

Work Experience and Internship Procedure

Trowbridge Town Council recognises the importance of offering meaningful work experience and internships to enable individuals to develop their skills and gain an understanding of the working environment.

In addition, the Council understands that individuals on placements, despite working on an unpaid basis, are regarded as employees for the purposes of Health and Safety legislation and the associated duty of care.

I. THE PROCEDURE

The Council works in partnership with local schools, colleges and other organisations to provide work placements which are beneficial to students and adults.

All requests for work experience should be handled by the HR Manager in consultation with the Department Manager who will confirm whether a placement can be offered and whether an interview is required. All applicants for work experience and internships are requested to complete the Work Experience / Internship Information Sheet (P drive / HR Non confidential / Work Experience / Work Experience , Internship Information form)

On agreeing a placement the HR Manager will maintain the administration of the placement. The HR Manager will, in conjunction with the Line Manager

- a) Co-ordinate the placement with the school, individual or organisation making the request, arranging an interview if required.
- b) Issue forms for completion and information before the placement begins;
 - Medical questionnaire and emergency contacts form
 - Disclosure and Barring Service self-certification (if over 16 years old)
 - Job Description (if not previously issued at interview)
- c) Request Department / Line Managers to ensure risk assessments are completed

NB. If the placement student is below compulsory school leaving age the parents/guardian must receive this information prior to the placement.

- c) Record details of the placement and documentation issued/completed.
- d) Ensure they, or an appropriately nominated deputy, are
 - Available for interview (if required)
 - Available to carry out an induction on the individual's first day.
- e) Ensure, through the Department Manager that the individual is adequately supervised for the duration of their placement.
- f) Instruct the Line Manager to prepare and arrange an induction programme, to

complete the checklist of policies and procedures on the first day of the work experience and to ensure the work placement evaluation questionnaire is completed on the final day of the work experience.

2. PLACEMENT GUIDELINES

- All placements will be handled in a fair and consistent manner
- Individuals undertaking a placement should be treated in the same manner as an employee and will be expected to follow Council Policies and Procedures as appropriate.
- Hours of work will normally be those detailed on the Job Description for the placement or as agreed with the Line Manager in advance.
- Unauthorised absence should be notified to the department manager as soon as possible.
- If concerns regarding poor time keeping, discipline etc arise, the Department / Line Manager should deal with these as soon as possible, with guidance from the HR Manager.

Lance Allan – Town Clerk & Proper Officer

Signed:..... Date:.....

*This document is effective from 3rd May 2016
and will be reviewed and updated every four years, or more frequently if required.*