



Work experience policy

Contents

		Page
1	Introduction	2
2	Scope	2
3	The application process	2
	3.1 - School aged applicants (15-18)	2
	3.2 - University aged applicants (18+)	3
	3.3 - Selecting a candidate	3
4	Duration of placements and unpaid work experience	4
5	Commencing a placement	4
6	Induction and supervision	4
7	Tasks	4
8	Absence	5
9	Disciplinary and capability issues	5
10	Policy review	5
Appendices		
Appendix A	Application for work placement form	6
Appendix B	Work experience request placement form	9

1. Introduction

This policy sets out the organisation's approach to engaging people on work experience. The policy covers both arrangements where the individual is undertaking work for the benefit of the organisation and 'work shadowing' where the individual does not perform any work for the benefit of the organisation.

Work experience placements are encouraged and we acknowledge the benefits that they can bring; we are able to offer opportunities to local young people in order to raise our profile as an employer of choice and provide supervisory or mentoring opportunities to our existing staff. Similarly, the work experience candidate can gain valuable experience to help them with their future employment or studies.

The HR Department will be responsible for processing applications made for work experience.

2. Scope

This policy covers all applications for unpaid work experience from school, college and university level students. It does not cover university level extended placements or internships (3+ weeks).

3. The application process

3.1 School aged applicants (15-18)

We have an on-going relationship with the Mansfield Learning Partnership to engage with schools in the Mansfield area. Schools covered in this partnership are:

- The Brunts Academy
- The Manor Academy
- Garibaldi College
- Queen Elizabeth's Academy
- All Saints Catholic Academy
- Meden School

Students attending these schools can apply directly for work experience by completing an application form (Appendix A) which can be obtained from their school or from contacting HR.

Students expressing an interest in undertaking work experience at the Coal Authority who do not attend one of the above schools will be sent an application form (Appendix A) after making an initial enquiry to the HR Department.

Where there is no placement expressly available the HR Department will liaise with the relevant department to see if they have the capacity to accommodate the placement.

We will advertise a number of opportunities per year through the Mansfield Learning Partnership and via social media where capacity in a department has been confirmed. Please note placements must be agreed with the HR department prior to being agreed with applicants a work experience request form (Appendix B) must be completed and approved by HR prior to agreement with the candidate.

Where a candidate is under the age of 16 parental or school consent must be received and a risk assessment must be sent to the school or parent, the HR department can provide support with this. Please see the SHE policy on [Children and Young Persons](#) for guidance on setting tasks commensurate with the risk assessment.

3.2 University aged applicants (18+)

Applicants over 18 who are seeking work experience, work shadowing or mentoring opportunities must apply in the same way as those aged 16-18. The application form in Appendix A must be completed and returned to the HR Department, indicating the type of opportunity and length of placement required.

Where we have not expressly advertised a placement, speculative requests will require the form in Appendix A to be completed.

If a speculative request is made to a member of staff this must be forwarded to the HR Department who will send the application form to the candidate.

In all cases the work experience request form must be completed by the line manager (Appendix B).

3.3 Selecting a candidate

Where a post has been advertised, and where multiple applicants may exist, an initial sift of application forms will be conducted between the HR Department and the line manager, a candidate will be selected on this basis, an informal telephone interview may be required as a further selection method.

Where a speculative application has been made HR will liaise with the relevant department to see if the department has the capacity to take a candidate on work experience. If there is no or limited capacity the placement will be refused. If capacity is available for the length of placement and dates required the candidate will be progressed based on the merits of the application form, an informal telephone interview may be required as a further selection method.

Candidates should be selected/scored against how their interests and future career/education aspirations match against the work undertaken.

4. Duration of placements and unpaid work experience

Short term work experience will be unpaid, with the experience itself being the benefit to the candidate, by definition this can be taken to be students of compulsory school age (under 17), those undertaking work shadowing (any age).

As such placements should not last longer than 2 weeks (10 working days at standard authority times).

By law candidates who are of compulsory school age should not work more than 8 hours per day or more than 5 consecutive days in 1 week.

Where a placement is longer than 2 weeks this is likely to be for University level students and depending on the length of time may be considered an internship or extended placement, in the event of a request of this nature please consult the HR Department.

5. Commencing a placement

Prior to the start of a placement a change request must be raised to ensure the candidate has the relevant IT equipment if required. Facilities must also be notified to ensure the candidate has an appropriate workspace for the duration of the placement.

SHE must also be notified, they can advise on the relevant Health & Safety induction required for the age of the candidate.

The Children and Young Persons Policy on the intranet details on measures should be taken prior to a young person joining.

6. Induction and supervision

The line manager should conduct an induction for the work-experience person on the first day of the assignment, during which he/she will be given essential information about the workplace. This will include the SHE requirements as per section 5. Other practical information such as a tour of the premises should also be included.

The line manager will be responsible for supervising people on work experience. Only one line manager should be nominated from the outset of the placement.

7. Tasks

The line manager will ensure that the candidate is given work that is commensurate with his/ her skills abilities and age. Should there be insufficient work available in the department the line

manager will make reasonable efforts to find candidate suitable alternative work within the organisation by liaising with the HR Department or other line managers.

8. Absence

The candidate should notify us if they are unable to attend on a given day and follow the same process as other staff.

As part of the induction process the candidate should be given the contact details of the line manager in addition to the absence line number, the candidate should save this in their personal phone or have it emailed to them as part of the induction process on the first day of the placement, we can then ensure that the candidate will be able to notify us if they are unable to attend via the absence line.

Depending on the candidates age we may be required to notify a school or college that the candidate has not attended, in the event that this occurs the HR Department will relay this information.

9. Disciplinary and capability issues

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

Line managers and other personnel 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 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.

We reserve the right to terminate a placement immediately, should the work-experience person be guilty of serious misconduct or any negligence resulting in loss or damage.

10. Policy review

This policy is discretionary and will be kept under review to ensure that it is working to the mutual benefit of the Coal Authority and its staff.

Appendix A: Application for work placement

Please complete this form and return to humanresources@coal.gov.uk

Application for work experience

What type of placement are you looking for?	Block placement: (1 week) (2 weeks)..... Other (please specify)
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What dates are you looking to complete this placement? eg Mon 11 - Fri 15 July 2016	
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Section A: Personal information

Full name			
Date of birth			
Address			
		Postcode	
Email address			
Contact number			
Emergency contact			
Emergency contact number			
Relationship to emergency contact			
Do you have any form of disability or medical conditions?	YES/ NO	If YES, please complete Section A2. Please complete if the student has hearing difficulties/ colour blindness	

Section A2: Health and medical information

Name of medical condition	
Details about the condition	
Medicines that the student is dependent on	
In the event of an issue, please be aware:	

Section B: Education and qualifications

Name of school and colleges attended

School	Address	Dates From / To
Name of present school or college:		

Qualifications

Subject	Actual grade	Predicted grade

Other examination results

Subject	Actual result	Predicted result

Section C: Work experience and employment

If you have undertaken work experience or a similar activity please give details

Dates From/ To	Company name	Address	Type of work undertaken

Employment Include holiday jobs, weekend work and part time jobs			
Employer's name	Employer's address	Position held	Dates From/ To
Section D: About you Please write in full sentences			
What personal skills and qualities do you have to bring to this opportunity?			
Activities and interests List your interests outside school hours eg sports clubs, societies, voluntary work, fundraising			
Signed (student)		Date	

Thank you for completing this form.

Please return to the HR department.

To ensure your application is received please only email your application and DO NOT POST.

Please return to humanresources@coal.gov.uk

Appendix B - Work experience request placement form

To be completed by Authority staff to notify the HR Department that capacity exists for a work experience placement to be granted.

Department/ team	Requester (person completing this form)	Line manager of placement (if different from requester)
Possible start date of placement		
Length of placement (in working weeks)		
What benefit will the person on placement gain?		
Please provide an overview of the tasks/ duties to be undertaken		
What are the benefits to the Coal Authority?		
Please provide details of where the placement will be situated, what desk they will be using, or if hot-desking please outline what the arrangements will be		
Please provide an overview of the type of person who would be interested in your placement, what courses would they have studied at school, what would their aspirations be, who would the placement suit?		

Prior to submitting this form please be aware of the relevant Health and Safety requirements for people under the ages of 18 and 16 - information on these can be found from the SHE Department.

Signed:

Date: