

Work Placement Policy

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Version	Date	Description
0.1	26/11/07	Approved at Management Board
0.2	23/01/08	Approved at Works Council
1.0	14/02/08	Approved at HR Committee
1.1	11/11/09	Amendments made following EIA

Purpose of Work Placements

- HEFCW recognises the need to develop effective links with relevant community groups, schools, colleges and universities in the local area. This policy enables such links through offering work placement opportunities within HEFCW. These links provide individuals with experience, skills, contacts and career choices. In conjunction with this, links to community groups and charity organisations in offering work placements will also assist in meeting HEFCW's diversity responsibilities.

Objective of Work Placements in HEFCW

- HEFCW aims to ensure that all individuals who undertake work experience receive a worthwhile placement. To ensure this is provided, employees need to support the placement to ensure that the individual takes part in a variety of activities and gains skills, knowledge and experience.

3. It is recommended that during a work placement the individual:
- Is clear about their role within the team and within HEFCW and who their line manager is.
 - Understands the role of the team and how it fits into HEFCW.
 - Knows what the aims and objectives are of the team and HEFCW.
 - Is allocated a “workmate” to support them during the placement.
 - Shadows other staff.
 - Spends time with different staff from different teams of HEFCW (if possible).
 - Meets the relevant staff/ line managers/ Heads of Team within HEFCW.

Benefits to HEFCW

4. Work placements in HEFCW:
- Allow us to develop our recruitment and diversity through establishing and building links with local schools, colleges and community groups to attract school/college leavers into jobs.
 - Helps to raise the profile of career opportunities within HEFCW and its community profile amongst schools, colleges and community groups.
 - Can help improve the quality of students coming into the labour market.
 - Allow us to have a greater understanding of modern learning processes through closer liaison with schools/colleges.

Process of Work Placements

5. A “broker” such as a careers advisor from Careers Wales or a representative from a community group will liaise between HEFCW and the local schools, colleges and community groups to ensure that placement opportunities are distributed fairly and that appropriate matches are made.

Health and Safety

6. Health and Safety must be considered for both the individual on the work placement and employees involved whilst a work placement is conducted on our premises. A risk assessment has been conducted, outcomes of which can be found in Annex A. The key considerations from the risk assessment for those involved in a placement are as follows:
- Increased awareness of Health and Safety hazards when conducting a task with the individual.
 - Awareness of the equipment individuals can use and what manual handling can be undertaken.

- Individuals on short term or long term placements under the age of 18 must remain on HEFCW premises.
 - Increased supervision over the work undertaken by the individual.
 - Ensure lunch breaks and adequate breaks are taken by the individual.
 - The individual must not work in excess of 37 hours per week and HEFCW must ensure compliance with Working Time Directive for young workers.
7. Staff will not be required to undergo criminal record checks. This is only required where significant one-to-one work takes place with children or young persons (i.e. under the age of 18).
 8. In some cases the broker may wish to undertake their own risk assessment of HEFCW.
 9. A suggested working pattern for individuals of school age is 9.30am to 4.30pm with an hour lunch break. Normally, other individuals would work 37 hours per week and this will be agreed on a case by case basis as appropriate.

Review

10. These guidelines will be reviewed annually or as legislation requires

Queries

11. The Work Placement Guidelines should be read in conjunction with this policy for further details. Queries should be directed to HR.

Definitions

12. Broker – An organisation that arranges work placements for school/college students or individuals from community groups. They will make arrangements for the placement by liaising between the individuals undertaking the placement and the organisation hosting the placement.