



Staff Handbook

Schedule 35 - Work Experience Policy

Issue 0.1

August 2022

Document History

Title	<Title>: <subtitle>

Review Panel

Name	Role
Victoria Iredale	HR Advisor
Charlotte Evans	People and Culture Specialist
Jo Chadwick	HR and Internal Communications

Change history

#	date	author	comment
0.1	23rd Aug 2022	Victoria Iredale and Charlotte Evans	Initial version

SCHEDULE 35

Work Experience Policy

1. About this policy

- 1.1 This policy outlines the process of hiring an individual for a work experience, including pay, length of service etc.
- 1.2 This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. Aim of Work Experience

- 2.1 To support people with building a career path
- 2.2 To support staff by enabling work experience for their children
- 2.3 To support customers by enabling work experience for their children and in so doing further our relationships with those clients.
- 2.4 To help support our local areas by providing opportunities for work experience. To do this in a manner that supports diversity and support for people from disadvantaged backgrounds.

3. What defines an individual as a Work Experience?

- 3.1 An individual who is undertaking work experience refers to a short unpaid placement in the workplace for untrained (in that area of work) individuals to gain experience of practicing (when appropriate) and observing the work in that environment.

4. Hours of Work

- 4.1 The expected working hours for a work experience will vary depending on business needs, area of the business and the individual's circumstances.
- 4.2 The specifics will be discussed and confirmed during the offer and onboarding process.

5. Equipment

- 5.1 We will supply any placements with the equipment needed to carry out their duties.
- 5.2 Any equipment supplied should not be taken home.
- 5.3 Please see the expense policy for information.

6. Pay

- 6.1 We will not offer pay for work experience.
- 6.2 We will offer to reimburse travel and lunch expenses for work experience on their working days.

7. Recruitment

- 7.1 Potential work experience will be expected to go through a Recruitment Process to ensure they are willing, capable and are a good fit for Aire Logic.
- 7.2 The recruitment process will include an application and an informal interview.

7.3 We want to give all work experience a full, authentic 'employment experience' so every application will go through the same process.

7.4 The recruitment process for those applying for work experience will be overseen by HR.

7.5 If we receive a large number of applications and we are unable to support all, we will refer back to the 'scoring metric' from the application and informal interview notes.

8. Areas of Business

8.1 We will offer placements in each department of the business, however the amount of work experience placements offered will depend on business needs at the time of recruitment.

8.2 HR may reach out at various times in the year to check how viable a work experience placement may be across areas of the business to ensure we can support the individual.

8.3 Areas of the business that commit to having work experience placements will be expected to meet certain criteria such as being available in the office in person and creating a learning plan for the individual.

9. Work Experience for Aire Logic Staff Friends and Family

9.1 We will offer placement opportunities to friends and family of Aire Logic permanent and associate staff.

9.2 The number of placements offered to friends and family will be in line with our Equality, Diversity and Inclusion strategy and the business needs.

9.3 The number of placement positions available will be shared with any of our affiliates.

9.4 Friends and family of Aire Logic will be expected to undergo the recruitment process outlined in this policy.

10. Equality, Diversity and Inclusion Strategy

10.1 As part of our Equality, Diversity and Inclusion strategy, we have committed to offering placement opportunities fairly and equally.

10.2 We will look to hire placements who come from a variety of backgrounds, including individuals through charities, various social backgrounds etc.

10.3 The number of placements offered to these individuals will be in line with the business needs.

10.4 Individuals will be expected to undergo the recruitment process outline in this policy

11. Onboarding and Induction

11.1 HR will look after the onboarding and induction of placements.

11.2 On the first day with Aire Logic, HR will go through an induction to welcome the individuals and provide them with the information they'll need to get going, such as our company ethos, ways of working and expectations.