uk](http://www.creativeacademy.ac.uk)
- For complaints - please see the complaints process on the website