



East  
Northamptonshire  
Council

Item 7(c)

# Work Experience

*Welcome to*



East  
Northamptonshire  
Council

## Policy and procedure

# Document Version Control

<b>Author (Post holder title)</b>	HR Adviser
<b>Type of document (strategy/policy/procedure)</b>	Policy and Procedure
<b>Version Number</b>	0.2
<b>Document File Name</b>	Work Experience Policy and Procedure
<b>Issue date</b>	
<b>Approval date and by who (SMT / committee)</b>	
<b>Document held by (name/section)</b>	Organisational Development
<b>For internal publication only or external also?</b>	Internal only
<b>Document stored on Council website or Eunice?</b>	Eunice
<b>Next review date</b>	

## Change History

Issue	Date	Comments
0.1	26.07.11	Minor changes made by CMT
0.2	08.09.11	Unison and Xchange comments incorporated

*NB: Draft versions 0.1 - final published versions 1.0*

## Consultees

Internal	External
e.g. Individual(s) / Group / Section	e.g. Stakeholders / Partners /Organisation(s)
CMT	
Unison	
Xchange	

## Distribution List

Internal	External
e.g. Individual(s) / Group / Section	e.g. Stakeholders / Partners /Organisation(s)
All employees	

## Links to other documents

Document	Link

## Additional Comments to note

# Contents

		<b>Page</b>
<b>1.0</b>	<b>Introduction</b>	<b>4</b>
<b>2.0</b>	<b>Statement of Intent</b>	<b>4</b>
<b>3.0</b>	<b>Scope</b>	<b>4</b>
<b>4.0</b>	<b>Outcomes</b>	<b>4</b>
<b>5.0</b>	<b>The Aim of Work Experience</b>	<b>5</b>
<b>6.0</b>	<b>Priority</b>	<b>5</b>
<b>7.0</b>	<b>Health and Safety</b>	<b>5</b>
<b>8.0</b>	<b>Requests for short term placements</b>	<b>5</b>
<b>9.0</b>	<b>The Placement</b>	<b>6</b>
<b>10.0</b>	<b>Intern, Sandwich Year and Volunteer Schemes</b>	<b>6</b>
<b>11.0</b>	<b>Monitoring of Policy and Procedure</b>	<b>7</b>
	<b>Appendix 1: Work Experience Induction Form</b>	<b>8</b>

If you would like to receive this publication in an alternative format (large print, tape format or other languages) please contact us on 01832 742000.

## 1.0 Introduction

- 1.1. This Policy and Procedure sets out the steps East Northamptonshire Council will take to manage work experience placements and voluntary workers.

## 2.0 Statement of Intent

- 2.1. This policy and procedure outlines the Council's approach to managing work experience to ensure placements are applied consistently and fairly across the Council.

## 3.0 Scope

- 3.1. This policy and procedure applies to the following:
- Requests from schools for work experience for placements
  - Requests from agencies involved in giving the long term unemployed opportunities to increase their skills
  - Requests from agencies involved with giving development opportunities to disabled persons
  - Requests from individuals to undertake work experience
  - Students undertaking work as part of a further education (college) or higher education (university) course, such as a work placement year. See section 2
  - Unpaid internships. See Section 2
  - Volunteers. See Section 2

Throughout this policy student refers to any of the above.

## 4.0 Outcomes

- 4.1. The outcomes to be delivered by this policy and procedure and the links to the Council's corporate outcomes are as follows:

<b>Work Experience policy and procedure outcomes</b>	<b>Links to corporate outcomes</b>
<ul style="list-style-type: none"><li>• Fairness and consistency in applying work experience requests</li></ul>	<ul style="list-style-type: none"><li>• Effective Management</li><li>• Employer of choice</li></ul>

## **5.0 The Aim of Work Experience**

5.1 The Council's aim is to provide people with the opportunity to gain the sort of work experience that will help them get into employment.

## **6.0 Priority**

6.1 The Council particularly wishes to encourage and promote work experience opportunities to residents of East Northamptonshire. Priority will therefore be given to requests from schools and individuals within the district.

6.2 Consideration will be given to requests from schools and individuals outside of the district particularly for those who have a specific interest in following a career in local government.

## **7.0 Health and Safety**

7.1 The Health and Safety (Training for Employment) Regulations 1990 extend the meaning of the word "employee" to include those receiving relevant training. Consequently, anyone participating in work experience should be regarded as council employees for the purpose of health and safety for the duration of the placement.

7.2 This places an obligation on the Council to ensure that students are protected from undue risks to their health and safety. These may arise from their lack of experience, absence of awareness of existing or potential harm, or the fact that they may not yet have fully matured.

7.3 Before a student commences their placement the manager they will be working with should ensure that a risk assessment is undertaken to identify the potential hazards that may exist and the measures required for their control.

7.4 A copy of the risk assessment should be forwarded to the HR Advisor.

7.5 On the first day of the placement the student must be made aware of both corporate and department specific Health and Safety issues by the department manager who will be supervising the student.

## **8.0 Requests for short term placements**

8.1 In order to ensure a fair and structured system work experience requests will be dealt with centrally. Each request for a placement will be dealt with by the HR Advisor who can then arrange and keep records of placements throughout the council.

8.2 If an individual or an organisation approaches a manager directly the request should be directed to the HR Advisor.

8.3 The HR Advisor will contact the appropriate Head of Service to see if the request for work experience can be accommodated. The Head of Service should respond within 2 weeks and if they agree to the request advise the name of the person that will be taking responsibility for the student within the service.

- 8.4 The HR Advisor will notify the individual or organisation whether or not the request has been agreed subject to a work placement informal interview with the student.
- 8.5 For placements of schoolchildren the HR Advisor will arrange to meet with them to tell them what the placement will involve and the standard of behaviour expected. They will also be given the opportunity to ask any questions they may have.
- 8.6 For adult placements the manager of the area they have requested to work in will be present at the meeting to gain an understanding of their expectations and any special requirements.
- 8.7 The HR Advisor will write to the student advising them whether their application has been successful.

## **9.0 The Placement**

- 9.1 On the first day all students will attend an induction session with the HR Advisor who will give an overview of East Northamptonshire Council, record emergency contact details and do a tour of the building. Details will be recorded on the induction checklist (Appendix 1).
- 9.2 The HR Advisor will take the student to the relevant service and introduce them to the person who will be supervising them during the placement.
- 9.3 Any concerns regarding attitude, poor timekeeping, discipline etc should be reported to the HR Advisor as soon as possible.

## **10.0 Intern, Sandwich Year and Volunteer Schemes.**

### **10.1 Principles**

- 10.1.1 These programmes will provide individuals with the sort of work experience and training that will help them get into employment or successfully complete their college or university course.
- 10.1.2 Human Resources will co-ordinate the scheme to ensure fairness is applied throughout the Council.
- 10.1.3 It is important that the intern is supported and managed in order to fully gain from the experience. Interns should be allocated a supervisor who will provide support, supervision and guidance throughout the internship period.
- 10.1.4 All applicants for an internship or placement must be interviewed, and the Council's recruitment and selection process adhered to.
- 10.1.5 Interns and placements will be engaged as a volunteer worker (unpaid) and there is no mutuality of obligation for either the Council to provide work or the intern to attend.
- 10.1.6 Travel expenses will be reimbursed where the intern undertakes work on behalf of the Council. This should be agreed in advance of any travel taking place and is dependant upon the individual having vehicle insurance cover that includes business travel.

## **10.2 Intern Scheme**

- 10.2.1 The Council may offer intern opportunities for School, College and University leavers who have the right to work in the UK.
- 10.2.2 Internships may last up to three months and may be undertaken on a full time or part time basis.
- 10.2.3 Opportunities for internships will be advertised in the appropriate media.

## **10.3 Sandwich Year Scheme**

- 10.3.1 Sandwich placements form an organised and required part of a degree course, most commonly comprising the third year of a 4 year degree.
- 10.3.2 All requests to recruit a student under the sandwich year scheme should be made to the Corporate Management Team and payment will be considered.

## **10.4 Volunteer Scheme**

- 10.4.1 A volunteer is defined as someone who commits time and energy for the benefit of the Council and does so through personal choice without the expectation of financial reward.
- 10.4.2 A volunteer is not an employee of the Council and there is no legally binding contractual relationship between the Council and the volunteer.
- 10.4.3 Volunteers may be requested to assist with projects which are likely to be community based projects.

## **11.0 Monitoring of Policy and Procedure**

- 11.1 This policy and procedure will be reviewed every 3 years

## East Northamptonshire Council

### Work Experience/Internship Induction Form (to be undertaken by HR)

Name.....

This aim of this induction is

- To help you to settle into your work experience placement quickly.
- To make sure that you understand health & safety rules.
- To introduce you to the people that you will be working with.

Welcome to the Council & introduction

Outline of Council and the services that are provided.

Health & Safety matters.

Security and data protection.

Tour of the offices including refreshment areas, toilets, first aid room.

Hours of work, including timekeeping, absenteeism.

Sickness procedure.

The objectives of work experience.

Confirmation of emergency contacts, parents telephone numbers.

Introduction to immediate supervisor.

Student.....

Date .....

Council representative..... Date .....

Position .....