

**HR GUIDANCE**

**11/19**

**Work Experience - Guidance for Managers**

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* 1. **Introduction**

This guidance is designed for managers who have been approached by young persons or schools/colleges wishing to arrange work experience placements for students. It will also assist departments providing work experience opportunities to adults, as the principles are similar.

Placements are arranged directly between College departments and the student, school or college seeking the placement.

**2. What work experience is**

The term ‘work experience’ generally refers to a specified period of time that an individual spends with a business, during which they have an opportunity to learn directly about working life and the working environment, this could involve carrying out work like tasks on a voluntary basis or work shadowing/observing. Time wise, placements will normally range from one day to one or two weeks.

**3. What work experience is not**

A student undertaking work experience must not be required to complete a range of tasks set for them in a manner or timeframe that would be deemed as working. Neither can they be held to specific ‘working times’, as they are not working and so can effectively leave at any time.

It is important that any arrangement for the placement does not make the student a worker for national minimum wage purposes.

Bring your child to work days held by departments/faculties are not covered by this guidance.

**4. The benefits of work experience**

Work experience can be a valuable part of a student’s education and offering placements can help them to:

* Gain an understanding of the world of work and the do’s and don’ts of the workplace
* Choose the type of career they might wish to pursue
* Improve their interpersonal skills
* Identify their own skills and learn new key skills
* Show their motivation and thus improve their employability

Offering work placements can also be a positive experience for the College, as it can:

* Promote and raise the profile of Imperial College as a potential employed
* Send a positive message to current staff and the wider workforce community
* Enable us to access a wider range of talent
* Provide new ideas and ways of thinking from young people, allowing us to reflect on the interests and needs of the next generation
* Help develop current staff by providing opportunities to supervise and mentor a young person

**5. Offering a Work Experience placement**

5.1Official placements

Work experience placements will normally be formalised via the respective school or college. Please also see \* below.

Schools may sometimes request to carry out an inspection prior to the placement. We are not obliged to do this, and it is acceptable for you to inform the school that we do not accommodate such inspections.

5.2 Unofficial placements

If you wish to arrange an informal work placement, for example if you have received a request from a member of College staff for their family/friends, you may do so. All legislative processes and College policy mentioned within this guidance must still be adhered to.

\* When offering a placement (either official or unofficial), it is strongly recommended that you document the arrangement that you have made with the student, and keep a record of any oral agreements in setting up the arrangements and any subsequent changes. In particular, if someone claims that they owed minimum wage arrears, you must demonstrate that they are not a worker for minimum wage purposes or that no arrears are owed. A template Work Experience placement agreement is available for your use and adaptation as necessary.

5.3 Adult placements

There may be instances when you wish to offer a short period of work experience to an adult, i.e. a person over 18 years of age, this could be for the purposes of learning/updating skills, strengthening a CV and increasing employability, or for other reasons broadly in line with the benefits of work experience mentioned above.

Such a placement must never be used as a substitute for an individual undertaking paid employment and should only be for a short period of no longer than one month. If in any doubt, please contact the Strategic HR Partner for your faculty.

If you intend to offer a work experience opportunity to an adult with a learning or physical disability, you may find the College’s Disability Confident Leader webpage of use. If you would like further advice on supporting an individual with learning disabilities, please contact the College’s [Equality, Diversity and Inclusion team](https://www.imperial.ac.uk/equality/support-for-staff/equality-diversity-and-inclusion-centre/).

5.4 Authorisation to offer a placement

Unless part of a scheme administered by or in conjunction with Student Recruitment and Outreach, all work experience placements should be agreed in writing with your Head of Department/Division/School or Institute, or with their nominated delegate for this area, prior to an offer being made. Any perceived issues relating to equal opportunities (see 7.1 below), or the grounds on which the placement will be offered or promoted, should be taken into account prior to approval.

5.5 Points to consider

When offering a work placement opportunity, you will need to consider the following points:

* The time and resources available to devote to the placement
* Suitable tasks and duties, the student should not have access to highly confidential or sensitive material
* Health, safety and welfare implications
* Regulatory requirements
* The time will take the student to learn and understand the tasks involved
* The timing of the placement and any disruption it is likely to cause to workplace routine/critical tasks, e.g. can your department only accommodate placements outside of term time

**6. Recompense for work experience**.

Work experience is unpaid. Students are not entitled to receive the national minimum wage when undertaking a placement that does not involve any work being performed, such as work shadowing. They are only observing and are not performing work.

Additionally, students who are undertaking a placement on a voluntary basis are not workers for national minimum wage purposes.

Students will normally be responsible for paying their own travel costs to and from the placement, although it is at each department’s discretion if they wish to cover this cost.

**7. Legislative requirements**

7.1 Equal Opportunities

In accordance with the [Equality Act 2010](https://www.imperial.ac.uk/equality/equality-and-you/), the College is committed to equal opportunities and encourages work experience for all students regardless of gender, race and disability, including mental health. Equality of opportunity in relation to work experience openings should also be taken into account when offering and authorising placements.

7.2 Eligibility

Work experience is governed by the Education Act 1996, as amended by the Schools Standards & Framework Act 1998. To ensure a child or young person is eligible to undertake work experience, the following must be followed:

* Only students in their last 2 years of compulsory schooling (usually age 14 to 16), or students taking post-16 courses are eligible.
* Placements occur on the employer’s premises; and
* Pre-16 placements generally will last for up to two weeks, but post-16 placements can be more varied in length.

7.3 Right to Work check

You are required to carry out Right to Work checks for any young person aged 16 years or over. The Immigration, Asylum and Nationality Act 2006 does not distinguish between paid and unpaid work. Therefore, checks must be carried out before work experience can commence. Please visit our Immigration pages for guidance on how to carry out a [Right to Work check](https://www.imperial.ac.uk/human-resources/procedures/immigration/recruiters-guidance/right-to-work/right-to-work-checks/).

7.4 Disclosure and Barring Service (DBS)

As part of the risk assessment, attention must be given to the College’s legal requirements in relation to DBS checks. It is a criminal offence to knowingly employ an individual barred by the DBS to work in a ‘[Regulated Activity](https://www.ddc.uk.net/help-advice/what-is-regulated-activity/what-is-regulated-activity-with-children/)’ with children (under 18) and adults invulnerable situations. For working with children this will generally be unsupervised teaching, training, instructing, or supervising on a frequent (one day a week on a regular basis or four or more days in a 30 day period).

Any member of staff who is likely to be or will be alone with a child under the age of 18 or a vulnerable adult as part of a work placement, there will be a requirement to obtain a satisfactory DBS clearance prior to the start of the placement. This is to ensure compliance with the College’s Child Protection Policy. This will also be required where a member of staff will have regular 1-2-1 contact with a child under the age of 18 for more than three days. In the latter circumstance, having two members of staff working together (to avoid regular 1-2-1 contact) would negate this requirement.

Any queries regarding DBS checks should be directed to the College’s [HR Staff Hub](https://www.imperial.ac.uk/human-resources/ask-staff-hub/)

7.5 Permitted placement hours

Under the Children and Young Persons Act, no child under 13 may be employed but there are several restrictions on when and where children are allowed to work.

Work experience arranged by a local authority or school

Provided the work experience is arranged by a local authority or a school with a view to provide a child with work experience as part of their education, and that child is in their last two years of compulsory education, then particular restrictions in relation to working hours should not apply. However, children should usually work no more than eight hours per day and 40 hours per week.

All other work involving children

In relation to all other form of work experience, children are not allowed to work:

* without an employment permit issued by the education department of the local council, if this is required by local bylaws
* during school hours
* before 7am or after 7pm
* for more than one hour before school (unless local bylaws allow it)
* for more than 4 hours without taking a break of at least 1 hour
* in any work that may be harmful to their health, well-being or education
* without having a 2-week break from any work during the school holidays in each calendar year

Term time rules:

During term time children can only work a maximum of 12 hours a week. This includes:

* a maximum of 2 hours on school days and Sundays
* a maximum of 5 hours on Saturdays for 13 to 14-year-olds, or 8 hours for 15 to 16-year-olds

School holiday rules:

During school holidays 13 to 14-year-olds are only allowed to work a maximum of 25 hours a week. This includes:

* a maximum of 5 hours on weekdays and Saturdays
* a maximum of 2 hours on Sunday

During school holidays 15 to 16-year-olds can only work a maximum of 35 hours a week. This includes:

* a maximum of 8 hours on weekdays and Saturdays
* a maximum of 2 hours on Sunday

Full-time work

Children can only start full-time work once they’ve reached the minimum school leaving age (16 years of age), they can then work up to a maximum of 40 hours a week.

**8. College Policy**

8.1 Safeguarding

All work experience must comply with the College’s [Child Protection and Safeguarding Policy](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/working-at-imperial/safeguarding-/Child-Protection-and-Safeguarding-Policy.pdf), to ensure the safety and welfare of children, young people and vulnerable adults. This includes the following areas:

8.2 Risk Assessment

To reduce the possibility of the young person having an accident, it is important to carry out a risk assessment in advance of the placement start date.  Consideration of the student’s immaturity as well as their inexperience should be noted and that they may have a different understanding to adults of what constitutes a risk in any given situation You must provide information to the parent/guardian on the risks identified in the [Children and Young Person Risk Assessment](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/safety/internal/children-on-premises/Children-and-Young-Person-Risk-Assessment.docx), associated control measures and the provision of information necessary for training, and the supervision provided, before the Young Person starts work.

You should contact the Safety Department regarding any concerns in this area.  Any dangerous activities should be avoided, and arrangements should be made for adequate supervision.

Work related social events must be risk assessed, especially when alcohol is being served. The age, safety and wellbeing of the young person must be considered, and work colleagues must assess the appropriateness of such events. The College has a duty of care, if the young person is on College premises.

8.3 Children and Young Persons on campus

The College's webpage on [Children and Young Persons on campus](https://www.imperial.ac.uk/safety/safety-by-topic/children-and-young-persons-on-campus/) provides further advice on the actions departments should take in order to prevent children from being exposed to danger whilst on College premises.

When a work experience placement is offered, managers should contact [insurance@imperial.ac.uk](mailto:insurance@imperial.ac.uk) to ensure that the individual is covered by the College’s employer’s insurance liability.

8.4 Data Protection

You must hold work placement students’ personal details in line with the College’s Data Protection policy and Retention Schedule.

The student should also be made aware of how their personal information will be used/shared in order to administer their work experience placement. The [Privacy Notice for Staff and Prospective Staff](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/procedures/data-protection/ICL---Privacy-Notice-for-Staff-and-Prospective-Staff.pdf) broadly covers this. and you may share this with them. The Workplace Agreement provides a link to [Student Recruitment and Outreach Data Privacy Notice](https://www.imperial.ac.uk/be-inspired/student-recruitment-and-outreach/about-us/data-privacy-notice/), applicable for students who confirm their information may be recorded by Student Recruitment and Outreach.

A copy of the College’s Work Experience Placement Agreement form should be forwarded to Student Recruitment and Outreach (outreach[@imperial.ac.uk](mailto:sro@imperial.ac.uk)) for their records, once all parties have signed this.

**9. During the placement**

9.1 Induction

A child or young person may have very limited experience of working. Formal supervision should be arranged, to ensure that they have adequate support in their new role. The supervisor must monitor working hours, ensure the Safeguarding Code of Conduct is being followed and look after the wellbeing and safety of the young person. It can be helpful to have regular feedback meetings, to ask about the placement and any areas where they are excelling or require additional support.

In addition to formal supervision, it can be useful to provide a ‘buddy’ for the placement period, who will be their informal supervisor and/or coach. The purpose of a buddy is to provide informal guidance and encouragement, and a familiar face. It is important that work experience students are encouraged to ask questions whenever they are in doubt, to ensure they become more confident in their role, and learn from experiences. Section 7.4 on DBS checks, mentioned above, should also be referred to, alternately a Buddy should not be put into a position where a DBS check would be required.

The Work Experience checklist sets out useful points to note, along with items to include and documents to provide when planning the induction.

9.2 Day One Health and Safety Induction

Work Experience students must complete the [Day One Health and Safety Induction](https://www.imperial.ac.uk/staff/new-staff/first-day-essentials/safety-induction-/). Both the form and guidance for managers can be located on the Safety webpage.

9.3 Access to College online systems

Access to College online systems will not normally be given as a matter of course to work placement students due to the administrative burden and risks involved. However, if the nature of the learning activities would be benefited by access to a College online system, e.g. TalentLink, Planon, you should contact the relevant department/team to enquire whether temporary access is possible, after first gaining any locally required approvals.

Please do think carefully about the potential risks involved prior to requesting this type of access and ensure that access is revoked at the end of the placement.

9.4 Confidentiality

Where work placement students are given access to any confidential information or data, you must inform them of their responsibility to maintain confidentiality. Be mindful that they might not appreciate when something is confidential and so what is considered confidential should be explained to them.

9.5 At the end of the placement

At the end of the work experience placement, it is good practice to meet with the young person to review how everything went, for both the person on work experience as well as you. Some students may have a log or diary which they must fill in during, and at the end of their time with you. You should review any such documentation from a confidentiality of College information perspective and if there is space to write a comment or feedback, offer to do so.

**10. Further Information**

Further information on work experience is available from:

* [Work Experience guidance](http://www.hse.gov.uk/youngpeople/workexperience/index.htm) - Health and Safety Executive
* [Employers guide to Work Experience](https://www.gov.uk/government/collections/employer-guides-to-work-experience) – Gov.uk
* [Making work experience work, Top Tips for Employers](https://www.cipd.co.uk/Images/making-work-experience-work-top-tips-for-employers_2014_tcm18-10924.pdf) – CIPD

**[To be printed on Imperial College Letter Headed Note paper]**

**Appendix 1**

**WORK EXPERIENCE PLACEMENT AGREEMENT**

I am pleased to offer you unpaid work experience as set out below:

|  |  |
| --- | --- |
| **Name:** | <insert full name of student> |
| **Placement dates offered:** | From       to |
| **Location:** | <insert department/division, campus and address> |
| **Suggested placement hours:** | <insert times/hours range> |
| **Learning activities:** | <insert brief outline of activities/shadowing/observations to be arranged etc.> |

**Contact information:**

|  |  |
| --- | --- |
| **Supervisor:** | <insert name of person supervising student during placement> |
| **Contact number/email:** | <insert tel. number and email of supervisor and/or or other suitable contact for queries or emergencies (including name if different to supervisor)> |

**Your first day:**

Please report to the Supervisor named above at the address given in the location section above <amend as required>.

If you have any questions relating to your placement, or if there is anything else you consider we should be aware of in relation to your welfare whilst undertaking work experience with us: *(e.g. medication, dietary requirements, disability that could impact the activities we give you*), please let your supervisor (as named above) know either on or, preferably before your first day.

**Your responsibilities during your placement:**

Whilst undertaking your work experience placement with Imperial College London, we request that you please note the following points:

* If you are going to be late or not attend your placement on any day, you must contact your supervisor, as noted above within half hour of your agreed placement starting time. This is required for your own safety and so that we can alert your parent/guardian/school if required.
* Behaviour – you should be courteous and respectful to College staff and students you encounter
* Transport and lunch – you will be responsible for making your own arrangements
* Confidentiality – you must keep confidential any information or data you are given access to in line with the College’s Data Protection Policy *(as set out at:* [*www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/our-policy*](file:///C:\Users\atebbutt\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\XWDKQRO1\www.imperial.ac.uk\admin-services\secretariat\information-governance\data-protection\our-policy)*)*. This will be explained to you when you start your work experience and you will be advised when information is confidential
* Health and safety – you should take reasonable care to avoid injury to yourself and must not interfere with or misuse any equipment or clothing provided to protect your health and safety. Imperial College London will take reasonable care of your Health and Safety and will carry out a Risk Assessment, identifying measures to be taken to control or eliminate any identified risks. You will be required to complete a Health and Safety Induction on your first day

Your supervisor during the work experience placement will talk to you about the responsibilities set out above when you commence your placement. They will also share with you any College policies that you need to adhere to during your placement.

**Emergency contact information**

Please provide contact details in case of an emergency (this should normally be your parent/legal guardian and one other responsible adult as agreed with your parent/legal guardian):

1. Name:       Relationship to you:

Daytime telephone number:       Secondary telephone number:

Email address:

1. Name:       Relationship to you:

Daytime telephone number:       Secondary telephone number:

Email address:

|  |
| --- |
| **Student Recruitment and Outreach**  Our Student Recruitment and Outreach team would like to record your personal information. If you agree to this, please provide the details requested below.  *How this information may be collected and processed is explained within the Student Recruitment and Outreach Privacy Policy at:* [*https://www.imperial.ac.uk/be-inspired/student-recruitment-and-outreach/about-us/data-privacy-notice*](https://www.imperial.ac.uk/be-inspired/student-recruitment-and-outreach/about-us/data-privacy-notice)*.*  Full name       Date of Birth:  *(as stated on your birth certificate)*  Home postcode:       School currently attending:  Non completion of this section will have no effect on your work experience placement. |

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print name:**

**<Manager to insert name and Job title>**

**Acceptance**

I understand the terms of this agreement and agree to abide by them <if child is 16 years or over> /agree that the work experience student will abide by them <if child is under 16 years>.

Please check one box only below:

I have completed the Student Recruitment and Outreach section above and agree that the information contained in this form may be shared with the College’s Student Recruitment and Outreach team in line with their Privacy Policy, as set out at the link above**. *Or***

I have not completed the Student Recruitment and Outreach section above as I do not wish this form to be shared with them.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print name:**

Work placement student /Parent/legal guardian <delete as applicable>

**APPENDIX 2**

**Work Experience checklist**

**Name of student:**

**Name of person completing checklist:**

**Date:**

|  |  |  |
| --- | --- | --- |
| **Activities** | **Guidance section** | **✓** |
| **Prior to the work experience placement commencing** | | |
| Ensure student is eligible to undertake work experience | **7.2** |  |
| Ensure the suggested placement hours are permitted in line with legislation for children and young persons | **7.5** |  |
| Agreement to placement offer given by HoD/Division etc. | **5.4** |  |
| Consider any points relevant to offering the placement | **5.5** |  |
| Formalise arrangements with school/college or confirm any unofficial arrangements with student and parent/guardian as | **5** |  |
| Issue the Workplace Agreement and provide a campus map/link | **5.2** |  |
| Carry out a Right to Work check if the student is 16 years of age or over | **7.3** |  |
| Ensure any DBS checks, if required, are in place | **7.4** |  |
| Ensure that the placement complies with the College’s [Child Protection and Safeguarding Policy](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/working-at-imperial/safeguarding-/Child-Protection-and-Safeguarding-Policy.pdf), | **8.1** |  |
| Carry out a risk assessment, which should include:   * The working environment and any health and safety aspects that need be considered * The level of confidentiality the student should have access to | **8.2** |  |
| Draw up a mini induction based on your department’s normal induction process, e.g. where the person will sit, who will greet them on first day arrival, activities they can undertake, who will supervise them, who their buddy will be etc. | **9.1** |  |
| Forward a copy of the Work Experience Placement form to Student Recruitment and Outreach ([outreach@imperial.ac.uk](mailto:outreach@imperial.ac.uk)), for their records, if the student has agreed to this on the Work Agreement form. | **8.4** |  |
| Add any other local arrangements here |  |  |
| **On the student’s first day** | | |
| Give an orientation to the working area, e.g. toilets, coffee machine and a short tour around the building if appropriate. Providing a campus map may be helpful (if not previously given) | **9.1** |  |
| Introduce the student to their buddy (who will be able to let them know about campus facilities/eateries etc) |  |  |
| Introduce the student to other local staff |  |  |
| If applicable give the student a short list of names and contact number for those they me need to interact with during the placement |  |  |
| Explain the activities they will undertake etc. during their placement and let them know who to go to with queries. Provide them with a short list of contacts and telephone numbers they may need | **9.1** |  |
| Get any IT access arranged, and ID card issued |  |  |
| Explain how the student’s personal information will be handled by the College, you may share the [Privacy Notice for Staff and Prospective Staff](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/procedures/data-protection/ICL---Privacy-Notice-for-Staff-and-Prospective-Staff.pdf). The student will also have been provided with a link to the [Student Recruitment and Outreach Data Privacy Notice](https://www.imperial.ac.uk/be-inspired/student-recruitment-and-outreach/about-us/data-privacy-notice/) within the Workplace Agreement. | **8.4** |  |
| Carry out the [Day One Health and Safety Induction](https://www.imperial.ac.uk/staff/new-staff/first-day-essentials/safety-induction-/) | **9.2** |  |
| Explain expectations in relation to confidentiality, behaviour, health and safety etc.  For informal placements, Give the student the Work Experience Agreement document and explain the ‘Responsibilities’ section contained within | **9.4** (for confidentiality) |  |
| Carry out any other mini induction processes locally agreed |  |  |
| Arrange when you will next meet with them |  |  |
| Add any other local arrangements here |  |  |
|  |  |  |