





Employer's Toolkit



A Guide to Work
Placements and
Apprenticeships



Welcome to your Employer’s Toolkit

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1: Guide to work placements

INTRODUCTION

This guide sets out our approach to engaging trainees on work placements. It covers both arrangements where the trainee is undertaking work for the benefit of [organisation] and “work-shadowing”, where the trainee does not perform any work for the benefit of [organisation].

We encourage work placements and acknowledge the benefits that a work placement trainee can bring to us, such as enthusiasm, an extra pair of hands to help to complete projects and improved ties with the local community. Similarly, a work placement trainee benefits from their placement with us by getting valuable career experience and building up their CV.

Types of placement

Placements can be either:

- A work-shadowing placement of up to [] weeks, where the individual observes the work undertaken by the organisation’s employees but does not perform any work for the benefit of the organisation, except for doing some work for illustrative or learning purposes. This work placement will be unpaid; or:
- A work-experience placement where the individual is expected to perform some work or provide some assistance to the organisation or to its employees. This work placement may be paid or unpaid.

Unemployed people in receipt of benefits will not be paid for work undertaken during a placement.

Individuals aged 17 and under

Work placements for children aged 17 and under will last no longer than [one week]. It is not necessary to pay children who are of compulsory school age who are simply undertaking work placements. The hours of school children who are not of compulsory school age will be restricted to [25] hours per week, working [five] hours per day, with [one hour] for lunch each day.

If the trainee has ceased to be of compulsory school age, we recommend that they be paid no less than the minimum wage per hour. The trainee will not be at work for longer than 40 hours per week.

Individuals aged 18 to 20

Work placements for young adults aged 18 to 20 will continue for up to 12 weeks. We recommend that they be paid no less than the minimum wage per hour. They will also be entitled to [travel and subsistence expenses on production of receipts]. They will not be at work for longer than 48 hours per week.

Individuals aged 21 and over - Internships

Internships are work placements for trainees, including students and graduates, who have reached the age of 21. Such placements will be for up to 52 weeks. We recommend that they be paid no less than the minimum wage per hour. They will also be entitled to [travel and subsistence expenses on production of receipts]. They will not be at work for longer than 48 hours per week.

Method of placement

It will be the responsibility of each Supervisor to identify the likely start date and duration of each work placement and to notify [name of individual/the HR department]. The duration of each placement will be a matter for the Supervisor, except that no single placement will be for more than [8 weeks/26 weeks/52 weeks].

Induction and supervision

The Supervisor will arrange for an induction for the work placement trainee on the first day of the assignment, during which they will be given essential information about the workplace. This will include all relevant health and safety procedures, such as the procedure relating to fire safety, and other practical information, such as where the toilets and kitchen facilities are located.

The Supervisor will be responsible for supervising trainees on work placements.

Tasks

The Supervisor will ensure that the work placement trainee is given work that matches their skills and abilities. The work may cover a range of tasks and may be in one department or in different departments/cover one area of work/different areas of work. Should there be insufficient work available, the Supervisor will make reasonable efforts to find suitable alternative work within [organisation].

Disciplinary and capability Issues

[organisation]'s disciplinary, grievance and capability procedures do not apply to work placement trainees.

Where the Supervisor has reason to believe that there are minor issues concerning the trainee's capability or conduct, they will raise it informally with the trainee. Where, in the opinion of the Supervisor, the capability or conduct issues are serious, the matter should be brought to the attention of the Radian EST Project Manager or the Jobcentre Supervisor.

[organisation] is not obliged to follow its disciplinary or capability procedures to the letter. Line managers and other personnel should observe basic principles of fairness in dealing with any issues of capability or conduct that may arise. In cases of capability, trainees should be informed of any shortcomings in their performance and given the chance to improve. In cases of misconduct, the Supervisor must have reasonable grounds for believing that the trainee has been guilty of misconduct and should give him or her an opportunity to give any explanation/mitigation.

[organisation] reserves the right to terminate a placement immediately, should the trainee be guilty of serious misconduct or any negligence resulting in loss or damage to the organisation.

Health and safety

[organisation] must ensure that all those who are on placements have the same basic training on matters of health and safety as other workers.

2: Guide to apprenticeships

Taking on an apprentice is often an excellent way to take on and train a new employee, giving them the skills to do the job and engendering loyalty to your business. In addition, 80% of businesses say that having an apprentice benefits the entire workforce. An existing employee may also enrol on an apprenticeship training course.

Having decided to take on an apprentice, the first step is to decide which apprenticeship course would be suitable. This can be done by visiting the National Apprenticeship Service (NAS) website to find out which course most closely relates to the job. Following that, an appropriate training provider, usually a college, needs to be identified. Whilst proximity for day release courses is important, it is less relevant where the apprentice learns on site and is visited by an assessor. To help decide which provider to use, it may help to speak to a NAS advisor or similarly the Employer Engagement Service can help.

The training provider will help with the recruitment of an apprentice. Usually they will supply a template for the job description, which will then be uploaded to the NAS website which will be seen by potential apprentices. The appointment of an apprentice is similar to appointing any employee, requiring sifting through CVs and carrying out interviews. It is usual to take on a potential apprentice on a trial basis for a period of time before they begin their training.

There are three levels of apprenticeship, intermediate, advanced and higher. Courses last for a minimum of a year. 100% of the cost of training is free for 16-18 year olds and 50% for 19-24 year olds. The employer is liable for all training costs if the apprentice is over 25. The apprentice can apply for a student loan. In 2013 for apprentices aged between 16 and 24 there is a grant of £1500 if the company employs less than 1000 and an apprentice hasn't been taken on within the last year.

Most employers pay at least the national minimum wage for apprentices and in 2013 the average is £170 per week.

The NAS website www.apprenticeships.org.uk contains further detailed information.

3: Where to get advice on funding etc.

Funding for travel expenses to and from the placement, as well as childcare costs, can be obtained from your local Jobcentre if you are claiming any of these benefits: Jobseekers Allowance; Income Support; Employment Support Allowance; or Incapacity Benefit. However, if you are on the Work Programme, your provider will be responsible for meeting these expenses. All benefits will be changing to Universal Credit in the near future.

Please make an appointment to speak to your Jobcentre Adviser to discuss further.

4: Person specification

Skills & knowledge needed

Post:		
Requirements	Must Have	Nice to Have
Education		
Experience		
Skills and abilities		
Interests		
Personal qualities		
Ability to travel to work		

OTHER HELPFUL INFORMATION

Why use a Person specification?

A person specification helps the hiring manager to compare all candidates' applications fairly and ensure they call for interview those who have the right skills and knowledge. Where there is a large number of candidates who have these, the 'nice to have' skills and knowledge can be used to help make choices.

Hiring managers need to be aware of the requirements of the Equality Act 2010 in relation to recruitment, for instance:

Placing a requirement in a person specification that could potentially place:

- women (or men);
- people who are married or in a civil partnership;
- transsexual people;

- disabled people;
- people from a particular racial group;
- individuals from a particular age group;
- people with a particular religion or belief;
- pregnant women; and/or
- people of a particular sexual orientation

at a disadvantage could be indirectly discriminatory and hence unlawful.

For example, a requirement that the person filling the job must speak fluent English would have a discriminatory impact on people whose first language was not English, i.e. those of foreign nationality. Unless there was a clear need, from a business perspective, for the job-holder to be fluent, as opposed to merely reasonably conversant, in the English language, this would be indirectly discriminatory on racial grounds.



5: Application form

This application form may be photocopied.

Please use a black pen.

You may use additional sheets of paper (either written or typed) if there is not enough space to enter relevant information in any section. This form has been designed to offer you the opportunity of giving the fullest information, whilst enabling us to assess all candidates in a fair and objective manner.

Application for the post of: _____

Job Reference Number: _____

Section 1: Personal Information

Title	Mr / Mrs / Miss / Ms
Surname	
Forenames	
Home Address	
Home telephone no.	
Mobile no.	
Home email address	
Work email address	

Section 2: Most recent experience

Role Title:	
Date Started:	
Name and address of employer or voluntary group:	
Leaving date and reason for leaving (if applicable):	
Please describe your main duties and responsibilities:	
Please give details of any other work (paid, unpaid or voluntary) you plan to continue if your application is successful:	

Section 3: Previous employment/experience/other activities

Name and address of organisation	Role	From	To	Reason for leaving

Section 4: Education

Secondary, Higher Education and other Professional Training	From month/year	To month/year	Qualification/grade

Section 6: Supporting Statement

Please explain why you want the job and why you think you would be good at it.

6: References and other checks

We will require written references from at least two people who have been a present or previous employer/teacher or volunteer supervisor/someone who knows you well. These people must not be members of your family.

Please give details of your referees below, including stating how they know you.

Name	Name
Relationship	Relationship
Organisation	Organisation
Address	Address
Telephone No.	Telephone No.
E-mail	E-mail
Length of time they have known you	Length of time they have known you
How to they know you	How do they know you
<p>Can we contact these people before we meet you?</p> <p>Referee 1 <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Referee 2 <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you know or are you related to any current employee of our organisation?</p>	
<p>If yes, please give details</p>	

Please do not forget to complete the attached equal opportunities monitoring form and return it along with your application.

Declaration

I understand that this placement if offered, will be subject to the information given on this form being correct. I also understand that the placement may be subject to satisfactory medical examination and references.

I can confirm that the information I have given on this form is correct and complete and that misleading statements or omissions may be sufficient for cancelling any agreements or offers made and if appointed may lead to my dismissal. I also hereby give permission to (ORGANISATION) to check and confirm all information provided in this application form with the relevant organisations and professional bodies.

Signed _____ Date _____

If offered this placement when would you be able to start? _____

Please return your completed application form to the address/email address supplied in the letter you received with this form.

7: Supplementary Information (only when required)

This will only be used if relevant to the role applied for

Do you possess a current full driving licence? Yes ☐ No ☐

Have you been convicted of any motoring offences in the past five years? Yes ☐ No ☐

If 'yes' please specify dates and offence codes:

Do you have access to personal transport? Yes ☐ No ☐

REHABILITATION OF OFFENDERS ACT 1974

Due to the sensitive nature of some posts, we may feel the need to ask you for details of any criminal convictions, both spent and unspent, cautions, reprimands, final warnings and any other information that may have a bearing on the suitability for the post. In the event of a successful application, a registration check with the Independent Safeguarding Authority (ISA) and/or enhanced Criminal Records Bureau check may be sought. If the post you are applying for falls into the category, this will have been mentioned in the advertisement or job pack. Failure to disclose the information required for the post could lead to your application being rejected at any stage of the process or, if you are appointed, to your dismissal, if it is subsequently learned that you have not declared a criminal conviction or have not registered with the ISA.

Please give any details of any unspent convictions. If none, please enter 'none'.

Do you have evidence of your entitlement to live and work
in the UK?

Yes ☐

No ☐

Please state your National Insurance Number

Data Protection

CONFIDENTIALITY The information you give us (ORGANISATION) will be used confidentially and only in accordance with the principles of the Data Protection Act 1998 (DPA 1998). We will use it only for the legitimate business purposes of (ORGANISATION). We will not sell or give your information to anyone for market research.

SHARING WITH THIRD PARTIES We will share your information with third parties (including our resident recruitment panel members) only where this is necessary to perform those business purposes or where we have a legal duty to share it (and always in accordance with the DPA 1998).

SENSITIVE INFORMATION The sensitive personal information you give us on this form will be used so that we can help meet your needs and circumstances. Your signature on this form, or you giving us this information, will be treated as your agreement to these uses of your sensitive personal information.

YOUR RIGHT OF ACCESS Under the DPA 1998, you have a right to access the information we hold about you. You must ask for this in writing and we may charge a fee for providing it.

8: Structured interview template - example

PRIVATE AND CONFIDENTIAL CONTENT

Post: _____ Date: _____

Location: _____

Interviewers: _____

Candidate: _____

Score each question on a scale of 0-5:

0 = not met; **1** = barely met; **2** = partly met; **3** = met requirements;

4 = met requirements very comprehensively; **5** = exceeded required level

Interviewer's initials	Question	Points
	<p>OPENING PHASE</p> <p>Welcome and introductions.</p> <p>Give context to the role etc.</p> <p>The interview structure will give you a chance to demonstrate your suitability for this role. There are no tricks or hidden surprises. We will be taking notes to help us then score your answers. If you want us to repeat a question, or you wish to revisit it and add something just let us know.</p> <p>Plus, if a competency based interview:</p> <p>In response to the questions tell us about what you have done and use specific examples to illustrate your answers. Choose examples that are as relevant as possible to this role. Don't assume that we have any prior knowledge of things you are describing.</p> <p>We'll spend about 3 to 4 minutes on each question.</p>	Not to be scored

<p>1. Main body of interview</p> <p>Please tell us about a project/something which you have done and are particularly proud of.</p> <ol style="list-style-type: none"> How did you organise the project? Who did you involve and why? Did you need approval? How did you achieve this? What issues did you encounter? Had you anticipated them? What was the outcome? What would you do differently next time? <p>TESTING: experience of dealing with projects – using initiative</p>	
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<p>2. Tell us about a time when you found it difficult to build an effective relationship with a colleague, team member, or a professional.</p> <p>a. How did you deal with this?</p> <p>b. To what degree did you adapt your approach to that other person or people?</p> <p>c. What efforts did you make to understand the situation from the other person's perspective?</p> <p>TESTING: ability to build and maintain relationships with colleagues and team members.</p>	
<p>3. Thinking of something which you have had to communicate to people who did not want to hear you.</p> <p>a. What did you have to communicate and how did you choose to communicate it?</p> <p>b. How did you structure the information?</p> <p>c. How successful was the communication piece and how did you measure its success?</p> <p>d. What would you do differently next time?</p> <p>TESTING: experience of communications for a varied audience, delivering messages in plain English, making themselves understood.</p>	
<p>4. Please give us an example of when you successfully promoted an idea on behalf of yourself or others.</p> <p>a. What did you do to promote this idea?</p> <p>b. How did you influence others?</p> <p>c. How did you know you had convinced people?</p> <p>TESTING: must be personable, proactive and comfortable engaging with other people.</p>	
<p>5. Please tell us about the challenges you have found in previous work placements or at college.</p> <p>a. What was your involvement and who else was involved?</p> <p>b. What were the key issues?</p> <p>c. What did you contribute and achieve?</p> <p>d. What would you do differently?</p> <p>TESTING: experience of working or studying, of accepting organisational constraints, of turning up on time.</p>	
<p>6. Closing phase</p> <p>Anything you would like to add to any of your answers, or anything else relevant that you really wanted to get across to us regarding your suitability for this role?</p> <p>*Add candidate's responses on this question to relevant competency question/ area...</p> <p>Check if anything else you need to ask relating to this person's application specifically (as long as relevant to the role)...</p>	

<p>Practical questions/points relating to the role:</p> <p>Examples – if applicable to the role:</p> <p>Check re intended working base/willingness to travel etc.</p> <p>If successful when would you be available to start?</p> <p>We will be seeing a number of candidates today. We will take into account ... (state as correct in each case, e.g. your written application, your interview and your test ...).</p> <p>We will aim to make our decision by ...(date) and plan to get in touch with the successful candidate by ...(date).</p> <p>(check contact details).</p> <p>We will let all candidates interviewed know the outcome.</p> <p>Any offer will be subject to:</p> <ul style="list-style-type: none"> - 2 references that are satisfactory to Radian - verification of eligibility to work in the UK. - a medical check - plus ... (state other required pre employment checks for this role...) <p>Check – any final questions from the candidate?</p> <p>Not to be scored</p>	Not to be scored
<p>SCORING</p> <p>Point score for this candidate:</p>	
<p>Maximum points possible:</p>	
<p>Other comments/feedback:</p>	

9: Personal reference form

Name of Applicant:

Position Applied For: Work Placement Trainee

1. Please confirm how long you have known the applicant.

2. In what capacity do you know the applicant?

3. Do you believe the applicant to be honest and trustworthy?

4. Do you know of any reason why we should not employ the applicant?

5. Please provide any additional information which may be of use to us:

Name: _____ Occupation: _____

Signed: _____

Date: _____ Contact No: _____

10: Bank details and next of kin form

Your full name:	
Your address:	
Town:	Postcode:
Tel:	Mobile:
Your name (as printed on your bank card or cheque book):	
Name of bank:	
Town:	
Bank account number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Sort code: <input type="text"/> <input type="text"/> <input type="text"/> – <input type="text"/> <input type="text"/> <input type="text"/> – <input type="text"/> <input type="text"/> <input type="text"/>	
What is your National Insurance (NI) number?: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Next of kin or person to be contacted in an emergency	
Name:	
Relationship to you:	
Address:	
Telephone Numbers (including local codes):	
Home:	Work:
Mobile:	
Signed:	Date:

11: Clearance for work placement

After your interview, we may make you an offer of a work placement with [ORGANISATION]. This will only become a firm offer when we have made necessary checks and obtained some documentation about you. This leaflet explains exactly what those are and what we will be doing.

References

We will need two references which are satisfactory to [ORGANISATION]. You have given details of your referees on your application form, and we will write to them, with your permission, once we have made you an offer.

We will keep you informed of the progress of your references, but it is a good idea to let your referees know to expect a request from us, and to ask them to return it quickly.

Immigration, Asylum and Nationality Act 2006 (Restriction on Employment) – Clearance

Under the above Act, we are required as an employer to make every effort to check that anybody we offer a work placement to has the right to work in the UK. Employing somebody who doesn't is a criminal offence, so we take this very seriously and will not make a firm offer of a work placement to anybody who is not able to satisfy the basic checks detailed below.

We check everybody we invite in for interview. We will ask you to bring appropriate documentation to your interview. In most cases, this will be either:

- A current passport issued by a European Economic Area country (including the UK); or
- A Document showing your National Insurance number, such as a NI card, payslip, P45, P60, or a letter from a government department ACCOMPANIED BY a UK, Channel Islands or Isle of Man birth certificate.

Other combinations of documents are acceptable if you cannot produce one of the above, for example an appropriately stamped passport, an identity card showing nationality of a European Economic Area country, a Work Permit or certain documents issued by the Home Office.

Criminal Records Check (Disclosure)

For a small number of jobs, we are required to check the criminal background of people we are considering for work placement. This will apply to you if your job involves working with vulnerable people, for example children, the elderly, or people with mental health issues, learning disabilities, or drug or alcohol dependency. It would also apply in some other cases, for example senior accountants.

The process is strictly controlled by the government, and is highly confidential. As registered users of the Disclosure Service, we are committed to the rehabilitation of offenders and, if your check reveals spent or unspent convictions, this will not necessarily prevent you being offered the job.

If this is the case, we will discuss the situation with you, and make a reasoned decision based on the needs of the job and the nature of the offence.

Proof of Qualifications

If specific qualifications are a requirement of the post, we will ask you to prove you have them before we make a firm offer of work placement. We will ask you to show us original copies of certificates and we will photocopy these for your personnel file.

12: Work placement agreement

We encourage and welcome trainees on work placements. This agreement sets out the relationship between (Name of Trainee), work placement trainee, and (Name of organisation).

Our main purpose is to [insert here the purpose or mission statement of the organisation]. This agreement is binding in honour only. It is not intended by the parties to be a legally binding agreement, nor is it intended to create an employment relationship between us.

Referees

We require you to provide two referees. (We may also require you to be checked by the Disclosure and Barring Service.)

Your Role as a work placement trainee

The tasks that you will be asked to undertake as a work placement trainee are included in the work placement plan.

We will provide you with [delete from or add to the list as appropriate]:

- An introduction to our organisation and your work placement role within it.
- Training related to your responsibilities as a work placement trainee. We hope that you will take advantage of this to improve and maintain your skills.
- A Supervisor who will supervise your training and work experience and with whom you can discuss your work.
- A review of your work placement role after [XXXX] days/weeks. This will normally be carried out by your Supervisor.

Insurance

- Personal liability insurance to cover you while you are doing your trainee/work placement activities.
- Injury insurance should any injuries be incurred while doing your authorised trainee/work placement activities.

Allowances

- Reimbursement of your expenses. We do not want you to be out of pocket as a result of your work placement. We will therefore provide you with:
 - o Your travel expenses to and from work [at the cost of the cheapest method of travel].
 - o A meal allowance of £[], up to a maximum of £[] per day.
 - o A subsistence allowance of £[] per day.
 - o A [childcare/carers' allowance] at the local hourly rate, where this is necessary to enable you to be available for voluntary work. This must be agreed in advance with your Supervisor.

Any additional expenses or any additional travel costs must be agreed in advance with your Supervisor.

All expenses must be submitted, with receipts where possible, to [place or person to whom receipts should be sent] within [period].

What we expect from you

We will discuss with you the hours you will be expected to attend work each day/week. If, for any reason, such as sickness, you are not able to attend your work placement as we have agreed, please let your Supervisor know [as soon as possible/by 9am].

If your attendance or conduct, in our opinion, falls short of what we expect, your Supervisor will hold a meeting with you to discuss and record our concerns. If there is a repeat of this your work placement will be terminated immediately and this will be reflected in our reference.

Confidentiality

During your work placement you will come across confidential information about the organisation, its staff, its clients and [third parties/patients]. You must respect this confidentiality and must not use the information for your own benefit or disclose the information to anyone, except where required or permitted to do so by law.

Policies

You will follow our health and safety and equal opportunities policies. These can be found [at [place]/in the documents that have been given to you].

Ideas and Problems

You may have ideas for the better performance of your duties, your training, or of ways in which we can meet our objectives as an organisation. Please discuss these with your Supervisor.

If you run into problems when performing your duties or undertaking training, you should discuss these with your Supervisor. Your Supervisor will discuss with you any problems that they may have with your activities.

If you would like to change the arrangements for your work placement, this too should be raised with your Supervisor.

Termination

Either you or we can terminate this agreement with or without notice at any time.

Signed (host organisation): _____

Print Name: _____ Date: _____

Signed (trainee): _____

Print Name: _____ Date: _____

13: Work placement plan

We are happy to welcome you for your work placement from DD/MM/YY to DD/MM/YY. We want your time with us to be good for everyone involved, so we have drawn up this plan.

You will be based with [NAME AND JOB TITLE OF SUPERVISOR] in [TOWN] and the programme of work will offer experience and training in [EXAMPLES].

We plan that you will meet with [SUPERVISOR] once a fortnight for a 1-2-1 progress and review session. We will plan for you to meet with [EST PROJECT MANAGER/JOB CENTRE SUPERVISOR] if you need to discuss any issues that may prevent you from attending work.

	ACTIVITY
Week 1	
	Induction (your introduction to our organisation): <ul style="list-style-type: none">• What we do• Who you will be working with• Where things are that you will be working with• Health and safety
Week 2	<ul style="list-style-type: none">• [Description of activities]
Week 3	<ul style="list-style-type: none">•

14: Health and safety at work

Personnel Protective Equipment (PPE) for Work Placement Trainees

We will provide and maintain suitable personal protective equipment (PPE) when there are risks to the health or safety of trainees that cannot be controlled any other way.

The need for PPE will be identified through an assessment and the equipment will be provided to trainees free of charge. Where more than one item of PPE is required to be worn by trainees, we will ensure that the items are compatible.

We will provide information, instruction, training and supervision to ensure that trainees understand the purpose of the PPE, the risks that it protects against, the manner in which it should be used and the action to be taken to ensure that it is maintained. Trainees will be responsible for and make proper use of PPE.

This applies to all people who need the PPE to protect them against an unidentified risk.

The Supervisor will:

- ensure that PPE is considered as a last resort for controlling workplace risks;
- ensure that an assessment has been completed to determine the need for PPE;
- ensure that, where more than one item of PPE is to be used at the same time, the items are compatible;
- ensure that, when it is necessary for the PPE to be hygienic, it is provided to a trainee for their use only;
- issue PPE and ensure that it is recorded in the PPE issue record;
- ensure that trainees on work placements are trained in the correct use of PPE, the risks that it protects against, the purpose of the equipment and actions to be taken to ensure that it remains in an efficient state, properly working and in good repair;
- provide suitable storage facilities so that PPE can be kept in an efficient state and will not contaminate trainees' personal items;
- ensure that PPE is adequately maintained so that it is at all times efficient and in good working order;
- replace any damaged or worn PPE where necessary and update the PPE issue record;
- take all reasonable steps to ensure that PPE is properly used; and
- ensure that PPE assessments are reviewed where necessary.

Trainees on work placements will:

- wear and use the PPE where we have identified a need for it in accordance with the manufacturer's instructions;
- inspect their PPE daily before use;
- immediately report any damage or problems to the Supervisor for maintenance or replacement;
- not misuse or damage any PPE provided; and
- inform the Supervisor of any problems with the use of the PPE.

15: Health & safety for work placement trainees

This is the statement of general policy and arrangements for work placement trainees:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Statement of general policy	Responsibility of (name/title)	Action / Arrangements (customise to meet your own situation)
To prevent work-related ill health and accidents and provide adequate control of health and safety risks arising from work activities		
To provide adequate training to ensure trainees are competent to do their work		
To engage and consult with trainees on day-to-day health and safety conditions and provide advice and supervision on occupational health		
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)		
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances		
Health and safety law poster is displayed:		
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)		
Signed: (Employer)	Date:	
Subject to review, monitoring and revision by:	Every: <input type="text"/>	months or sooner if work activity changes
<ul style="list-style-type: none"> Note 1: http://www.communities.gov.uk/fire/firesafety/firesafetylaw/ Note 2: www.hse.gov.uk/riddor 		

16: Risk assessment for work placement trainees

All Supervisors must conduct a risk assessment for each work placement trainee.

We have started off the risk assessment for you by including a sample entry for a common hazard to show what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find HSE's example risk assessments a useful guide (www.hse.gov.uk/risk/casestudies). Simply choose the example closest to your business.

Organisation name:

What are the hazards? Slips and trips

Who might be harmed and how? Staff and visitors may be injured if they trip over objects or slip on spillages

What are you already doing? We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately, offices cleaned each evening

Do you need to do anything else to manage this risk? Better housekeeping is needed in staff kitchen, eg on spills

Action by whom? All staff, supervisor to monitor

Action by when?

Done

- Employers with five or more employees must have a written health and safety policy and risk assessment.
- It is important you discuss your assessment and proposed actions with staff or their representatives.
- You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.
- For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>
- Combined risk assessment and policy template published by the Health and Safety Executive 11/11

HSE Guidance on Display Screen Equipment (DSE): <http://www.hse.gov.uk/pubns/indg36.pdf>

DSE Review Form: <http://www.hse.gov.uk/pubns/ck1.htm>

17: Further information

Example timesheet

Timesheet for Work Placement Trainees

Your name: _____ Your supervisor's name: _____

Your signature: _____ Your supervisor's signature: _____

Week commencing: (date) _____

Most time allowed to work is 6hrs without a break. Shortest break to be 20mins									
Date	Start AM	Finish AM	No of Hours	Lunch Break	Start PM	Finish PM	No of Hours	Total Hours	Notes
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
							Total:	00:00	

Recorded in personnel _____ Date _____

Signed on behalf of [Company] _____ Date _____

18: Work placement programme

Record of one-to-one meeting

Date: _____

Supervisor's Name: _____

Trainee Name: _____

1. Review of items from last meeting
2. Things done since last meeting
3. Training since last meeting
4. How have you used what you have learned?
5. Behaviour, attitude and timekeeping
6. What needs to happen next?

Signed:

Supervisor

Trainee

19: Learning statement

period of Learning: [from/to]

Name of Trainee:

Name of Supervisor:

Date	Learning Activity	Objectives achieved	Hours of learning	Comments

Signed on behalf of [Company]

Date

20: Host organisation reference form

Date:

To whom it may concern

Re: (name of work placement trainee)

[name of work placement trainee] has been on a work placement with [the organisation] from [START DATE] until [END DATE].

During this time they undertook the following activities:

1. _____
2. _____
3. _____
4. _____
5. _____

Area	Excellent	Good	Satisfactory	Poor
Timekeeping				
Personal appearance				
Ability to work in a team				
Relationships with others				
Regard for Health & Safety				
Ability to follow instructions				
Communication skills				
Enthusiasm				
Initiative				
Commitment				
Attendance				

Yours faithfully,

Signed: _____

[Name of Supervisor/Job Title] _____



The Employer's Toolkit - A Guide to Work Placements and Apprenticeships has been produced as part of Winchester City Council's Commission on Employers Engagement delivered in partnership with Radian and The Business Collective.



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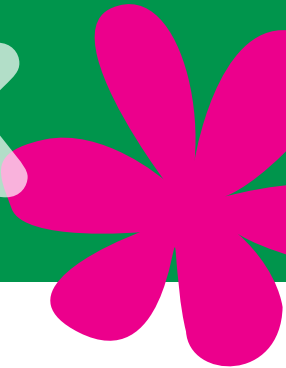




Work Placement Trainee



Log Book



About this log book

This is your log book, divided into three sections:

Section 1: Before the work placement starts

Section 2: During the work placement

Section 3: After the work placement

WORK PLACEMENT

Work placement is a term which refers to the experience of work and work shadowing. You can use this log book for either of these types of placement.

PURPOSE OF THIS LOG BOOK

This log book is for you to:



Set out your personal information;



Clarify what you hope to gain from the work placement;



Record your activities during the work placement;



Help you update your personal career plan; and



Think about what you learned and enjoyed during your work placement.

Your name:

.....

Supervisor's name:

.....

Supervisor's contact number:

.....

Date of placement:

.....

Before the work placement starts

WHY TAKE PART IN A WORK PLACEMENT?

- * It gives you a chance to experience typical working conditions.
- * You can meet and talk with people who are earning their living and you can ask them about their jobs.
- * It will help you see links between the subjects you are studying at school and the skills you will need in working life.
- * It will help you find out more about your own skills and interests.
- * You will need to be punctual, independent and helpful to others.
- * It will help you to understand why business, industry and commerce are so important.

Explain what you know about your work placement organisation:

Section 1:

WORK PLACEMENT PREPARATION

Your personal checklist:

I will be working at:
(Name of organisation)

Address:
.....
.....

Telephone number:

I must report to Mr/Mrs/Miss
at am/pm

I will start work at am/pm and finish at am/pm

Lunch is from am/pm to am/pm

There are breaks at am/pm and am/pm

To get to work in good time I will have to leave home at am/pm

I will travel by (bus/car etc.) and my fares will be £ per day

Suitable clothing and footwear:

Will I need any special clothing? Yes ☐ or No ☐
(If yes, this will be provided by Radian)

What shall I do for my lunchtime meal?

Write down the five key skills and the five main qualities that employers would like you to have:

Skills	Qualities
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

List your personal objectives for the work placement.

(For example, find out what qualifications and training are necessary for a particular job)

- 1
- 2
- 3
- 4
- 5

During the work placement

STUDENT INDUCTION CHECKLIST – to be completed with the Supervisor at the start of the placement. Please tick:

- ☐ 1. Welcome to the company
- ☐ 2. Contact name and number exchanged
- ☐ 3. Risk assessment
- ☐ 4. Fire evacuation procedures
- ☐ 5. Location of fire exits
- ☐ 6. Hours of work
- ☐ 7. Lunch break etc.
- ☐ 8. Leave procedure
- ☐ 9. Sickness, notification procedure
- ☐ 10. Location of services:
 - ☐ 10a. Toilets
 - ☐ 10b. Canteen
 - ☐ 10c. Cloakroom
 - ☐ 10d. Parking
- ☐ 11. First aid area
- ☐ 12. Information given to trainee on:
 - ☐ 12a. Company rules
 - ☐ 12b. Security
 - ☐ 12c. Confidentiality
 - ☐ 12d. Data protection
 - ☐ 12e. Use of resources
 - ☐ 12f. Uniform/protective clothing

Induction carried out by:

Supervisor:

Supervisor signature:

Date:

Trainee:

Trainee signature:

RECORD OF ACTIVITIES

Identify four typical activities in any one day:

1.

2.

3.

4.

After the work placement

DESCRIBING YOUR WORK PLACEMENT

It is very important that you take time to think about what you have learned from your work placement. The activities on the following pages are designed to help you to do that.

Circle the words which best describe the type of work you undertook during your work placement:

Tiring

Repetitive

Rewarding

Clerical

Challenging

Practical

Administrative

Interesting

Service

Skilled

Scientific

Add some words of your own:

SKILLS AND APTITUDES

Indicate which skills/aptitudes you needed during your work placement:

	Yes	No
Good eyesight		
Colour vision		
Stamina		
Ability to make decisions quickly		
Ability to understand instructions		
Good at mental arithmetic		
Clear handwriting		
Confidence on the telephone		
Ability to get on with people		
Patience		
Accuracy		
Ability to explain things to others		
Physical strength		
Ability to stand for long periods		
Good memory		
IT skills		

	Excellent	Good	Acceptable	Needs attention
My timekeeping was				
My attendance was				
The clothes I wore suited the work I was doing				
My attitude to fellow workers was				
My willingness to listen and learn was				
My skill at adapting to different situations was				
My awareness of health & safety procedures was				
My ability to show initiative was				
My attitude to work was				

SKILLS AND APTITUDES CONTINUED

Any other comments: (e.g. did you enjoy your work placement?)

What were your impressions of other workers?

Would you recommend this work placement organisation for another trainee? Yes ☐ or No ☐

Remember

1. Write a letter of thanks to your employer.
2. Research companies in your career library and IT suite to investigate further career ideas.
3. Update your personal career plan.



Timesheet for work placement trainees

Trainee name Trainee signature

Your supervisor's name Your supervisor's signature

Start date

NB Maximum time allowed to work without a break is 6 hours for adults (please refer to legislation for younger workers). Shortest break should be 20 minutes.

Date	Start morning	Finish morning	No of hours	Lunch break	Start afternoon	Finish afternoon	No of hours	Total hours	notes
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
								Total hours	

Office use only:
Recorded in personnel:

Date:

Further information

Further guidance can be found as follows

For safe working at computer screens

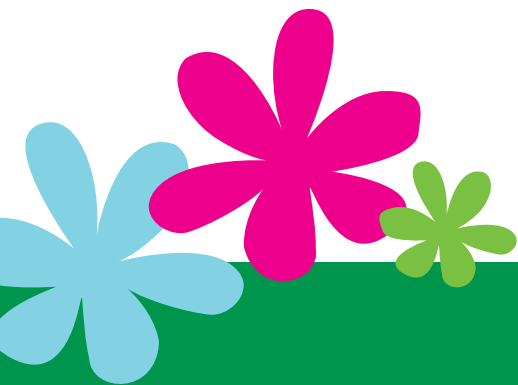
visit: <http://www.hse.gov.uk/pubns/indg36.pdf>



For a checklist of computer screen equipment

visit: <http://www.hse.gov.uk/pubns/ck1.pdf>





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