



Works Experience Guidance

September 2018

BACKGROUND AND GUIDANCE TO WORK EXPERIENCE

INTRODUCTION

Statistics reveal that about 95% of pupils at Key Stage 4 undertake work placements and about half of sixth form students have a further period of work experience or work shadowing. Work experience is an important part of the development and preparation for, the world of work. While the vast majority of employers, young people and their parents are positive about the experience and recognise the benefits that can come from well-organised programmes, finding suitable work places is not an easy task and the experience of some young people is less than good. Filing, tea making, emptying bins and similar menial tasks are not work experience.

DEFINITION OF WORK EXPERIENCE

Work experience is defined as a placement, on an employer's premises, in which a student carries out a range of tasks and duties, but with the emphasis on the learning aspects of the experience. The law permits placements only for students during Key Stage 4 and beyond. The LA or the governing body of a school on the LAs behalf must make all arrangements for students in maintained schools.

BENEFITS OF WORK EXPERIENCE

Work experience placements offer many benefits and learning opportunities. There are five main curriculum areas to which the work experience programme can be linked. These are:

1. Vocational courses: better understanding of the value of vocational areas being studied, the opportunity to investigate real examples for coursework and the opportunity to gather evidence of vocational skills developed.
2. Employability and key skills: insights into skills and attitudes required by particular sectors and employers and an opportunity to develop, practise and demonstrate key skills in a work setting, in particular, working and communicating with others.
3. Careers education and guidance: better understanding of changes in the world of work and the implications these have

for the pupils' own careers.

4. Personal and social development: development of increased maturity, with improvements in motivation, self-confidence and interpersonal skills.
5. National Curriculum and other subjects: opportunities to enhance students' understanding of the National Curriculum; develop a practical understanding of economic and business issues, citizenship, environmental concerns and moral and social education.

HEALTH AND SAFETY

LAs and schools have responsibilities under the Health and Safety at Work Act 1974. They must, for example, take reasonable steps to satisfy themselves that the placements they arrange will be safe. These considerations apply equally to cases where students have arranged their own placement or where arrangements are made through an intermediary organisation or individual such as a governor.

It is important that:

- students are properly prepared and briefed on safety in the workplace, what to do if they feel that they are at risk, and what is expected of them in terms of attendance, etc and the control;
- employers and other employees with whom the student will be working should know what is expected of them in terms of proper work experience, equal opportunities and race relations;
- the school appreciates that it is acting in loco parentis and it must ensure that in arranging placements for students and introducing them to health and safety at work those placements are safe and free from any form of abuse;
- school considers the cost of teachers carrying out risk assessments prior to their placement, when centrally co-ordinated schemes do this at a very much reduced cost.

Schools can link together to provide placements by using:

- an outside expert
- a centrally co-ordinated scheme
- a specialist agency

There is already a network of provision through Educational Business Partnerships, the Careers Service, and the Science and Technology Regional Organisations.

INSURANCE

Governing bodies must check that employers offering work experience placements have suitable arrangements in place to cover pupils. Although circumstances giving rise to claims are minimal, it is essential that the main risks are covered.

HOURS AND PAYMENTS

The school, employer, parents and students must agree the hours to be worked and the pattern of work. The hours should not be more than 7-8 per day and only 5 days in 7 should be worked. Schools should also note that the Working Time Regulations 1998 (SI 1998 No. 1833) apply in the case of school-based work experience.

TRANSPORT AND MEALS

Schools should consider whether any arrangements for transport and meals are required. The LA might be providing students with either free home to school transport or assistance with transport to school. In addition, pupils whose parents are in receipt of income support must be provided with a free school meal. It is open to employers to assist the school with such expenses.

Although transport provided by schools and LAs to take students to activities in school-time must be free, where a pupil makes use of public transport to travel direct from home, parents can be asked to meet the cost. Schools retain the discretion to provide a subsidy where they consider it appropriate and where resources allow. It is important for everyone to know the exact arrangements before the placement begins.

ACCIDENTS

Employers should be reminded that duties include reporting accidents to the HSE/local authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 (SI 1995 No. 3163). Schools and LAs must ensure that all assaults, serious and fatal accidents on work experience are reported immediately by telephone or fax to: Health and Safety Policy Team at DCSF (Tel: 0114 259 4376).

LIMITATIONS

Education Acts place limitations on the sorts of work in which pupils can be employed. The Acts prohibit work experience placements where the work concerned is subject to a statutory restriction based on age limits expressed as a number of years. This preserves the effect of certain bylaws that contain specific provision expressed in this way, for example prohibiting certain work for anyone under 16 years old.

The Acts also make it clear that restrictions applying to work on ships still apply.

SAFEGUARDING CHILDREN

Safeguarding children means protecting them against any form of abuse for all children under 18 years of age. Employers should be asked to take responsibility for the social as well as the physical welfare of all work placement pupils whilst they are in their care.

Employers should do all they can to ensure their employee's relationships with young people on work experience are appropriate to their age, gender, religious beliefs, special educational needs and cultural background and do not give rise to comment or speculations. Attitude, behaviour and language all require care and thought, whilst the placement is being undertaken.

- Students should be informed of all safeguarding procedures on the first day of placement and made aware of the identity of the school's Designated Lead/Deputy for Safeguarding, should they have any concerns regarding staff or pupils during their time in school.
- Students should also be made aware of the fire safety procedures and also reporting accidents, should they occur

POLICY STATUS

The guidance is based on that given by the DCSF.

Mrs M. Acklam

Mrs C. Johnson

September 2017

Review Date: September 2018

Review Date	Changes Made	Ratification Date by Governing Body
September 2017	Inclusion of recent DCSF Guidance	
September 2018		



Work Experiences Placements Student Contact Details

Name	
Address	
Telephone Number	
Any medical information to support your placement	
Course	
Key Contact at School/College/University	
Telephone Details	

Emergency Contact Details

First Contact and Relationship to Student	
Telephone Number	
Address	
Second Contact and Relationship to Student	
Telephone Number	
Address	
Name of Doctor/GP	
Practice Address	

Learner Agreement



- I confirm that I am not suffering from any complaint, which may cause a hazard either to myself or those working with me. The Placement Organiser will advise my Employer of any known details concerning the Learner, which may require special attention to ensure that placement is completed safely.
- I agree to wear correctly all personal protection equipment clothing as instructed on my work placement.
- I agree to abide by all safety rules on placement.
- If I am aware of any activities/machines, which are prohibited or out of bounds I agree to not use the machinery/carry out the activity.
- I will notify the College/School immediately in the event of an accident/dangerous occurrence.
- I will contact my tutor should any difficulties arise during the placement.
- I understand that my own safety and that of others is my responsibility.
- I will agree to abide by any policies in place at my workplace, for example: no smoking.
- I agree to notify the College/School of any changes that may impact on the health declaration contained in this form.

Students must not only be safe, they must feel safe. I can confirm that the requirements of the College/School's Safeguarding Policy have been considered during every aspect of the arrangement of the work place.

Signature of Learner:

Date:

Name of Tutor: Contact Number:

Signature of Tutor: Date:

Workplace Induction Questionnaire



Name of Placement:

Name of Learner:

Placement Start Date:

Job Role:

Main tasks to be carried out:

What action must be taken in the event of a fire?

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.....

Where are the fire exits and routes of escape (describe)?

.....
.....

Where are the fire extinguishers or other fire fighting equipment located (describe)?

.....

Describe the types of fire extinguisher available?

Where is the First Aid equipment located (describe)?

Who is responsible for the First Aid equipment (name)?

Is there a recognised First Aider? Yes No

If 'Yes', who is it?

State the procedure for the reporting of accidents?

Where is the accident book located (name the location)?

Have you been made aware of the following:

The company's Health and Safety Policy (for companies with more than 5 employees)?
Yes No

Describe the contents:

Risk Assessments (for companies with more than 5 employees)?

Yes No

(Name type of assessments, e.g., manual handling, etc):

.....
.....
.....

Where are the above located?

.....

What personal protective equipment and clothing (PPE/C) have you been issued with?

Equipment/Clothing	What it is for?	Where would you use it?
Hard hat		
Ear defenders		
Goggles		
Safety boots		
Dust mask		
Gloves		
Overalls		
Soft hats		

What hazardous substance do you work with (list)?

.....

Where are they and who is at risk (describe and name)?

.....

Who would you report the following to (name)?

Faulty Equipment	
Dangerous Behaviour	
Unsafe Conditions	
Accidents	
Hazard	

Who is your immediate supervisor (name)?

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Who would you report to if your supervisor was not available (name)?

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What area of work is your company involved in (describe)?

.....

Who is your immediate supervisor (name)?

.....

What area of work is your company involved in (describe)?

.....

.....

.....

List the key members of personnel at your place of work:

.....

.....

If you are absent from work who must you inform and when (name)

.....

What are your hours of work (list start and finishing times)?

.....

How long are you allowed for (insert times)

Morning Tea Break?	Lunch?
Afternoon Tea Break?	Other Breaks?

Is there an area laid aside for breaks (name)?

.....

Are there any restricted/prohibited areas?

Yes No

If 'Yes', please list:

.....

.....

I sign to confirm that I have completed and understood my work placement induction programme and that I have received a copy of my 'Work Experience Health and Safety Information for Parents and Carers' Form (or the company's equivalent) to pass to my parents/carers.

Learner Signature: **Date:**

Print Name: **Date:**

On behalf of employer:

Signature: **Date:**.....

Print Name: **Date:**

Please note: If you have any medical or health conditions you must let your supervisor know. This will help the employer to ensure the health, safety and welfare of both yourself and the other employees while you are on your work experience placement.