

<b>Title</b>	<b>Work Experience Policy</b>
<b>Reference</b>	HR/POL/128
<b>Description of document</b>	<p>The Work Experience Policy contains information on the responsibilities of the Trust, managers and the students involved in work experience and work placements.</p> <p>This includes the process for application of work placements and paperwork involved. Department Managers/Supervisors, who have agreed to accepting work experience students, should use this policy as a guidance of ensuring the correct paperwork is in place.</p> <p>This is to ensure that the Trust complies with local and legislative requirements such as insurance and confidentiality.</p>
<b>Scope</b>	This policy forms part of Norfolk Community Health and Care NHS Trust's (NCH&C) commitment to offer work experience opportunities to people aged 14 and over who are interested in working within the NHS. This policy outlines the provisions to allow individuals access to work experience placements within the Trust.
<b>Author and designation</b>	Georgia Rickman – Talent for Care Coordinator
<b>Equality impact assessment (EQIA)</b>	An EQIA was carried out on 08/06/2017 and was found to have no adverse impact.
<b>Relevant Policies</b>	Apprenticeship Policy
<b>Supporting References</b>	<a href="http://www.nhsemployers.org">www.nhsemployers.org</a>
<b>CQC Domain</b>	Well Led and Safe
<b>Consultation or development process</b>	Staff Management Council (SMC) Human Resources Policy Working Group (PWG)
<b>Training implications</b>	Please refer to the Training Section.
<b>Process for monitoring compliance</b>	Please refer to the Monitoring Section.

<b>Duties, accountability and responsibility</b>	Please refer to Policy for Procedural Documents, section 5.
<b>Dissemination</b>	<p>This procedural document is published on NCH&amp;Cs Intranet and is accessible via the Internet. Staff are informed of publication and any changes or updates via the Monthly Exchange, Weekly Messages or equivalent.</p> <p>Is there any reason why any part of this document should not be available on the public web site? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (double click left to check box)</p>
<b>Approval process</b>	Policy Working Group on 3 <sup>rd</sup> May 2017
<b>Ratification process</b>	Staff Management Council on 18 <sup>th</sup> May 2017
<b>Review arrangements</b>	This policy and appendices will be reviewed in 2 years by the HR Function or sooner should changes to legislation or guidance require it.
<b>Date of issue</b>	May 2017
<b>Archiving arrangements</b>	This document will be archived in line with the policy for procedural documents.



## Document Control (to be completed by policy owner)

Version Number	Date	Name and title of author or committee	Document Approval Status	Description of change to document or status
1.0	27/05/13	Bill Partner HR Business Partner	Approved	Approved by SMC
1.1	03/06/15	Francesca Norton Career Development Facilitator	Draft	Section 6 – Take your son/daughter to work day taken out Section 3 – Procedure – process has changed to include point of contact and to take out reference to Appendices 4.16 – Taken out as this is covered in policies elsewhere
1.2	01/07/15	Pippa Bennett Bands 1-4 Development Officer	Draft	Approved by PWG
1.2	23/07/15	Pippa Bennett Bands 1-4 Development Officer	Approved	Approved by SMC
1.3	19/04/2017	Gemma Copeman Career Development Facilitator		Section 3.1 Letter replaced by email Monthly basis amended to regular Section 4.15 grammar amendment
2.0	03/05/17	PWG	Approved	
2.0	18/05/17	SMC	Ratified	

## Work Experience Policy

### Contents

#### Section

Page

1	Introduction	5
2	Principles	5
3	Procedure	6
4	Responsibilities	7
5	Evaluation of Placement	8
6	Individual, Manager, HR Accountability & Responsibility	9
7	Monitoring and Review	10

### Appendix

Appendix A      Application Form

## 1.0 INTRODUCTION

- 1.1 Work experience with NCH&C offers individuals the opportunity to gain an insight into the NHS and Healthcare Sector.
- 1.2 Work experience can provide the individual:
  - 1.2.1 'Real life' experience
  - 1.2.2 Introduction to working environment
  - 1.2.3 Improve key skills/personal development and employability
  - 1.2.4 An awareness of the variety of careers in the NHS
- 1.3 Work experience benefits to the organisation:
  - 1.3.1 Publicity and reputation for the Trust
  - 1.3.2 Effective working partnerships with schools/colleges, charities and other organisations
  - 1.3.3 Potential to gain future members of staff
  - 1.3.4 Encouraging individuals leaving education into a career within the NHS
  - 1.3.5 May provide new ideas from individuals - a fresh perspective

## 2.0 PRINCIPLES

- 2.1 This policy forms part of Norfolk Community Health and Care NHS Trust's (NCH&C) commitment to offer work experience opportunities to people aged 14 and over who are interested in working within the NHS. This policy outlines the provisions to allow individuals access to work experience placements within the Trust.
- 2.2 Work experience is for two weeks or less for individuals not in or currently working towards a registered profession.

- 2.3 This policy does not cover any student or elective placements for medical, nursing or any other student in professions allied to health/medicine. Student and elective placements are covered by the Clinical Education Team.
- 2.4 Individuals aged 13 and under are unable by law to attend work experience placements and anyone under the age of 16 will be unable to undertake a placement in a clinical environment. Individuals undertaking a work experience placement must be directed and supervised at all times.

### 3.0 PROCEDURE

- 3.1 All placement requests must be made to the Career Development Facilitator (CDF) in the HR Learning Education and Development Team. People found on Trust premises, without prior knowledge of the CDF will be asked to leave and the member of staff whom responsible may face disciplinary procedures. Acceptance or rejection will be issued to each application by email.
- 3.2 Applications for work experience will be sent to the relevant locality on a regular basis by the CDF. The locality will select the most suitable candidates. Relevant checks in line with NHS employers based employment check standards will be completed by the CDF prior to the placement commencing.
- 3.3 The relevant locality will decide what areas are appropriate for work experience and what areas are restricted when selecting suitable candidates.
- 3.4 Work experience should not be used to replace permanent staff. A structured timetable of training and experience will be provided which will assist the individual to obtain future paid employment, whether inside or outside of the NHS.
- 3.5 A minimum of **nine weeks** is required prior to the commencement of placements to ensure all checks and clearance is gained.
- 3.6 Placements will not be offered until all documentation has been returned and completed. An honorary contract, information sheet and a daily diary will be issued on receipt of documentation.
- 3.7 Applicants are required to complete/provide the following documentation:
- 3.7.1 Work placement application form (**Appendix A**). Parental consent will be required for applicants under the age of 18.
  - 3.7.2 References

3.7.3 Proof of address and photo ID

3.7.4 Signed honorary contract

#### **4.0 RESPONSIBILITIES**

- 4.1 The Trust accepts responsibility for the health and safety of individuals whilst on Trust premises. Insurance cover is therefore available through the Trust's public liability insurance.
- 4.2 All work experience within the Trust is subject to satisfactory risk assessments which are carried out by the relevant department manager or supervisor prior to the commencement of the placement.
- 4.3 All students should be offered placements appropriate to their age and Personal Protective Equipment must be provided if required.
- 4.4 Individuals are required at all times to work in line with Trust policies and procedures. Individuals must wear a visitor badge at all times when on Trust premises.
- 4.5 Individuals are required to dress in a professional manner, wearing suitable clothing/footwear and adhere to the Trust's Dress Code and Uniform policy.
- 4.6 Prior to the start date, candidates must complete all of the necessary documentation required for the placement and return this to the CDF.
- 4.7 Individuals are responsible for maintaining confidentiality at all times. Individuals are required to treat all staff and patients with respect and dignity, failure to do so will result in termination of placement.
- 4.8 It is the responsibility of the individual to inform their placement supervisor if a period of sickness or absence is required.
- 4.9 Individuals will report to the appropriate supervisor when entering/leaving the building for safety purposes.
- 4.10 Individuals are to organise and pay for their own travel and lunch.
- 4.11 The Departmental Manager must ensure all individuals have a nominated supervisor.

- 4.12 Managers/supervisors will confirm in writing to the CDF prior to the placement commencing their commitment to having a work experience placement and commit to constant supervision.
- 4.12.1 Work Experience candidates must be supervised at all times. Undertaking risk assessments that take into account the knowledge, skill, capability and understanding of the individual will guide you through what is deemed an appropriate level of risk. If there is any uncertainty of what is acceptable, the CDF will be available to provide advice and guidance.
- 4.13 The CDF will be informed if a placement needs to be terminated before or during commencement.
- 4.14 Supervisors/Managers will provide individuals with a departmental induction/orientation to the department and provide a Health and Safety briefing, including fire and other potential risks.
- 4.15 Patient consent must be verbally obtained, prior to observation by individual on work experience.

## **5.0 EVALUATION OF PLACEMENT**

- 5.1 On completion of the placement, the placement supervisor will perform an evaluation interview with the individual.
- 5.2 All visitor badges/uniforms should be handed in to the supervisor or department manager at the end of the placement.
- 5.3 The departmental manager/supervisor will be required to provide constructive feedback at the end of the work placement.
- 5.4 Placement supervisors may also be asked to provide a reference for the candidate, enabling them to have a suitable reference to assist in finding future employment.
- 5.4.1 Any reference given must be in writing. If a supervisor is requested to provide a reference the responses should be factually accurate and an honest assessment of the candidate's ability should be given. The latest version of the Trust's Reference Policy is on the intranet.

## **6. Individual, Manager, HR Accountability & Responsibility**



- 6.1 Employee  
Employees have a duty to comply with this policy and raise any concerns they have with their line manager
- 6.2 Line Manager  
Following any concerns from an employee, consider the implications and seek advice from the HR Team
- 6.3 Human Resources  
To provide expert advice to Line Managers and Staff on this area.
- 6.4 Career Development Facilitator  
To provide expert advice to HR, Line Managers and Staff on this area.

## 7. Monitoring and Review

What will be monitored	How will the monitoring be carried out	When monitoring will occur	Who will conduct the monitoring	Where results will be reported to	How will the resulting action plan be progressed and monitored	Non-compliance is escalated to which Assurance Committee	How will learning take place
Number of Requests	On-going database capture and quarterly reporting.	Quarterly.	Career Development Facilitator	Health Education East of England and Head of Organisational Development	1:1's, Appraisals, monthly team meetings and weekly huddles	Workforce Committee	Areas of concern identified and action plan prepared with regular follow-up reporting to Head of Organisational Development
Number of successful placements	On-going database capture and quarterly reporting.	Quarterly.	Career Development Facilitator	Health Education East of England and Head of Organisational Development	1:1's, Appraisals, monthly team meetings and weekly huddles	Workforce Committee	Areas of concern identified and action plan prepared with regular follow-up reporting to Head of Organisational Development
Number of non-effective/cancelled placements	On-going database capture and quarterly reporting.	Quarterly	Career Development Facilitator	Health Education East of England and Head of Organisational Development	1:1's, Appraisals, monthly team meetings and weekly huddles	Workforce Committee	Areas of concern identified and action plan prepared with regular follow-up reporting to appropriate departments via Rosie

							Smithson, Head of Organisational Development
Compliance with policy including full procedures followed, forms completed, DBS disclosures obtained	On-going database capture and quarterly reporting as well as adhoc spot checks with discrepancies being reported immediately.	Quarterly and adhoc basis.	Career Development Facilitator	Health Education East of England and Head of Organisational Development	1:1's, Appraisals, monthly team meetings and weekly huddles	Workforce Committee	Areas of concern identified and action plan prepared with regular follow-up reporting to Head of Organisational Development
Follow up career / apprenticeship opportunities	Evaluation forms and quarterly report.	Quarterly	Career Development Facilitator	Health Education East of England and Head of Organisational Development	1:1's, Appraisals, monthly team meetings and weekly huddles	Workforce Committee	Areas of concern identified and action plan prepared with regular follow-up reporting to Head of Organisational Development