

WORK EXPERIENCE
EMPLOYER'S
GUIDE



*Innovation
in Education*

WHAT IS YOUR ROLE?

Work Experience is a fantastic experience for all student(s) but it only works with the valuable support of employers.

This booklet aims to help you offer student(s) a quality work experience placement, which we hope will benefit both their learning and understanding of the world of work whilst at the same time benefiting you and your organisation.

AS AN EMPLOYER WE WOULD ASK THAT:

- You designate an employee to act as a supervisor or guide for the student
- You prepare staff, so that the student(s) can observe and take part in appropriate areas of work, ask questions and seek out information
- You carry out a suitable induction with the student
- You (or the student(s) supervisor) complete a short report on the performance of the student

INDUCTION FOR A WORK EXPERIENCE STUDENT SHOULD OCCUR AS EARLY AS POSSIBLE IN THE PLACEMENT AND SHOULD COVER:

- An overview of the organisation
- Risks applicable to the job they are doing and the appropriate control measures
- Which areas, machines, substances or processes are prohibited
- Who to talk to about any unsafe conditions
- How to use/wear any special protective equipment/clothing
- How to report an accident
- Who to report an accident to
- Where/how an accident is recorded
- How to get first aid treatment
- How to raise the alarm in case of an emergency
- Where the emergency exits are located and how to operate them
- Where to assemble if they have to leave the building
- Student(s) personal responsibilities as outlined in the company Health and Safety policy
- Where appropriate, how to lift correctly and the reasons for this

- The importance of housekeeping, e.g. keeping cupboard doors and filing cabinets closed, ensuring wires are not trailing etc
- Timing and punctuality issues
- Discussion around student(s) workbook requirements

HEALTH & SAFETY

Student(s) on work experience should be thought of as employees for the purposes of Health and Safety, and consequently all appropriate regulations covered by Health and Safety legislation must be adhered to. You are asked to give clear information about Health and Safety to the student as part of their induction. Your offer of work experience will only be confirmed once the placement has been assessed for risk and an understanding has been obtained, that Health and Safety, Insurance, Legal and other requirements will be met.

The placement will be given a risk banding in line with current Government guidance. Re-appraisal of risk banding will occur at either annual, bi-annual or four yearly intervals depending on initial assessment.

INSURANCE

Student(s) on placements must be covered by insurance. The Association of British Insurers (ABI), the British Insurance and Investment Brokers Association and Lloyds of London have agreed that, as a matter of convention, student(s) on Work Experience should be treated as employees for the purposes of insurance against personal injury (that is they will be covered by the Employers Liability Insurance policy), as long as they have informed their insurers that student(s) will be participating in work experience placements, and of the nature of the proposed activities.

WELFARE

You are asked to take responsibility for the social as well as physical welfare of student(s) on work experience. It is important that employee relationships with student(s) on work experience are conducted appropriately. You are also reminded of your responsibilities under the Criminal Justice and Court Services Acts.

WHAT IS EBSI'S ROLE?

Before and during a student(s) placement, participating employers will have the full support of EBSI, who provide information on what student(s) are expected to do and guidelines offering advice and help in the event of any problems arising during the placement. Should you need help in planning activities for student(s) on Work Experience please contact the Work Experience Team at EBSI.

As an Education Business Service we aim to ensure that student(s) are offered a period of work experience and that this:

- Is co-ordinated efficiently and effectively
- Adds value to their education and meets individual needs
- Continues to raise the awareness and importance of education business links
- Promotes equal opportunities and challenges gender and racial stereotypes within workplace environments
- EBSI always needs to consider the Health, Safety and Welfare issues of student(s) undertaking a placement
- EBSI always needs to provide the employer and student with a risk assessment and job description as part of the organisation of the placements
- Act as a mediator to assist with any problems or enquiries for employers

THE EFFECT YOUR ORGANISATION CAN HAVE ON STUDENT(S):

- Gain experience of the world of work
- Be able to practise and gain employability skills such as communication, team work, problem solving, IT, numeracy, creativity, confidence and customer service, etc
- Strengthens their CV and personal statement when applying for college, university or employment
- Gives student(s) a better understanding of areas of work they could enter after their studies
- Enables student(s) to explore their interests or future career plans
- Develops maturity and attitude
- Student(s) gain confidence and become better at managing their own learning

An employer can contribute to two types of work experience. This can be either through block placements which consists of a one or two week period, or through extended placements which can be spread throughout the year alongside a specialist area of study.

STUDENT PLACEMENTS

There are two ways in which student(s) can be placed:

① Through an **OWN PLACEMENT FORM**

We would be extremely grateful if only one method of the above is used to avoid placement clashing and cancellations.

OWN PLACEMENT FORM

If a student approaches you with an own placement form and you are happy to take them on, please complete the form and include your Employers Liability Insurance details.

Please return it to the student so that they are able to give this back to their education institutions.

This then gets passed to EBSI.

EBSI will telephone to confirm the placement(s) as well as arrange an appropriate time to meet with you to discuss tasks, working hours, clothing, etc, as well as undertake a risk assessment and we would be grateful if you could provide us with a copy of your Employer's Liability Insurance Certificate.

A job description will be produced with the details above and copies will be sent to you and the student.

2 Through an **EBSI PLACEMENT**

continued overleaf 

THROUGH AN EBSI PLACEMENT

If you are an employer that has worked with EBSI before or would prefer to work directly with more than one education institution, then we will send you a letter at the beginning of the academic year with a calendar of all the work experience dates of all the education institutions that work with us.

Employers should indicate which education institution they would like to receive student(s) from and specify how many student(s) they would like to take on at any one time.

The work experience calendars can either be posted back to EBSI, emailed or faxed.

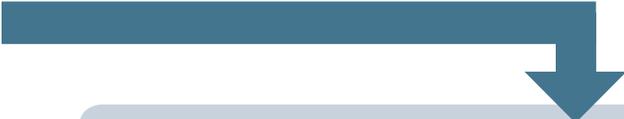
EBSI will then give feedback to the education institution, and student(s) will get the opportunity to select which placements they would like to go to.

If student(s) have selected your workplace, we will telephone or email you to verify the dates and let you know the student(s) details.

This will then be sent in the post or by email with a confirmation letter and a job description that would have been obtained during the previous EBSI visit.

Please update this job description if you would like to make any changes and post/email this back to EBSI so that it can be updated.

STUDENT PLACEMENTS cont.



The student(s) will then contact the employer to arrange an interview if this has been requested.



Student(s) will attend the interview and should there be any concerns, then the employer should contact the EBSI regarding this.



Student(s) should be given a health and safety induction on their first day and be introduced to their colleagues and main supervisor. Student(s) will feel nervous on the first day and showing them around the premises and making them feel welcome always helps because this is their first time in the workplace.



Student(s) will begin their placement with the employer, where they will bring with them a workbook that should be completed throughout their placement.



A teacher/tutor will telephone the employer beforehand to arrange a time to visit the student(s) whilst they are on placement.



At the end of the placement, the employer should fill in the employers assessment form which is in the student(s) workbook.



CODE OF CONDUCT FOR STAFF WORKING WITH YOUNG LEARNERS

INTRODUCTION This code has been drawn up to assist staff in maintaining entirely proper and professional relationships with student(s). It attempts to provide a clear and unambiguous picture of the boundaries associated with staff roles and the use of power and authority.

It is stressed that this code is not a legal document but is intended to provide guidance to employees in carrying out their responsibilities.

Staff need to be prudent about their own conduct and vigilant about the conduct of others, so that their relationships with young learners remain, and are seen to remain, entirely proper and professional.

It is recognised that staff are vulnerable to the possible consequences of their close relationship with young learners and to the potential for malicious and misplaced allegations being made by young learners, either deliberately or innocently, arising from the normal and proper associations that staff may have with them.

PRINCIPLES AND GUIDELINES

The duty of staff is to ensure the health and safety of young learners while they are within their responsibility.

Staff members are in a position of trust and they owe a duty of care to the young learner for whom they are responsible for.

As a general principle, staff should not have unnecessary physical contact with their young learners - and there should be no unwanted physical contact however well intentioned e.g. comforting gestures. It is important to be aware that such contact may be misconstrued by a learner, parent/carer or observer. Such contact can include well intentioned informal and formal gestures such as putting a hand on the shoulder or arm, which, if repeated with an individual young learner, could lead to serious questions being raised.

Some staff are likely to come into physical contact with their young learners from time to time in the course of their training activities, e.g. when showing a young learner how to use a piece of apparatus or equipment.

Staff should be aware of the limits within which such contact should properly take place and should consider the possibility of such contact being misinterpreted by the young learner.

There is NO acceptable behaviour that has either explicit sexual connotations or innuendo. Any such behaviour will always be treated as extremely serious and investigated immediately.

MEETINGS WITH YOUNG LEARNERS

Staff should be aware of the potential risks, which may arise from interviewing individual young learners in private. It is recognised that there will be occasions when confidential interviews must take place but, where possible, such interviews should be conducted in a room with visual access or with the door open, or in a room or area which is likely to be frequented by other people.

CARING/FIRST AID If a student complains of sickness, or injury, a judgement should be made as to whether he/she should be referred to a person qualified in First Aid or advised to see his/her own doctor. The student(s) parents/carers should also be informed, as well as their education establishment.

Staff who have to administer first aid (normally a trained First Aider) should ensure wherever possible that another adult is present, if they are in any doubt as to whether necessary physical contact could be misconstrued.

PROVISION OF ADVICE AND GUIDANCE Staff may from time to time be approached by student(s) for advice. Student(s) may also appear distressed and staff may feel the need to ask if all is well. In such cases staff must judge whether it is appropriate for them to offer counselling and advice or whether to refer the student(s) to a member of staff with experience or responsibility for that young learner. Staff must in these circumstances use their discretion to ensure that any probing for details cannot be construed as unjustified intrusion.

SOCIAL CONTACT Social contact with student(s) other than that which is education establishments to based or organised by a education establishment, should be positively resisted. Staff should ensure that their relationships with student(s) are appropriate to the age and gender of the student(s), taking care that their conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought, particularly when dealing with adolescent boys and girls. Comments by staff to student(s), either individually or collectively, can be misconstrued. As a general principle, staff must not make unnecessary comments to and/or about student(s), which could be construed to have a sexual connotation. Staff should be careful in their use of language/terminology and the use of insensitive, disparaging or sarcastic comments is unacceptable.

If staff, at any time, feels that their relationship with a student(s) is developing into one that would be inappropriate between a member of staff and a student(s), it is their responsibility to discuss the situation with their line manager, the education establishment or directly with EBSI.

HEALTH AND SAFETY In the interests of the student(s) health & safety, it is essential that he/she is not put at risk whilst on the placement. Health and Safety and control measures may already have been discussed if you are a new employer to the EBSI and a member of staff should have visited your organisation. However, whether this has happened or not, we respectfully ask for your help in observing the following:

- Ensure the student is supervised by a responsible adult
- That the student is travelling safely to and from the placement
- If the student does not arrive at their placement by one hour after their starting time, please could you contact the student(s) educational establishment, immediately as the student(s) welfare and safety may be at risk and the educational establishment need to be notified that the student has not arrived
- Is not working in isolated areas - e.g. Warehouse/outbuilding
- Has been provided with protective personal equipment/clothing where required
- Is not working more than 39 hours with an hour for lunch included in that time
- Has been advised about breaks (lunch/tea)
- Is not in an environment where racially or sexually explicit materials exist or are displayed
- Knows about the organisation's procedures in case of an emergency
- If Saturday working is required prior agreement will be needed from parents and the educational establishment.

SOURCE: Extracts/selected items from Bradford Confederations - Child Protection Guidelines, Appendix 1 (Conference: Child Protection in Education).



FAQ'S

WHAT DO I DO IF A STUDENT HAS NOT ARRIVED?

Please contact the educational establishment work experience co-ordinator if a sufficient amount of time has passed. If you have received a telephone call from the student explaining that they are unwell, please also contact the education establishment to let them know. If you have not heard from the student at all, then the education establishment will chase this up and EBSI will be in touch to keep you updated. If for any reason you are unable to get in touch with the education establishment then please telephone EBSI who will also be able to help.

WHAT IF I DO NOT HAVE EMPLOYERS LIABILITY INSURANCE?

Unfortunately, if this is not in place then the placement will not be approved. For the safety of the student(s) there needs to be Employers Liability Insurance in place.

WHAT IF WE ARE NOT HAPPY WITH THE STUDENT?

If you have concerns about the student, or if the student has a poor attitude whereby it effects the working environment, we would recommend that firstly you speak to the student and explain to them, that the placement will be withdrawn if they do not make a change. If this continues, then please contact EBSI and the student will be sent back to his/her education establishment for the remaining duration of the placement.

WHAT HAPPENS IF THERE IS AN INCIDENT OR AN ACCIDENT ON THE PREMISES?

If an emergency happens, then the student should be treated as any other member of staff, whereby this should be recorded in an accident record book or file. Please contact EBSI ASAP and we will fill in an incident report for our records and will also inform the education establishment. If an incident happens that involves further investigation, please contact EBSI who will be able to help you with the matter. Student(s) will be withdrawn from the placement and sent back to their education establishment if necessary. For student(s) that have been given time off because of an injury due to an accident, then this should be reported to RIDDOR. Please check the HSE website for further information.

HOW DOES WORK EXPERIENCE BENEFIT MY ORGANISATION?

- A better prepared workforce
- Potential Recruitment
- Ensuring the curriculum of education establishments is up-to-date and that education establishments are aware of business needs
- Positive PR/heightened community profile
- Contribution to the wider community/improved business image
- The “feel good” factor from supporting local education establishments
- Staff motivation/development.



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