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**Work Experience Placements Policy**

HR6.8 Employment Policies

July 2023

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1. Introduction
   1. MHA is committed to supporting work placement opportunities and recognises the value of welcoming people to discover more about Health and Social Care and the Charity Sector that MHA operates in and put their academic learning into skills development.
2. Scope and Purpose
   1. This policy is relevant for all colleagues across all MHA’s services. The purpose of this policy is to provide key information and guidance, and define roles and responsibilities for the successful implementation, delivery, and completion of work experience placements within MHA’s services.
3. Definitions

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| Term | Definition |
| **Work Experience** | A specified period of time during which a person works in an organisation during which they have an opportunity to learn about working life and the working environment. This could be undertaking particular tasks or simply observing. |
| **Work Placement** | A more considered period of pre-career full time work experience |
| **Placement Organiser** | This is usually the educational establishment or employability scheme that organises the employer placement and will therefore want to check health and safety and risk assessment arrangements with the home, scheme, or department. |
| **Volunteer** | A person who voluntarily undertakes a service whilst having no legal concern or interest.  Has an arrangement with MHA that does not entitle them to financial reward or benefit in kind for the activities they perform under this arrangement. Does not have to turn up for work if they don’t want to. Cannot be dismissed in the legal sense but they can have their position withdrawn. |

1. Work Experience Placement Principles
   1. MHA only accepts students over the age of 18 years.
   2. Work experience placements must be formally agreed, planned, and organised between MHA and the educational or employability established and not be ad hoc arrangements. This ensures the safety of the student, MHA and our residents and members.
   3. MHA is regularly approached by schools, colleges, and universities to request placements for students for work experience or to enable them to complete activities towards Duke of Edinburgh Awards etc.
   4. Students on work experience placements are normally given the opportunity to undertake a particular role whilst being directly supervised by a person(s) who is (are) employed by MHA in the same role, a work experience student must not undertake tasks without supervision. The Manager must assume overall responsibility for the placement.
   5. Students may find themselves outside the disciplined educational environment, in the company of strangers and with unfamiliar chains of command. They may be particularly at risk from:
   * their possible physical and psychological immaturity and inexperience of work
   * being unaware of the potential risks to their health and safety – both from the tasks they will be doing and from their working environment,
   * being eager to impress or please other people.
   1. Should students wish to complete a research project at MHA to support a qualification they are studying they will be required to complete and submit form Request for MHA Participation in Research, which will then be reviewed by our Research Committee (refer to Research Policy, G108 for more information).
2. Roles and Responsibilities

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| Role | Responsibilities |
| **Work Experience Learner** | **Health and Safety for the Learner**   * Students participating in work experience have the same duties as other colleagues in the workplace - it is important that they understand these duties: see MHA’s Health and Safety Policies. * Students will be expected to co-operate by completing appropriate health and safety induction training relevant to the role they will be undertaking. Further information can be found in the Work Placement Information Pack [HR6.8a].   **Additional Support Arrangements**   * An EHCP is an Education, Health & Care Plan and is a legal document which describes a young person’s special educational needs, the support they need, and the outcomes they would like to achieve. This can be in place up to age 25. * If an EHCP is in place, learners and or their parent/guardian can help by providing any relevant information about their medical or behavioural conditions if they are subject to an EHCP so that MHA can support them effectively in the workplace. * A full risk assessment must take place to ensure when an EHCP is in place, even for learners over 18, to ensure that all potential risk have been identified and managed. * In some circumstances, where risk cannot be sufficiently managed, the placement should not be offered. |
| **Line Management** | **Requirements**   * An Enhanced DBS check may be required for any learner on work experience placement at MHA – depending on the location in which they are working and the tasks they will be undertaking. * This check is normally provided by the training provider, remember it can take time to arrive and must be completed by the training provider in sufficient time for the placement. * For more information and guidance on DBS checks refer to policy – HR4.13 * Managers must ensure that the following documents are completed prior to or on day 1 of the work experience placement. Completed documents are to be kept at the location of the placement (e.g. home or scheme):  1. IG003a – Data Subject Rights Colleagues Privacy Notice 2. Work Experience Placement Agreement [HR6.8b].   **MHA Health and Safety**   * Under the Health and Safety (Training for Employment) Regulations 1990, students participating in work experience are regarded as colleagues for the purposes of health and safety. This means that we must ensure, so far as is reasonably practicable, the health, safety, and welfare at work of work experience students. * In addition, there are specific requirements in the Management of Health and Safety at Work Regulations, 1999 which mean that MHA has a duty to:  1. assess the risks to which students are exposed at work, before they start work placement at MHA 2. ensure that the risk assessment takes special account of immaturity, inexperience, lack of awareness, etc. 3. control the risks to a tolerable level 4. provide adequate training and direct supervision  * These considerations should be straightforward in a low-risk workplace such as an office. However, in higher risk workplaces e.g., a care home, to ensure the protection (safeguarding) of people using our services the organiser of the placement may require a copy of any risk assessment which the manager carries out.   **Induction & Training**   * Homes and schemes must also complete a comprehensive induction with each student including any additional any role specific training they may require. Further information is included in the Work Placement Information Pack [HR6.8a]. which can be found on the MHA intranet * All home or scheme managers must ensure that any work experience/work placement student is able to complete mandatory learning on the Learning Zone. Managers will need to email: peopledevelopment@mha.org.uk with the following information prior to the learner starting on placement.   Learner Name  Learner Email  Start Date  End Date  Manager Name  Location Name   * This will enable the allocation of mandatory training on Altura, which includes:  1. Confidentiality & Information Handling 2. Health & Safety Essentials 3. Safeguarding Adults 4. Safeguarding Children 5. Equality, Diversity & Inclusion 6. Fire Safety Awareness 7. Infection Control 8. Dementia: An Introduction 9. Manual Handling  * Managers must ensure they provide any additional, placement specific health and safety information and instruction and make sure that the student understands that they have a duty to:  1. take reasonable care of their own health and safety and that of other people who may be affected by their actions, 2. co-operate with MHA in complying with our legal obligations which are relative to the role and location of the placement   **Prohibited Practices for Care related roles**   * It’s important to remember that learners on work experience placements will have a wide range of existing experience and knowledge and for other learners this will be their first experience of working in a care environment. * As we do not know the level of training they have received or their competence and in order to safeguarding our residents, colleagues and learners work experience learners should not:  1. be alone in a resident’s room. 2. be involved in intimate (personal) care 3. assist a person with swallowing difficulties to eat, 4. count as the ‘second’ person in the use of equipment such as a hoist, 5. administer medications, 6. leave the premises with a person as ‘escort,’   be involved with any financial transactions,  breach confidentiality or data protection regulations (See Information Governance Policies).  must be provided with suitable breaks during the day according to working time regulations.  **Working Hours for Work Experience Placements**   * Work Experience Placement learners have the same rights as a colleague or worker for working hours and rest breaks. As all learners participating in work placements will be aged 18 or over then the policy on Hours of Work will apply Hours of Work, HR5.1)   **Completion of Work Experience**   * Once the work experience placement has been completed, Managers can provide learners with a certificate of completion using the template in HR6.8c. * Managers can seek feedback on the placement from the learner using the evaluation questionnaire [HR6.8d], the completed questionnaire should be kept by the home or scheme and feedback provided to the people development team in central support. |
| **Placement Organiser**  (College, University, Training Provider, Employment initiative) | * The placement organiser has a wide range of responsibilities, including that MHA, as placement providers, will discharge our legal duties with respect to the health and safety of the student. This may involve completion of a health & safety placement assessment for the provider. * The organiser will usually ask the manager agreeing the student work experience placement to demonstrate that suitable risk assessments are in place and to sign a written statement to that effect. This will enable the organiser to understand what the significant risks are, and what has been done to control them. * You should also expect the placement organiser to provide you with key information regarding the learner, the learning outcomes for the placement and key contact information. |

1. Policy Training and Monitoring
   1. Compliance is assessed through direct observation, monitoring, and supervision of our colleagues.
2. Policy Communication and Dissemination
   1. This policy is disseminated and implemented within all MHA services through MHA’s channels of communication.
   2. Each colleague’s line manager must ensure that all teams are aware of their roles, responsibilities.
   3. This policy will be available to the people we support and their representatives in alternate formats, as required.
   4. Any review of this policy will include consultation with our colleagues, review of support planning, incident reports, quality audits and feedback from other agencies.
   5. Queries and issues relating to this policy should be referred to the Standards and Policy Team [policies@mha.org.uk](mailto:policies@mha.org.uk)
3. EDI Impact Assessments
   1. Equality, Diversity, and Impact Assessment to be confirmed.
4. Resources
   * [Work Experience Placements at MHA](https://intranet.mha.org.uk/Interact/Pages/Content/Document.aspx?id=14200&utm_source=interact&utm_medium=quick_search&utm_term=work+expere)
   * HR6.8a, Work Experience Placement Information Pack
   * HR6.8b, Work Experience Placements Agreement
   * HR6.8c, Work Experience Placements Certificate Template
   * HR6.8d, Work Experience Placements Evaluation Questionnaire
   * [G108, Research Policy](https://intranet.mha.org.uk/Interact/Pages/Content/Document.aspx?id=8798&SearchId=0&utm_source=interact&utm_medium=category_search&utm_term=*)
   * [HR5.1, Hours of Work](https://intranet.mha.org.uk/Interact/Pages/Content/Document.aspx?id=2466&utm_source=interact&utm_medium=quick_search&utm_term=hours+of+work)
   * [Information Governance Policies](https://intranet.mha.org.uk/Interact/Pages/Section/ContentListing.aspx?subsection=6391)
   * [H&S Policies](https://intranet.mha.org.uk/Interact/Pages/Section/ContentListing.aspx?subsection=4230)
   1. **Gov UK Guidance on Work Experience and Internships:** <https://www.gov.uk/guidance/national-minimum-wage-work-experience-and-internships#what-is-work-experience>
5. Version Control

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| Version | Version Date | Revision Description / Summary of Changes | Author | Next Review Date |
| 4 | July 2023 | * Policy updated under regular compliance review. * Inclusion of responsibilities for Work Experience Learner, Line Management, Placement Organiser | * Operations Learning Business Partner * Head of People Development * Standards and Policy Manager | July 2025 |