



North

Yorkshire County Council

Work Experience Policy and Procedure

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Procedure; Work Experience Student Placements

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Title	Work Experience (Policy & Procedure)
Number of pages	5
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Policy

- 1.1 North Yorkshire County Council is committed to supporting education through its Services and their activities. Our policy for work experience is central to achieving the goals of:
- Making education more work related.
 - Developing the skills and attitudes which individuals need for the world of work.
 - Assisting the County Council to have a well trained and motivated future workforce.
 - Encouraging individuals with special educational needs, young people leaving care and individuals from the Black and Minority Ethnic communities to participate in NYCC work experience placements.
 - Increase attainment levels of recognised training through work placement schemes and the participation of one-day short courses.
 - Assisting people entering/re-entering the workplace who require support due to illness, disability, or following a custodial sentence.
- 1.2 The Policy will also contribute positively to achieving the following objectives contained in the Authority's Corporate Workforce Plan;
- Increasing the number of young people coming into NYCC.
 - Improving our performance indicators in terms of providing training for young people leaving care and young offenders, and increasing recruitment from under represented groups.
- 1.3 The Young Persons Recruitment Team will monitor and collate information relating to the above targets and will also consider the views of young people through events and surveys plus work with focus groups. Through such consultation it will become possible to develop a full understanding of where progress is being made and where there is potential for improvement or adaptation.
- 1.4 While the benefits of work experience to students in schools, colleges and universities, plus individuals in other groups are clear, employers have also realised that it can have benefits for their own employees and the organisation.
- 1.5 Work experience can benefit County Council employees by:
- Giving them experience of acting as a mentor, role model or supervisor.
 - Raising health and safety awareness.
 - Helping them to understand changes in the education system.
 - Broadening their experience of individuals from different backgrounds with varying abilities and special needs.
- 1.6 Work experience can also benefit the County Council by:
- Influencing the quality of supply: the County Council can help to improve the quality and preparedness of individuals coming onto the labour market.
 - Developing recruitment channels: building links with schools, colleges and universities can help attract school/college/university leavers into jobs.
 - Influencing career choices: work experience placements give NYCC the opportunity to market itself as a potential future employer. They are the ideal way of highlighting the variety of career opportunities within the Authority and, in some cases, of breaking down unwarranted stereotyped views.

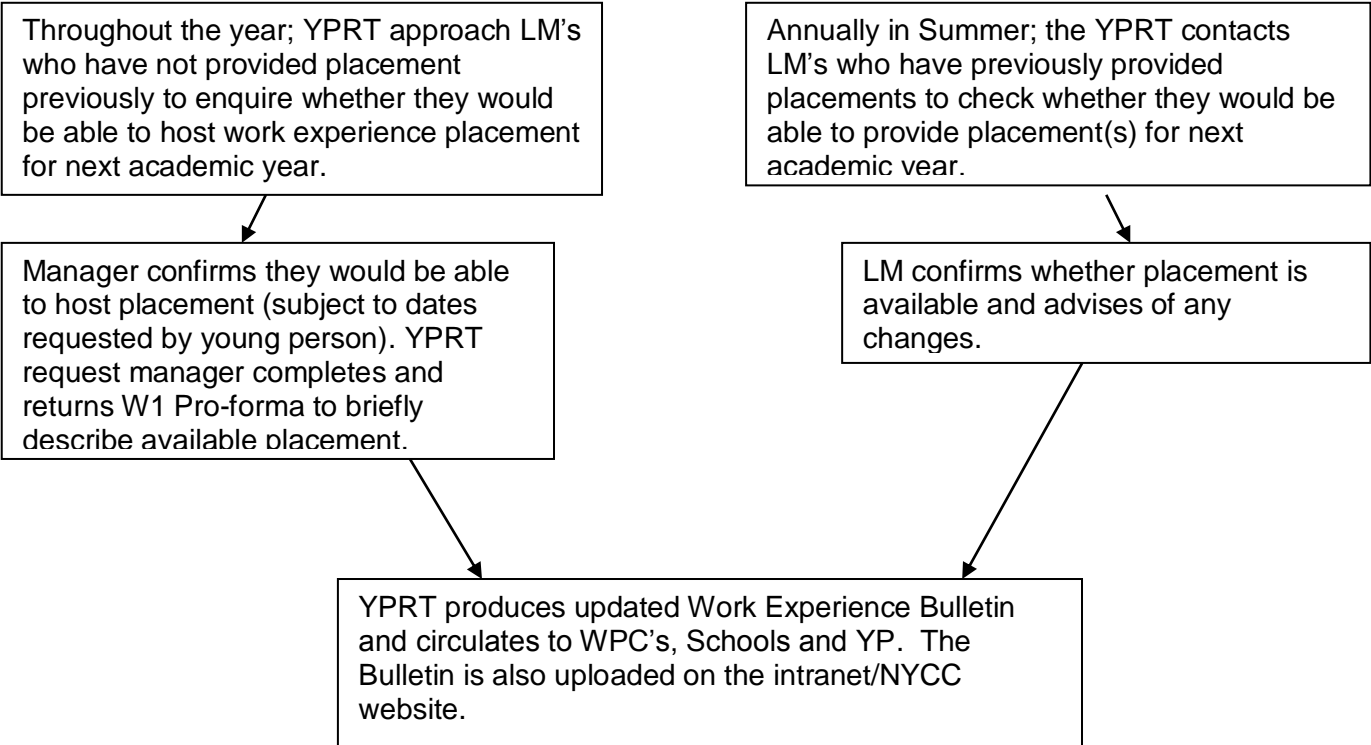
- Raising the community profile: work experience placements provide a valuable means of creating a positive image amongst students, teachers, parents, employees and under-represented groups.
- Reinforcing good health and safety practices.
- Helping to motivate and develop the skills of staff (e.g. staff with no supervision experience could be responsible for an individual on a placement. Targets could be set and monitored through appraisals and one to one meetings).
- Improving the demographics of the workforce.

The placements could be designed to give individuals experience of a specific role, or could alternatively include a variety of tasks within a service area. NYCC also support individuals from Supported Employment Services for people with physical disabilities, sensory impairments, learning disabilities or mental health problems. There will also be close links to the Councils mental health services and their employment and education officers.

1. Procedure; Work Experience Student Placements

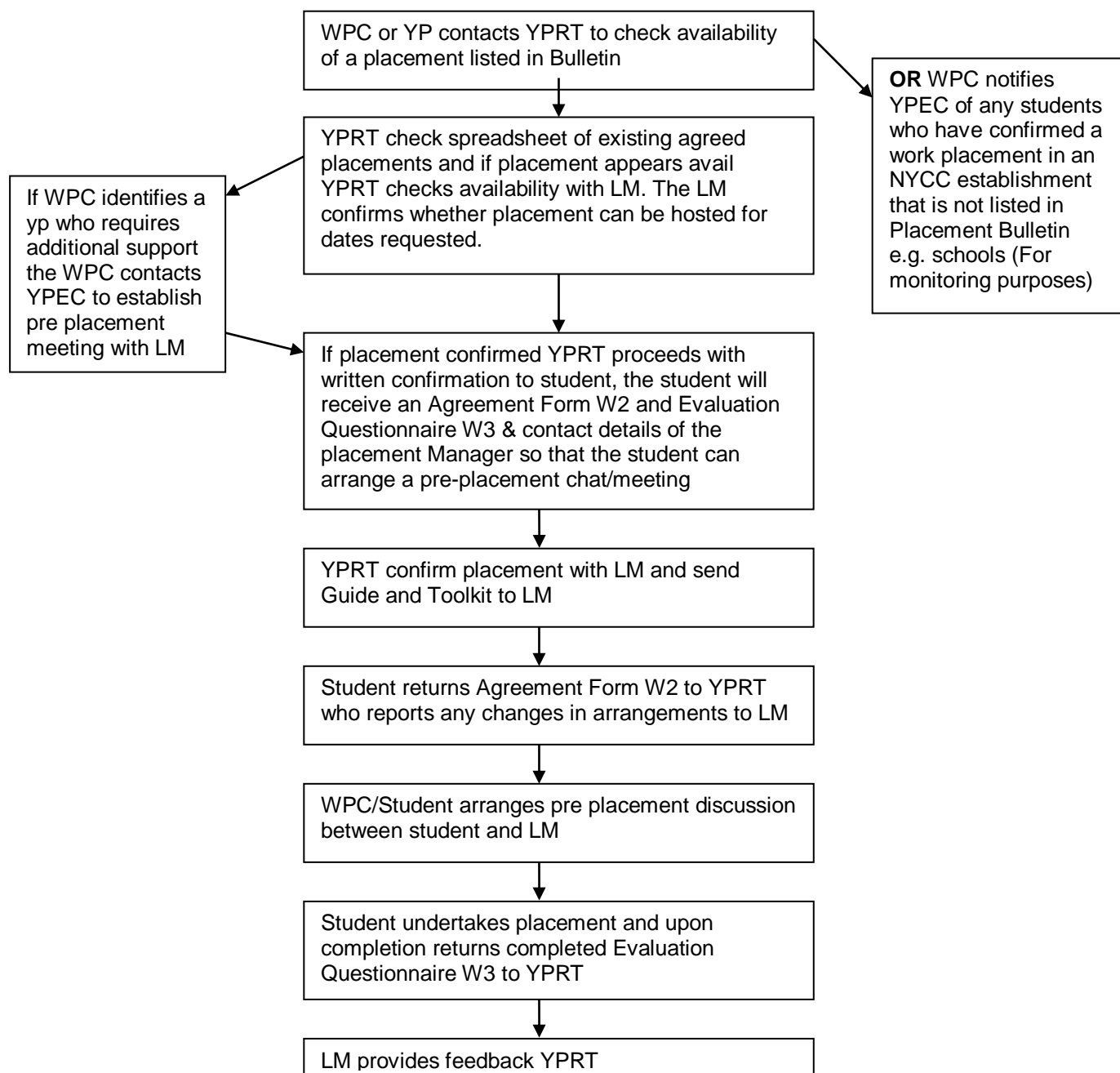
Key:
NYBEP= North Yorkshire Business & Education Partnership
YPRT = Young Person’s Recruitment Team
LM = Line Manager
WPC = Work Placement Contact, this could be a Work Exp Co-ordinator, a Supported Employment Officer or ETE Personal Advisors
YP = Young Person

Stage 1; NYCC internal process for confirming with Manager’s speculative availability of placements for the forthcoming academic year



Stage 2; Process for students requesting availability of placements

ALL requests for work experience should be made through the YPRT. This ensures Manager's are not continually approached by schools/students/parents regarding placements when they have already allocated one. The YPRT maintain a record of all placements so that at the point a request is made they can advise if another student has already been allocated to a placement for the dates requested. The YPRT also record total number of placements per annum for insurance purposes.



Date of next review

September 2020 (Two Years)

<u>Policy Adopted by Headteacher</u> Name: Mrs J Elcock	<u>SIGNATURE</u>	<u>DATE</u>
<u>Policy Adopted by Chair of Governors (on behalf of Governing body)</u> Name: Mrs S Porter	<u>SIGNATURE</u>	<u>DATE</u>