

PROTOCOL ON WORK EXPERIENCE

1. PURPOSE

- 1.1 This protocol sets out how the Authority recognises its responsibilities in providing work experience opportunities to those who need to familiarise themselves with the skills and attitudes needed in a modern organisation, and to recognise the demands of working life.

2 SCOPE

- 2.1 This protocol applies to all work experience requests and placements made within Bridgend County Borough Council. Governing Bodies in educational establishments with delegated responsibilities are encouraged to formulate their own work experience arrangements.

3 GENERAL PRINCIPLES

- 3.1 Work experience is defined as a placement with the Council where an individual carries out a particular task or duty, or a range of tasks or duties, as much would an employee, but with the emphasis on learning experiences.
- 3.2 Placements are unpaid (i.e., not funded by the Council).

4 APPLYING FOR WORK EXPERIENCE PLACEMENTS

- 4.1 Application for work experience must be made in writing by the individual or by the training establishment/provider to the Employee Development Manager, ideally eight weeks prior to the commencement of the placement.
- 4.2 The nature of the work experience being sought, the start and duration of the placement, basic background information of the individual, and learning objectives must be clearly stated by the individual/placement organisation seeking placement to allow proper consideration and allocation of applicants.
- 4.3 Health and Safety arrangements need to be co-ordinated between the individual or organisation seeking the placement(s) and the Council. The manager of the area supervising the placement must ensure that a risk assessment is conducted.
- 4.4 Prior to confirming offers in writing the Employee Development Manager will liaise with the Council's Insurance section and provide the placement organiser with a copy of the risk assessment. The Employee Development Manager will, in the case of placements organised by schools/colleges, request that the placement organiser conveys the risk assessment findings to parents or guardians.

- 4.5 Guidance on undertaking a risk assessment for work placements is available on the Health and Safety intranet site.
http://www.bridgenders.net/Intranet/groups/intranet/documents/staff_pages/046398.hcsp

5 COMMENCING WORK EXPERIENCE

- 5.1 In certain placements, an introductory meeting will be held between the individual being placed and the responsible manager of the section/department involved.
- 5.2 In order to adequately plan for a work experience placement, advance preparation is needed to ensure the programme runs efficiently for both the individual and engaging department. Managers will need to know and be able to confirm with the individual:-
- the start date and duration of the placement;
 - nature of duties;
 - work location and hours of work;
 - what happens when an individual is unable to attend, i.e., sickness;
 - dress and conduct expected;
 - arrangements for transport, meals, breaks etc;
 - health and safety aspects of the placement in addition to the Council's liability insurance;
 - monitoring of the placement, including any mid-placement visits;
 - name and contact details of the individual's placement organisation, if applicable; and
 - name and contact details of the individual's allocated line manager or buddy in the workplace.
- 5.3 The Employee Development Manager will confirm to the engaging manager whether a Criminal Records Bureau check is needed where the placement has access to children or vulnerable adults, or information relating to these categories.

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