

## Work Experience Procedure

CPRCCG HR21

<b>Version:</b>	002
<b>Ratified by:</b>	Remuneration Committee
<b>Date Ratified:</b>	January 2020
<b>Name of originator/author</b>	Associate Director of Assurance HR Business Partner
<b>Date Issued:</b>	January 2020
<b>Review Date:</b>	January 2021
<b>Target Audience:</b>	CCG staff

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## 1. INTRODUCTION

Across the NHS, there's a recognition that our future depends upon attracting the brightest and best-suited to the wide range of careers on offer. The starting point is to increase awareness among young people about how many different roles there are. Work experience is one way in which we can do this. As the NHS looks for new and imaginative approaches to recruitment, work experience has proved an excellent recruitment tool for a wide variety of careers within the NHS. Work experience has also enabled the forging of excellent links with the local community including Schools and Colleges (*NHS Careers*).

The procedure covers work experience within Castle Point & Rochford Clinical Commissioning Group (CP&R CCG) in non-clinical roles and placements. All work experience placements must be in accordance with this policy. This policy applies in the main to the following:

- School/College students
- Staff family/friends
- Trainee clinicians

## 2. PRINCIPLES

The nature of all placements must be educational, for people to observe and learn and aim to give people a quality placement comprising of knowledge, information and observation. Work experience will be offered as part of an educational placement in partnership with schools, colleges or universities. Work experience will be unpaid.

## 3. RESPONSIBILITIES

Castle Point & Rochford CCG accepts responsibility for the health and safety of work experience candidates whilst on our premises and are covered under the NHS England's (as host) NHS Litigation Authority 'liabilities to third parties scheme'.

Under the Health and Safety at Work Act 1974, organisations offering work experience placements have a responsibility for ensuring, so far as reasonably practicable, the health and safety of young people on work experience, including those young people who find their own work experience placements.

All work experience students must have a nominated supervisor (see Appendix A) responsible for:

- Arranging and monitoring them whilst on placement to ensure an appropriate and safe experience;
- Ensuring that local induction is carried out (see Castle Point & Rochford CCG induction checklist);
- Setting learning outcomes, work programme and team working arrangements;
- Monitoring/reporting any problems relating to behaviour or non-attendance and any accidents/incidents to the Associate Director of Assurance.
- Ensuring appropriate clothing is worn;
- Ensuring that if a work experience student moves out of the department to another area that supervision is arranged and maintained.

All work experience students during induction must have the issues concerning confidentiality explained. It is the responsibility of the supervisor to ensure that the student is fully aware of the consequences on disclosure of information.

## **4. RISK ASSESSMENT**

### **Young People at Work**

The safety and wellbeing of young people is protected under the Management of Health & Safety at Work (Amendment) Regulations 2006. Castle Point & Rochford CCG must therefore:

- Assess risks to those under 18 before they start work;
- Take into account the amount of inexperience, level of awareness of existing or potential risks and maturity of individual;
- Address specific hazards identified;
- Take account of the risk assessment in determining whether the young person should be prohibited from certain work activities;
- Ensure proper supervision is provided by a competent person.

Castle Point & Rochford CCG may not take young persons into employment unless a risk assessment has been carried out, or an existing risk assessment is reviewed, in order to ensure that any risks to those young persons are identified and addressed. The requirement to identify potential risks can, depending on the area, be achieved by means of a job description.

## **5. HOURS OF WORK**

Under the Working Time Regulations 1998, work experience students are entitled to a rest break if their working time is more than four and a half hours. The rest break should be at least 30 minutes, consecutive if possible.

All placement hours of work must be agreed in advance, young people may not be assigned to a placement between 2200 and 0600 hours and work more than 35 hours in any week in which they are not required to attend school.

All placements will be for a maximum of two weeks unless agreed with the education provider to support a longer placement.

## **6. APPLICATION PROCESS**

Students/applicants must apply through a suitable representative of their School/College if applicable or directly to the CCG. A work placement agreement will be issued.

All applicants for work experience placements will be interviewed before an offer to support the placement is made.

The placement must be approved with the most senior manager responsible for the

department in which the placement is being requested, before an offer is made and agreement is reached.

Work experience placements must not commence without the following paperwork being completed and agreed:

- Application for work experience placement;
- Supporting information;
- Pre-placement health questionnaire

(Proformas attached at Appendices B and C)

Successful applicants will be issued with a Placement Information Sheet on the commencement of the work experience. For placements that are expected to last over three months, an honorary contract will be issued. Placement Information Sheet proforma attached at Appendix D.

## **7. EXPENSES**

The CCG is unable to support the reimbursement of expenses such as bus fares. Any additional expenses occurred by the young person in attending a placement with the CCG should be discussed with the education provider.

## **8. END OF PLACEMENT**

All students must return any ID/entry badges before they leave. All students will be asked to complete an evaluation form to help the CCG assess how useful the placement has been (proforma attached at Appendix E).

It is not the policy of the CCG to provide employment references for placements of a two week period.

**NOMINATED SUPERVISOR FOR WORK EXPERIENCE STUDENTS.**

A supervisor for a work experience placement can be any member of staff who has supervisory duties/responsibilities in their current job description plus an enthusiasm for supporting young people during their placement.

Supervisor needs appropriate skills and knowledge such as what to do if there are concerns regarding the welfare of the student. How to debrief the student, how to access if an experience should be undertaken, for example, highly emotive meetings, highly confidential meetings. A supervisor must be up to date with mandatory training regarding safeguarding of children before a placement commences.

The supervisor is required to review the work and shadowing opportunities that may be available and to risk assess which activities may not be suitable for young people such as safeguarding, domestic abuse, complaints, direct facing patient services, for example, NHS Funded Care.

**APPLICATION FOR WORK EXPERIENCE PLACEMENT**

*(information will be treated in the strictest of confidence)*

**Personal Details**

<b>Title:</b>	<b>Surname:</b>	<b>Foreman:</b>
<b>Address for correspondence</b>		
<b>Date of Birth:</b>		<b>Email:</b>
<b>Telephone:</b>		<b>Mobile:</b>
<b>Next of Kin:</b>		
<b>Relationship:</b>		<b>Telephone:</b>
<b>Address:</b>		
<b>Contact:</b>		
<b>Dates of Work Experience:</b>		
<b>Area /Department:</b>		

## Previous work experience or employment

(Please give details of any previous paid or voluntary work you have had)

Employers details	Dates from/to	Duties and

## Supporting information

(This is your opportunity to promote yourself, to identify why you would like to gain some work experience in the NHS. Please use this space to provide any supporting information to go with your application. Supporting information can be anything that is not already covered by the questions on the form and may include any hobbies, interests or other activity)

## Individual or student, parent and teacher agreement to CCG requirements

1. Castle Point & Rochford CCG places considerable importance on the need for attention to health and safety at work. You have the responsibility to acquaint yourself with the safety rules of the workplace, to follow these rules and make use of facilities and equipment provided for your safety. It is essential that all accidents, however minor, are reported.
2. Castle Point & Rochford CCG will also expect you to observe other rules and regulations governing the workplace which are drawn to your attention. Please note that there is a no smoking policy covering the whole working environment and that there are security arrangements applicable to most locations.

3. Castle Point & Rochford CCG fully supports equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of ethnic origins, gender, disability, age, religion or sexuality.
4. There will not normally be payment for meals or travelling expenses.

**I have read and understood the above requirements.**

<b>Signature:</b>		
<b>Print Name:</b>		<b>Date:</b>

Please obtain the following signatures if under 18 years.

Parent/guardian

I have read and understood the above requirements. I will ensure the student carries out these obligations and confirm that they are not suffering from any complaint, which might create a hazard to them or to those working with them. I give permission for my son/daughter to attend the placement and observe during his/her visit to Castle Point & Rochford CCG.

<b>Signature:</b>		
<b>Print Name:</b>		<b>Date:</b>

Teacher/careers adviser

I have read the work experience programme information and give permission for *[Insert name of student]* to attend the placement and observe during his/her visit to Castle Point & Rochford CCG. I also confirm that he/she is currently studying at *[Insert name of school or college]*

<b>Signature:</b>		
<b>Print name:</b>		<b>Date:</b>

## APPLICATION FOR WORK EXPERIENCE PLACEMENT - PRE-PLACEMENT HEALTH QUESTIONNAIRE

(Information will be treated in the strictest of confidence)

### Personal Details

<b>Title:</b>	<b>Surname:</b>	<b>Forename:</b>
<b>Address for correspondence:</b>		
<b>Date of Birth:</b>	<b>Email:</b>	
<b>Telephone:</b>	<b>Mobile:</b>	

### Job placement:

1. Do you have any illness or disability at the present time? If yes, please give details:	Yes	No
2. Have you had any other serious illnesses or operations in the past? If yes, please give details:	Yes	No
3. Are you taking or being prescribed any medicines, inhalers, injections or eye/ear drops at the present time? If yes, please give details:	Yes	No
4. Is your ability to perform work limited in any way? If yes, please give details:	Yes	No
5. Have you had or been in contact with any infectious disease in the past four weeks?	Yes	No
6. Which of the following infectious diseases have you been immunised against?		
BCG (Tuberculosis)	Pertussis (Whooping Cough)	Diphtheria
Polio	Measles	Rubella
Meningitis C	Tetanus	Mumps

Signature:	
Print name:	Date:

Parent/Guardian's signature if under 18:	
Print name:	Date:

If any of the above circumstances change from the time of completing the form to the time of placement, you must inform the Associate Director of Assurance immediately.

Please return forms to: Associate Director of Assurance, Pearl House, 12 Castle Road, Rayleigh SS6 7QF

**PLACEMENT INFORMATION SHEET**

Student Name:	
Department:	
Name of supervisor:	
Location:	
Contact numbers:	Department: Supervisor: Human Resources:
Hours of work:	
Activities to be carried out:	1. 2. 3.
Learning outcomes:	
Team working arrangements and key contacts:	
Shadowing opportunities:	
Have any regulatory restrictions been considered?	

Whilst on a work experience you will be expected to work towards Castle Point & Rochford CCG's purpose and values which are:



**Confidentiality**

It is natural to wish to discuss your experience on a work placement with friends and family. However, you must ensure that you do not disclose confidential information which could identify an individual patient or member of staff, or information about the business of Castle Point & Rochford CCG.

### **Health and Safety**

You will be given a health and safety briefing when you first start your placement and you should pay attention to the information you are given at this briefing.

### **Finally**

If any of the above information concerns you, or is unclear, please discuss these with your supervisor, or the Work Experience Co-ordinator. Please also let your supervisor or the Work Experience Co-ordinator know if you have any concerns or worries or need any help or support during your time with the CCG.

**EVALUATION FORM**

To enable us to assess how useful you found your work experience it would be very helpful if you would answer the following questions. This information may be used to develop programmes for future students.

1.	What did you hope to learn from your placement?		
2.	Has this been achieved?	Yes	No
3.	Do you feel your placement has given you a better understanding of the work undertaken by Castle Point & Rochford CCG? If no, please give details	Yes	No
4.	Do you feel the structure of the programme was satisfactory?	Yes	No
5.	What did you find most interesting?		
6.	What did you find least interesting?		
7.	Do you feel it would have been useful to have been provided you with any more information before your placement? If yes, please give details	Yes	No
8.	Has your placement influenced your choice of career?	Yes	No
9.	Please add any other comments you feel would be helpful.		

Please return forms to: Associate Director of Assurance, Pearl House, 12 Castle Road, Rayleigh SS6 7QF.