

WORK EXPERIENCE POLICY

Version:	2
Date ratified:	12 February 2021
Policy Number	HR030/02/2024
Name of originator/author:	HR and OD Business Partner
Name of Sponsor:	Deputy Accountable Officer
Name of responsible committee	Governance Sub-committee
Date issued:	February 2021
Review date:	February 2024
Target audience:	All staff working within or on behalf of NHS Sheffield CCG

To ensure you have the most current version of this policy please access via the NHS Sheffield CCG Intranet Site by following the link below:

<http://www.intranet.sheffieldccg.nhs.uk/policies-procedure-forms-templates.htm>

POLICY AUDIT TOOL

To be completed and attached to any document which guides practice when submitted to the appropriate committee for consideration and approval.

Please give status of Policy: Revised		
1.	Details of Policy	
1.1	Policy Number	HR030/02/2024
1.2	Title of Policy:	Work Experience Policy
1.3	Sponsor	Deputy Accountable Officer
1.4	Author:	HR and OD Business Partner
1.5	Lead Committee	Governance Sub-committee
1.6	Reason for policy:	Legislative and best employment practice
1.7	Who does the policy affect?	All employees
1.8	Are the National Guidelines/Codes of Practices etc issued?	Data Protection Act 1998, Equality Act 2010, Health and Safety at Work Act 1974, Human Rights Act 1998 and Management of Health and Safety at Work Regulations 1999
	Has an Equality Impact Assessment been carried out?	Yes
2.	Information Collation	
2.1	Where was Policy information obtained from?	See 1.8
3.	Policy Management	
3.1	Is there a requirement for a new or revised management structure for the implementation of the Policy?	No
3.2	If YES attach a copy to this form.	n/a
3.3	If NO explain why.	Current management structure satisfactory
4.	Consultation Process	
4.1	Was there external/internal consultation?	Yes
4.2	List groups/persons involved	Joint Staff Consultative Forum
4.3	Have external/internal comments been included?	Yes
4.4	If external/internal comments have not been included, state why.	n/a
5.	Implementation	
5.1	How and to whom will the policy be distributed?	All employees via the intranet
5.2	If there are implementation requirements such as training please detail.	Ongoing via mandatory training
5.3	What is the cost of implementation and how will this be funded	No funding required
6.	Monitoring	
6.2	How will this be monitored	Workforce Reports
6.3	Frequency of Monitoring	Quarterly

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SECTION A – POLICY

1. Policy Statement, Aims and Objectives

- 1.1 NHS Sheffield Clinical Commissioning Group (CCG) acknowledges the value of offering work experience placements to individuals to broaden their education and introduce them to work or to provide practical experience in a different field of work.
- 1.2 This policy encompasses work experience placements for school, college and university students and also individuals requesting work experience placements on an ad hoc basis.
- 1.3 The development of this policy:
 - Provides a consistent framework for all work experience placements within the organisation and should be used in conjunction with the other policies and procedures including the Equality and Diversity Policy, Health and Safety Policy and Recruitment and Selection Policy.
 - Promotes the organisation as an employer of choice by offering work placement opportunities.

2. Legislation and Guidance

- 2.1 The following legislation and guidance has been taken into consideration in the development of this procedural document.
 - Data Protection Act 1998
 - Equality Act 2010
 - Health and Safety at Work Act 1974
 - Human Rights Act 1998
 - Management of Health and Safety at Work Regulations1999

3. Scope

- 3.1 This policy applies to those undertaking a work experience placement within the organisation.

4. Accountabilities and Responsibilities

- 4.1 Overall accountability for ensuring that there are systems and processes to effectively manage grievances lies with the Accountable Officer. Responsibility is delegated to the following:

<i>Deputy Accountable Officer</i>	<ul style="list-style-type: none"> • Maintaining an overview of the corporate ratification and governance process associated with the policy. • Ensuring that the policy is applied fairly, consistently and in a non-discriminatory manner. • Authorising the placement of a work experience candidate following review of the risk assessment completed prior to the individual commencing duty.
<i>Human Resources</i>	<ul style="list-style-type: none"> • Leading the development, implementation and review of the policy. • Advising and training managers on all aspects of work experience placements.
<i>Appointing Officers/ Line Managers</i>	<ul style="list-style-type: none"> • Ensuring they understand and adhere to their obligations in relation to this policy. • Undertaking risk assessments for work experience placements which should be approved by the relevant Director prior to the commencement of the work experience placement. • Supervising the individual undertaking the work experience placement and providing suitable duties to ensure a positive work experience placement.
<i>All Employees</i>	<ul style="list-style-type: none"> • Understanding and valuing the role of an individual undertaking a work experience placement in their area of work.
<i>Staff Side</i>	<ul style="list-style-type: none"> • Ensuring they are familiar with the policy and procedure. • Advising and representing employees who are members of a recognised Trade Union.

<p>Work Experience Placements</p>	<ul style="list-style-type: none"> • Ensuring they understand their responsibilities in relation to this policy. • Ensuring they adhere to relevant organisational policies and procedures. • Ensuring they do not undertake any duties that are not allocated to them.
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5. Dissemination, Training and Review

5.1 Dissemination

The effective implementation of this policy will support openness and transparency. NHS Sheffield CCG will:

- Ensure all employees and stakeholders have access to a copy of this policy via the organisation's website.
- Ensure employees are notified by email of new or updated policies.

5.2 Training

All employees will be offered relevant training commensurate with their duties and responsibilities. Employees requiring support should speak to their line manager in the first instance. Support may also be obtained through Human Resources. The Policy should be read in conjunction with:

- Equality and Diversity Policy
- Recruitment and Selection Policy
- Health and Safety Policy

5.3 Review

5.3.1 As part of its development, this policy and its impact on staff, patients and the public has been reviewed in line with NHS Sheffield CCG's Equality Duties. The purpose of the assessment is to identify and if possible remove any disproportionate adverse impact on employees, patients and the public on the grounds of the protected characteristics under the Equality Act.

5.3.2 The policy will be reviewed every three years and in accordance with the following on an as and when required basis:

- Legislatives changes
- Good practice guidelines
- Case Law
- Significant incidents reported
- New vulnerabilities identified

- Changes to organisational infrastructure
- Changes in practice

5.3.3 Policy management will be performance monitored to ensure that policies are in-date and relevant to the core business of the organisation. The results will be published in the regular Governance Sub Committee Reports.

SECTION B – PROCEDURE

1. Recruitment

- 1.1** Work experience is an unpaid placement which usually occurs on organisation premises in which the individual carries out a particular range of tasks and duties where the emphasis is on the learning element of the experience.
- 1.2** The minimum age for placements is 15 years of age. Placements will be offered within the organisation within non clinical areas of work such as administration and finance.
- 1.3** All requests for work experience placements should be made in writing directly to Human Resources with a short resume of themselves and their experience (preferably C.V), stating their reasons for having applied to that particular placement area. Human Resources will consider the application seeking advice from relevant managers within the organisation. The manager or Human Resources may at their discretion arrange a conversation with the applicant to assess their suitability for the placement. This normally will be carried out by telephone.
- 1.4** It is essential in order to provide a worthwhile and meaningful experience that any placement is appropriately planned, fully inducted and supervised.
- 1.5** It is not necessary for work experience students to complete a Disclosure and Barring Service check as they must be supervised at all times during their placement.

2. Induction

- 2.1** All individuals undertaking work experience placements must be given an induction briefing prior to starting work and the relevant sections of the induction checklist should be completed. Further information on induction is contained within the Induction, Mandatory and Statutory Training Policy.
- 2.2** As a minimum the induction briefing should include:
 - Health and Safety
 - Fire/Evacuation Procedures
 - Introduction to colleagues

- Tour of organisational premises and departments
 - Confidentiality code of conduct
 - Appropriate dress and behaviour
 - Hours of work, including breaks
 - Refreshment facilities
 - Toilets/ washroom facilities
 - Contact number for supervisor
 - Telephone etiquette
 - Use of relevant equipment e.g. laptop/PC
- 2.3** All individuals undertaking a work experience placement will be issued with a letter of authority. For work experience placements that are less than 10 working days in duration, it will not be necessary to issue an identity badge to the placement.

3. Risk Assessment

- 3.1** A personal safety risk assessment must be completed prior to the commencement of the work experience placement.
- 3.2** Any concerns should be reported to Human Resources and, if in relation to a health and safety risk, the Facilities Team.

4. Supervision

- 4.1** All individuals undertaking a work experience placement must have a nominated supervisor who will be responsible for:
- Arranging a timetable and monitoring the student whilst on placement to ensure a safe and appropriate experience.
 - Being a main point of contact for all queries/ problems that the student may have.
- 4.2** The principles of the Managing Performance Policy and the Disciplinary Policy will apply in the event of any poor performance/conduct issues of the work experience student whilst on placement. The organisation reserves the right to terminate the placement at any time.

5. Duration of Placement

- 5.1** Under normal circumstances, the duration of the work experience placement will be one or two weeks. Requests for longer placements should be assessed on an individual basis.
- 5.2** Guidance on compiling a work timetable is available from Human Resources.

6. IT Access

- 6.1** Usernames and passwords for work experience placements will be arranged by

the line manager/supervisor via the IT helpdesk. When the placement has ceased, a request to delete the relevant account must be made.

7. Completion of Placement

- 7.1** Successful completion of the work experience placement will be considerate of the individual undertaking the work experience placement, completing the work during the placement to a satisfactory standard.
- 7.2** If requested by the individual, upon completion of the placement the work experience student can be awarded a personalised certificate issued by Human Resources.

8. Expenses

- 8.1** Any expenses incurred by the individual undertaking a work experience placement through carrying out their duties will be reimbursed in accordance with the Expenses Policy.
- 8.2** Travelling to and from work and meal expenses will not be reimbursed.

9.0 Child Protection

- 9.1** For child protection legislative purposes, children are defined as anyone who have not yet reached their 18th birthday. Any staff coming into contact with work experience students who are under 18 years of age must ensure they are not left on their own with the students at all if possible, and if not, for any prolonged period of time. Where possible staff should avoid being on their own in an isolated or closed environment with a young person undertaking a work experience.

10.0 Working Time Directive

- 10.1** The Young Workers Directive and the age restrictions with regard to work experience placements within specific departments must be followed where applicable.

A young worker cannot be made to work more than eight hours per day or 40 hours per week. These hours cannot be averaged over a longer period. Young workers who work for more than four and a half hours will get a rest break of 30 minutes.

APPENDIX 1

NHS Sheffield CCG Equality Impact Assessment 2017

Title of policy or service	Work Experience Policy	
Name and role of officers completing the assessment	HR & OD Business Partner	
Date assessment started/completed	November 2020	

1. Outline

Give a brief summary of your policy or service

- Aims
- Objectives
- Links to other policies, including partners, national or regional

This policy aims to acknowledge the value of offering work experience placements to individuals to broaden their education and introduce them to work or to provide them with practical experience in a different field of work. The policy encompasses work experience placements for school, college and university students and also individuals requesting work experience placements on an ad hoc basis.

2. Gathering of Information

This is the core of the analysis; what information do you have that indicates the policy or service might *impact on protected groups, with consideration of the General Equality Duty.*

	What key impact have you identified?			What action do you need to take to address these issues?	What difference will this make?
	Positive Impact	Neutral impact	Negative impact		
Human rights		✓			
Age	✓				Offering of placements to 15 year olds to gain work experience prior to the usual age employment can commence
Carers		✓			
Disability		✓			
Sex		✓			
Race		✓			
Religion or belief		✓			
Sexual orientation		✓			
Gender reassignment		✓			
Pregnancy and maternity		✓			
Marriage and civil partnership (only eliminating discrimination)		✓			
Other relevant group					

Please provide details on the actions you need to take below.

3. Action plan				
Issues identified	Actions required	How will you measure impact/progress	Timescale	Officer responsible
None				

4. Monitoring, Review and Publication				
When will the proposal be reviewed and by whom?	Every 3 years on policy review			
Lead Officer	HR & OD Business Partner	Review date:	November 2020	