



## Employers' Guide to Offering Work Experience Placements

The Health and Safety Executive provides clear guidance for employers about students on work experience which you can download a free PDF – [www.hse.gov.uk/pubns/indg364.htm](http://www.hse.gov.uk/pubns/indg364.htm)

### 1. What is work experience?

Work experience is primarily an educational activity, which enables students to make the transition from school to employment. By providing them with the opportunity to become familiar with a genuine working situation they gain an insight into the world of work and experience its disciplines and relationships.



### 2. How work experience benefits employers?

**Access to talent** - by offering a work experience opportunity you can see first-hand what local young people have to offer. They have enthusiasm and potential and need a chance to be able to show what they can do and what they are capable of. Developing a local recruitment channel through links with education could be an invaluable talent pipeline for your business.

**Employability skills** - take the lead and help young people to develop the skills really valued by employers that will help them to succeed in the world of work. Skills like accountability, creativity, exercising good judgement, self-awareness and taking responsibility. As well supporting them to understand how to conduct themselves in the workplace and develop a strong work ethic.

**Raising business profile** - how much would brands and businesses pay to raise their profile among local people? By offering a work experience opportunity that a young person would truly value, you can help to raise the profile of your business with the local community and among the students, their families and friends.

**Staff development** - many employers are surprised by the positive effect work experience has on the staff directly involved in the project. For those acting as a mentor or a role model we often hear how it's boosted morale and raised confidence. For staff who have no management experience, hosting work placement opportunities offers a first taste of supervisory experience. And for everyone involved it's an opportunity to reflect on job roles and the contribution these make to business success.

### 3. How do students benefit from work experience?

Following a period of work experience it is hoped that students may approach their own entry to employment with more confidence and understanding. Students develop realistic, positive and challenging aspirations. They quickly learn the relevance and significance in the workplace of subject content and skills being taught at school. Additionally, they grow in awareness of economic and industrial society; experience the skills of working with adults and appreciate the importance of teamwork, individuality and appropriate workplace behaviour.

### 4. When can students participate in work experience?

All of our Year 10 students will have one week out the academic year, to spend with an employer – for the 2017/2018, this will be from Monday 2<sup>nd</sup> July to Friday 6<sup>th</sup> July.

### 5. What type of work can students do?

Students clearly cannot perform tasks that require months or years of training. However, it is important that they are involved in real tasks accompanied by real responsibility, with practical activities. In all cases the emphasis should be on participation rather than observation.

In general, students are able to undertake any work that they would be able to had they left school. If there is any doubt about the suitability of an occupation, reference should be made to either the school or the Health and Safety Executive ([www.hse.gov.uk](http://www.hse.gov.uk)) or RoSPA ([www.rospace.com](http://www.rospace.com)) where information can be found. However, you must take into consideration the student's physical and psychological capacity and of any particular needs, for example due to any health conditions, special educational needs and disabilities.



### 6. How much are students paid whilst on work experience?

Students must **NOT** be paid whilst on Work Experience, as it is an educational experience and payment may invalidate insurance arrangements. However, employers may wish to make a contribution to expenses; e.g. fares and meals.

### 7. What hours can a student work whilst on work experience?

Students can work the same hours as other young employees for the duration of their placement. The student's hours should not exceed 40 in any one-week, with 2 days free. Weekend working is permitted but only with the student's / parents / carers agreement, and should not include a Saturday and Sunday in the same week. The hours should comply with the Working Time Regulations ([www.direct.gov.uk](http://www.direct.gov.uk) for more information).

### 8. Are there particular health & safety considerations?

In the workplace, the primary duty relating to the **Health & Safety at Work Act (1974)** rests with the employer. The **Health & Safety (Training for Employment) Regulations 1990** extended the meaning of the term '**employee**' to include students on Work Experience. Therefore, it is the duty of students to take reasonable care for their Health & Safety and anyone else who may be affected by their actions or omissions.

In addition, the **Health & Safety (Young Persons) Regulations 1999** require the employer to undertake a risk assessment before Students start the placement. The employer should take account of the students' inexperience and lack of awareness of the hazards associated with the workplace and ensures that measures are in place and implemented to safeguard them.

Norfolk County Council will make contact with all employers on behalf of the academy to confirm that all necessary Health and Safety arrangements are in place. If you have already taken students for work experience from other schools which used Norfolk County Council's service, then the relevant checks may already be in place.

Whilst on placement, it is essential that there should be an **Induction** to the workplace. This should include an explanation of the safety precautions observed in the particular industry, including procedures relating to accidents, first aid, fire and emergencies, and the reasons for them. The students will be under the supervision and care of individual employees, who will need to know the purpose of Work Experience and to be aware of their responsibilities towards the students.

### 9. What insurance cover is required?

There is a legal requirement for employers to have **Employer Liability Insurance** which must cover students on Work Experience, though there are some exemptions to this. Information can be found on [www.hse.gov.uk](http://www.hse.gov.uk). Please note that without employers' liability (where it's required by law) we cannot authorise the placement, public liability is not sufficient.

### Finally...

If you have any queries please contact:

**Mr Robert Arger**  
**PA to Vice Principal and Careers Co-ordinator**  
Ormiston Victory Academy  
Middleton Crescent  
Costessey  
Norwich  
NR5 0PX

Direct Telephone: 01603 734161  
Email: [workexperience@ormistonvictoryacademy.co.uk](mailto:workexperience@ormistonvictoryacademy.co.uk)