



APPENDIX 1

Work Experience and Work Placements Policy

November 2016

VERSION 1.2

1.0 The Vision

An effective work experience programme will help to improve the lives of our local community by offering real-life placements and job skills training to improve job prospects, provide work experience opportunities for students and job seekers, including those who may experience barriers to employment.

2.0 Introduction

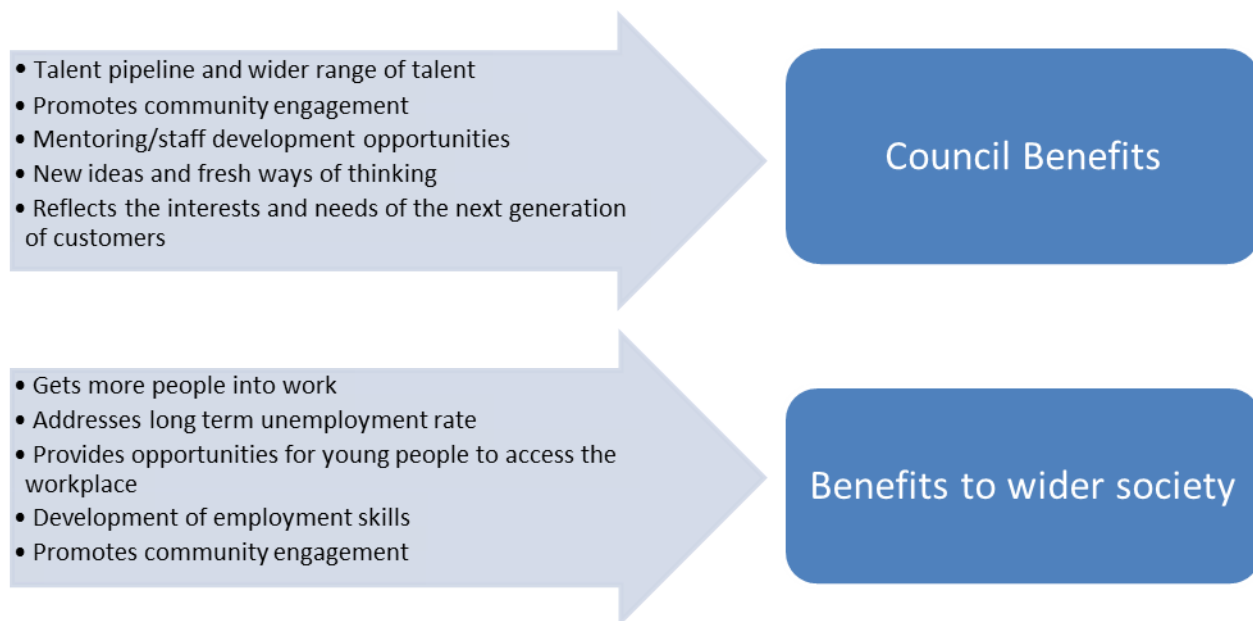
2.1 Background

Tewkesbury Borough Council is committed to providing Apprenticeship opportunities, and work experience to members of the local community, including school leavers, students, graduates and job seekers.

This policy clarifies the access routes, types of placement opportunity offered by the council, and provides guidance to staff members involved in work experience to support effective management of placements, in a risk managed environment. The policy covers two types of arrangement; firstly "**work placements**" where the individual is undertaking a piece work for the organisation, and secondly "**work experience**", where an individual can learn about a particular career area and experience a real work environment.

An effective and well managed work experience/work placement scheme can realise benefits for both the council and within our wider community.

A successful placement scheme will promote economic development in the borough by supporting the development of job skills to reduce skills gaps and unemployment. It will allow the council to support our communities by empowering job seekers through their development of relevant job skills. There may be the potential for opportunities to development placement opportunities with our Public Sector partners in the Public Services Centre (PSC).



2.2 Scope of the Policy

This policy covers work experience and unpaid work placements. It does not include the Apprentice programme however the programme could lead to an apprenticeship following successful application. This policy also extends the provision of unpaid placements, to include the potential for short paid placements, subject to budget availability or external funding provision from partner organisations. The opportunity for paid placements will be limited to those applicants who are experiencing, or likely to experience, significant disadvantages in the job market. Selection will be at the discretion of the council, and paid placements will be subject to the provisions of a standard employment contract.

2.3 Definitions under this work experience policy

The following definitions are used in this policy:

“The applicant” means the individual who has applied for work experience or a work placement.

“The council” means Tewkesbury Borough Council.

“The participant” means the individual taking part in the work experience/placement program, following successful application.

“Partners” means the organisations that provide work experience students, for example the Job Centre Plus, or Prospects.

“Work Experience” means an unpaid period of a specified time (typically up to 1 week) by which an individual can learn about a particular career area and experience a real work environment. The individual will be at school, or in further/higher education, or possibly an adult considering a career change.

“Work Placement” means an unpaid period of a specified time (typically up to 8 weeks) during which an individual can experience a real work environment and develop transferable employment skills. The individual may not be in full time employment, education or training, and is likely to be of school leaving age, a graduate or older; some individuals may be students looking to develop their academic knowledge in a practical setting, or as part of a sandwich course mixing academic study with work placements.

3.0 Effective Work Experience and Work Placements - Quality Charter

As an employer we are committed to offering consistently high-quality work experience and work placements. In order to achieve work experience and work placements that have positive outcomes for the council, the participant, and society, work experience and work placements should be based around the following key principles:

- **Tailored to the participant’s needs** and circumstances, including developing an understanding of what skills they want to develop, what barriers they face and what their career aspirations are.
- Clarity about the role the participant will play and arrangements for **support, supervision and mentoring**.
- The participant is introduced to the **structure of working life**; they are helped to learn and to develop a range of transferable skills which will contribute towards their employability.
- **Success is celebrated** and the individual has an enjoyable and positive work experience/work placement that encourages them to become more confident in their abilities.
- The participant is encouraged to **relate their experiences and skills to the workplace** and supported in making a more informed decision about their future
- They receive **open and honest feedback** about what went well and what areas need to be improved and, if possible, advice on how to do this.
- **We explain what our expectations are** (see work placement agreement, Appendix 2): show an interest in the council; make the most of the opportunity; demonstrate a willingness to learn; respect the values of the council; and abide by the rules. The participant knows what they will contribute, and whether there are any job opportunities.
- We support the participant to **find out about the different employment options** available and how to access them, including recruitment processes.

Managers should refer to the Human Resources (HR) section for guidance on supporting participants in their sections and designing effective placements.

4.0 Types of Placement

4.1 General Requirements for all applicants

Applicants are required to complete a work experience/work placement application form (Appendix 1). The applicant should have a genuine interest in the operations of Tewkesbury Borough Council. The number of placements supported will be considered on a local basis and this will depend upon each section's ability to provide support for a meaningful placement.

Once an applicant has been matched to a suitable opportunity, we will ask them to complete a work experience/work placement agreement (Appendix 2) to outline the expectations of both parties.

4.2. School/Academic Work Experience

Applications should be directed from the individual student or the school/college work experience co-ordinators to the HR Section. Students will typically be in years 11/12 (aged 16/17). Work experience may be for a period of up to 1 week.

4.3 University/higher education academic work placements

Applications should be directed from the individual student to the HR Section. The work placement should focus on developing practical applications of academic knowledge, and could include a mix of work shadowing and the delivery of a specific and appropriate piece of work. Placements may be of varying length, typically 6-8 weeks.

4.4 Traineeships

This is an education and training programme (in partnership with a training provider) aimed at 16-24 year olds. At its core are English and math qualifications, combined with work preparation training and a high quality work experience placement giving 16 to 24 year olds the skills and experience that employers are looking for, helping them secure an apprenticeship or other job in the future.

The work placement needs to be for at least 100 hours over a maximum of six months and should be long enough to enable the trainee to develop new skills and behaviours. If the trainee is in receipt of unemployment benefits the work placement will not exceed 8 weeks.

4.5 Care Leavers

The scheme will support referrals from Gloucestershire County Council and partner organisations, to provide placements to young people leaving the care system.

4.6 Work placements for job seekers

Young people aged 16 to 24, who are in receipt of Jobseekers Allowance, can be referred from the Job Centre Plus for a work placement. The placement can last between 2 and 8 weeks.

4.7 Work Returners Scheme

This scheme will support individuals who have been out of the workforce for a period of time, for example following long term illness, or having had a family or other caring responsibilities.

4.8 Disability placements

This scheme operates with partner organisations and charities to place students and job seekers with physical and/or learning disabilities in roles suitable for their needs. This may be for short term work experience or longer term work placements. Work experience/work placements will be arranged on an ad hoc basis in line with the requirements of the individual.

4.9 Leavers from the Armed Forces

This scheme will support military resettlement programmes aimed at transitioning former Armed Forces personnel into a civilian work environment, in support of the military covenant.

5.0 Entry routes

A work experience/work placement application can be submitted to HR directly from the applicant by downloading an application form via our website.

Job seekers can be referred from Job Centre Plus. If a direct approach is made to HR, the applicant will need to advise Job Centre Plus of their application.

Disabled applicants may be referred from various organisations and charities, including Gloucestershire County Council, and the National Star Centre.

All applications will be considered on merit and with reference to the council's capacity to offer appropriate, well designed and high-quality work experience or work placements. The council is under no obligation to offer work experience or placement opportunities if it does not have the capacity to do so.

6.0 Administration of Placements

Service areas are asked to actively seek opportunities for placements, and managers are expected to provide placement opportunities whenever possible. Every service should consider the type of opportunities they can offer ideally as part of the business planning process, and with reference to the limitations of the nature and size of their service. The decision to offer a placement remains with the service manager.

For short placements for individuals facing employment challenges (as outlined in sections 4.4 - 4.9), the council will consider reasonable requests to cover local travel expenses, subject to budget availability.

Managing Performance Issues

The council's disciplinary, grievance and capability procedures do not apply to unpaid placement or work experience personnel.

Where the responsible line manager has reason to believe that there are minor issues concerning the person's capability or conduct, she/he will raise it informally with them. Where, in the opinion of the responsible line manager, the capability or conduct issues are serious, the matter should be brought to the attention of the HR.

Line managers should observe basic principles of fairness in dealing with any issues of capability or conduct that may arise. In cases of capability, individuals should be informed of any shortcomings in their performance and given the chance to improve. In cases of misconduct, the responsible line manager must have reasonable grounds for believing that the individual has been guilty of misconduct and should give him or her opportunity to give any explanation/mitigation.

The council reserves the right to terminate a placement immediately, should the individual be guilty of any misconduct or negligence resulting in loss or damage to the organisation.

APPENDIX 1: APPLICATION FOR WORK EXPERIENCE AND WORK PLACEMENTS (UNPAID)



Please complete all sections

Tewkesbury Borough Council is committed to providing high quality work experience and work placements. We require an understanding of your needs and circumstances, and an idea of the skills you want to develop, to help us identify appropriate opportunities for you.

Personal Details *Please use block capitals*

Last Name:	<input type="text"/>	First Name(s):	<input type="text"/>				
Address:	<input type="text"/>	Age:	<input type="text"/>	Male	<input type="text"/>	Female	<input type="text"/>
		Date of Birth:	<input type="text"/>				
		Email Address:	<input type="text"/>				
Post Code:	<input type="text"/>	Telephone:	<input type="text"/>				

Education

Name of school/college	<input type="text"/>
Address of school/college	<input type="text"/>

What subjects/courses are you studying? What qualifications do you have?

Subject	Qualifications (G.C.S.E, NVQ, A level), Degree	Grade (if known)	Date awarded

Date work experience is required:

What type of work experience/work placement do you require – please tick as appropriate

- | | |
|--|--------------------------|
| School work experience (Years 10-13) | <input type="checkbox"/> |
| University/higher education work placement | <input type="checkbox"/> |
| Job Seeker (via Job Centre Plus) | <input type="checkbox"/> |
| Work returners scheme | <input type="checkbox"/> |
| Armed Forces Leaver | <input type="checkbox"/> |
| Social Services Care Leaver | <input type="checkbox"/> |
| Other (please explain) | <input type="checkbox"/> |

What do you hope to gain from this work experience/work placement?

Do you have any special areas of interest or special training requirements?

Is this your first introduction to the work you may undertake? (If no, please provide details)

Is there anything further you would like us to be aware of?

Signature:

Date:

False information, knowingly given, will disqualify.

Please send the completed application form to:

**Human Resources Section, Tewkesbury Borough Council, Gloucester Road, Tewkesbury, Glos,
GL20 5TT or e-mail: humanresources@tewkesbury.gov.uk**

APPENDIX 2 - WORK EXPERIENCE AND WORK PLACEMENTS (UNPAID) - AGREEMENT



Please complete all sections.

Personal Details *Please use block capitals*

Last Name: First Name(s):

Address: Age: Male Female

Date of Birth:

Email Address:

Post Code: Telephone:

Role Offered	
Service Area + Line Manager	Dates

I agree to take part in the above work experience/work placement which has been arranged on my behalf in accordance with the policy for Tewkesbury Borough Council. I understand that:

I am expected to comply with the council's policies and procedures at all times and the specific requirements of my work experience area. This includes attendance, dress code and behaviour. Failure to comply with these may result in my placement being terminated with immediate effect.

I may have access to confidential information during the course of my work experience/work placement.

I understand that I must never disclose information given in confidence by anyone, or information acquired which I believe is of a confidential nature, without the consent of a person authorised to give it.

I must not disclose confidential information for my own personal use or for use by anyone else known to me, or to the disadvantage or the discredit of the council or anyone else.

I must always observe the provisions of the Data Protection Act 1998, the Freedom of Information Act 2000 and the council's procedures for the release of personal information held about other employees or members of the public.

I will act responsibly and professionally at all times during my work experience/work placement, and comply with any Health and Safety procedures that I am made aware of.

If I am unsure of the correct procedures to follow in any given circumstance, or if I have any questions during my work experience/work placement, I will ask my named line manager or another member of staff for assistance.

I have read and understand the content of this agreement, and agree to comply with all the requirements set out above.

Signature: **Date:**

Please note that the council will arrange a review meeting at the end of your placement, to help you identify what went well, and any areas you could consider for future development. We will also provide a reference on request.