

DOCUMENT CONTROL	
Title:	Work Experience Policy
Version:	4
Reference Number:	HR028
Scope:	
This policy applies to all work experience activity across the Trust with exception of pre-registration work experience and Volunteers, whether arranged directly by the Trust, through a local education provider or through a local authority agency.	
Purpose:	
The purpose of this document is to inform and support managers with the work experience and work placement process, protocol and practice to enable managers to facilitate safe and effective work experience activity across Pennine Care NHS Foundation Trust.	
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Owner:	
Workforce and Organisational Development Governance Manager – Surrya Southworth	
Individual(s) & group(s) involved in the Development:	
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The document has been circulated for consultation and comments have been taken into consideration and the document amended accordingly: <ul style="list-style-type: none"> • Staff Side • Medical Manager Meeting 	

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Responsibility of:	Surrya Southworth
Other Trust documentation to which this policy relates (and when appropriate should be read in conjunction with):	
HR038	DBS Policy
HR002	Equal Opportunities Policy
CO009	Health & Safety Policy
Policy Associated Documents:	
TAD_028_01	Work Experience Recruitment Further Detail
TAD_028_02	Confidentiality Agreement
TAD_028_03	Declaration Form A & Guidance Notes

TAD_028_04	Parental Consent Example
TAD_028_05	Learner Orientation to Placement Questionnaire
TAD_028_06	Learner Review Form
TAD_028_07	Learner Evaluation Form
TAD_028_08	Risk Assessment
TAD_028_09	Placement Contract
	IG Mandatory Training
	IG Mandatory Training Assessment Questions
Other external documentation/resources to which this policy relates:	
	Nursing Midwifery Council – NMC
	General Medical Council – GMC
	Health and Care Professions Council – HCPC
	British Psychological Society - BPS
CQC Regulations	
This guideline supports the following CQC regulations:	

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1. INTRODUCTION

Pennine Care NHS Foundation Trust recognises the important role work experience can play in supporting the future workforce of the NHS. Work experience candidate provide many opportunities and benefits to the Trust including; influencing the quality of the future employees, developing recruitment channels through building links with local schools, colleges and the local community, influencing career choices and raising the profile of the Trust in the community.

Pennine Care NHS Foundation Trust is committed to promoting equality of opportunity to any individual engaged in work experience and to ensuring that there are no discriminatory practices on the grounds of age, disability, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex and sexual orientation.

2. PURPOSE

To provide a consistent framework for work experience across Pennine Care NHS Foundation Trust.

The Work Experience Policy should be implemented in conjunction with the Trust's other Policies and Procedures, including DBS Policy, Equal Opportunities Policy and Health and Safety Policy.

3. RESPONSIBILITIES, ACCOUNTABILITIES AND DUTIES

Responsibilities of the Trust Board

- The Trust Board recognises the value of work experience as an aid to recruitment and retention and forging partnerships within local communities
- The Trust Board has a corporate responsibility to ensure quality work experience provisions are available across the trust footprint
- The Trust Board recognises the value of engaging with local employment support services, schools and colleges and encourages and recognises the involvement of these establishments in career development
- The Trust Board recognises that work experience does not compromise the provision of safe and effective patient care

Responsibilities of the Work Experience Co-ordinator

- To monitor all work experience placements across the Trust with exception of pre-registration work experience and Volunteers
- To work collaboratively with the placement supervisor/manager to ensure that work placements are identified correctly
- To ensure that all pre-placement checks are completed prior to the start of the work experience placement
- To provide accurate reports in relation to work experience placement satisfaction surveys

- To produce accurate reports for Health Education England in relation to work experience activity across the Pennine Care NHS Foundation Trust

Responsibilities of the Practice Education Facilitators

- The PEF team are responsible for pre-registration work experience placements for professions regulated by the NMC, HCPC and BPS
- The PEF team will support all other queries regarding work experience by directing applicants to the appropriate process as per policy

Responsibilities of the Medical Workforce Team

- The Medical Workforce Team are responsible for pre and post registration work experience placements for professions regulated by the GMC
- The Medical Workforce Team will support all other queries regarding work experience by directing applicants to the appropriate process as per policy

Responsibilities of Managers

- To regularly update the Work Experienced Co-ordinator of work placement opportunities within their service
- To ensure the type of placement is clearly identified and that all pre clearance checks associated with the placement are initiated at least 4 weeks prior to the start date
- To ensure that they regularly review the TRAC system to ensure they are up-to-date with the on boarding process
- To ensure that the work experience placement provides a rich experience providing the individual with a variety of tasks during the placement
- To ensure that feedback is provided at the end of the placement, helping those on placement understand how the experience links into their education and career plans
- To ensure that the Work Experience Co-ordinator is advised if the placement is to exceed over 3 months for the purpose of the Trust Induction
- To provide the work experience candidate/individual with a complete local induction and ensure that the supporting documentation is sent to the Work Experience Co-ordinator once completed
- To ensure Work Experience Candidate completes the Paper Version of the IG Training
- To complete a risk assessment for the work experience placement and the individual, ensuring that the supporting documentation is sent to the Work Experience Co-ordinator in advance of the start date
- To complete the required placement documentation as outlined in Overall Guidance
- To ensure any work experience placements under the age of 16 are supervised by an individual with a DBS

Responsibilities of Trust Employees

- Trust employees are responsible for supporting individuals who are partaking in work experience placement within the Trust

Responsibilities of the Individual

- To provide Pennine Care NHS Foundation Trust with a completed application form via the TRAC system (once the placement has been agreed)
- To follow up references as necessary
- To attend any pre-appointment checks necessary
- To attend the work experience placement location on the agreed days following the confirmed shift pattern
- To attend the Trust corporate induction where appropriate
- To undertake any work required
- To comply with confidentiality agreement

4. POLICY STATEMENTS

The Trust recognises the important role that work experience plays in promoting its image as a future employer in local communities and enhancing the image of the organisation by helping people gain a better understanding of the workplace.

The Trust recognises the value of working with local education providers to offer valuable and relevant work experience to their students.

The Trust recognises the value of working with local authorities to offer valuable and relevant work experience to those re-entering the labour market

The Trust is committed to ensuring quality placements in order to prepare people for work and to raise the profile of the Trust in the community which it serves.

The Trust reserves the right to ring fence limited numbers of work experience placements for individuals interested in particular job roles where recruitment may be difficult

The Trust also reserve the right to ring fence limited numbers of placements for individuals in typically hard to reach groups to ensure the work experience programme is as inclusive as possible. Any ring fencing would be through discussions with Recruitment/Human Resources/Managers across the trust.

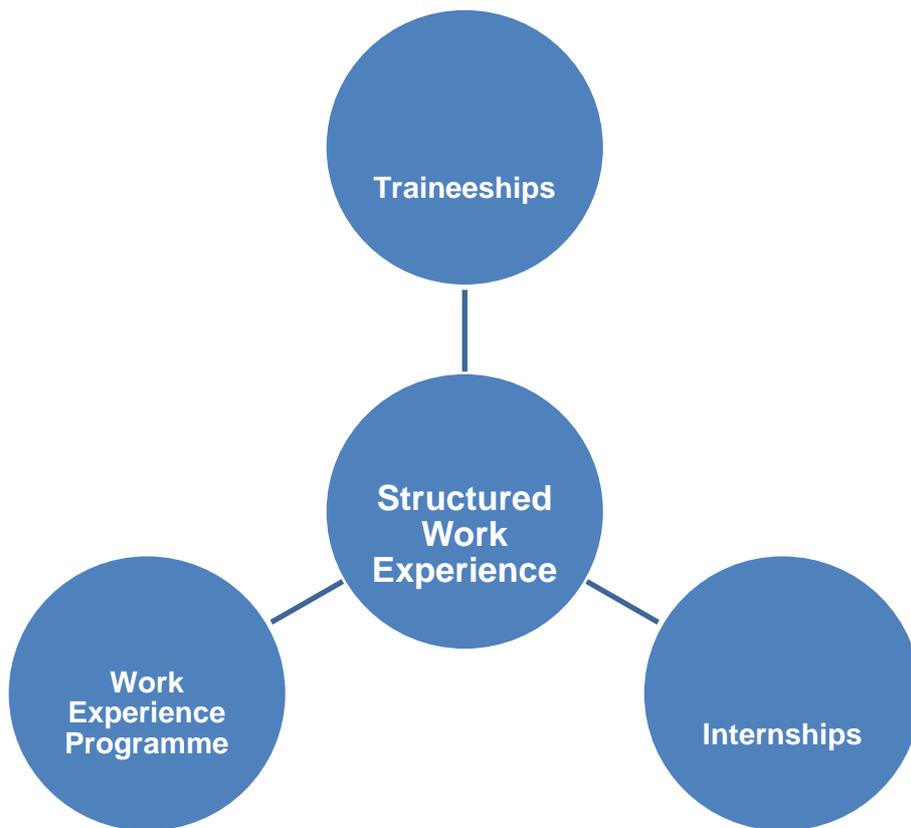
5. DEFINITION OF WORK EXPERIENCE

Work experience is a placement, which occurs on Trust premises in which the individual carries out a particular task or duty, or a range of tasks or duties, which an employee would carry out, but with an emphasis on the learning aspects of the experience.

6. TYPES OF WORK EXPERIENCE

At the time of this policy, the Trust recognises seven types of work placements that fall into two categories.

6.1 STRUCTURED WORK EXPERIENCE



	<i>Application via Recruitment</i>	<i>Candidate Declaration</i>	<i>Confidentiality Form</i>	<i>DBS(Role Dependant)</i>	<i>Risk Assessment</i>	<i>Parental / Guardian Consent *</i>	<i>Occupational Health Screening</i>	<i>Length Hours (Guide)</i>	<i>Age Range</i>	<i>Placement Evaluation</i>	<i>Placement Contract</i>
Traineeships	Yes	Yes	Yes	Yes	Yes	Yes	Yes	>240	16+	Yes	Yes
Work Experience Programmes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	100+	16+	Yes	Yes
Internships	Yes	Yes	Yes	Yes	Yes	Yes	Yes	37.5+	16+	Yes	Yes

*Applicable if applicant is under 18 years of age

Traineeships

This is a structured pre apprenticeship course with a work experience placement attached that aims to help prepare people for employment or an apprenticeship. Traineeships are

aimed at people who have little or no work experience, qualified below Level 3 and aged 16-24.

Example (Traineeship): Candidate A is currently not in employment, education or training and applies to undertake a Traineeship Programme with a local training provider in partnership with PCFT. Candidate A undertakes a structured programme of training to include Maths and English as required for 3 weeks, followed by a work experience placement to support their career aspirations. Upon successful completion the Traineeship programme aims to provide young people with valuable work experience to enhance their skills.

Candidates who successfully complete a Traineeship Programme will be provided with a detailed exit interview and support to apply for available PCFT apprenticeships.

Internships

This is a structured opportunity offered by employers for potential employees to work at the Trust for a fixed limited period of time. Interns are usually graduates or students and most internships last between 1 week and 12 months. Internships can be both paid and unpaid roles; however internships undertaken with Pennine Care NHS Foundation Trust must be paid in line with the NHS Terms and Conditions of Service guidance.

Work Experience Programmes

This is a structured work experience programme to support either vocational or employability/sector based programmes of learning, specifically designed so that the individuals can relate their learning to the working environment. Work based placements occur on Trust premises and the individual is expected to carry out particular tasks or duties, as an employee would, but with an emphasis on the learning aspects of the experience.

Example (Vocational): Candidate B is currently in full time education undertaking a vocational qualification of Level 3 or below. Candidate B applies to undertake work experience with PCFT via their education provider, which support their programme of study. Upon successful completion the programme aims to provide candidates with valuable work experience to enhance their skills.

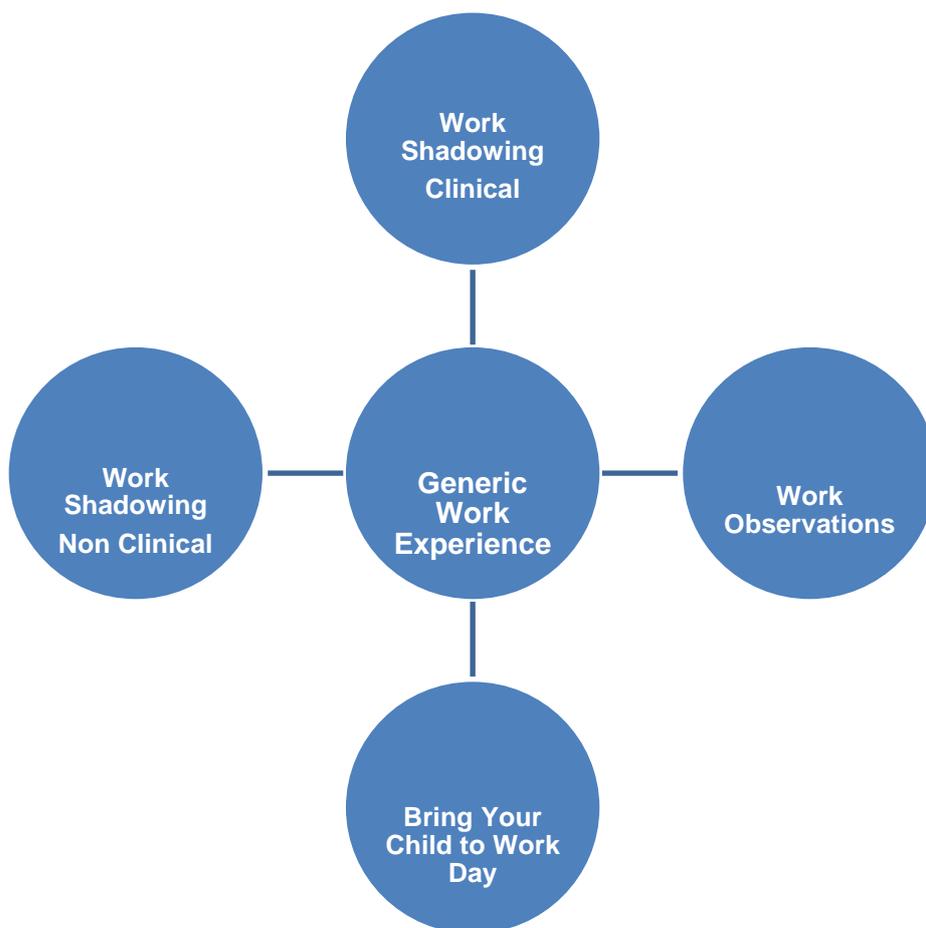
Candidates who successfully complete work experience as part of their vocational qualification will be provided with a detailed exit interview and a placement reference.

Example (Sector Based): Candidate C is not currently in employment, education or training and is claiming working age benefits. Candidate C applies to participate in a Sector Based Work Academy with a local training provider in partnership with the Job Centre and PCFT. Candidate C undertakes a structured programme of training to include Employability for 2+ weeks followed by a work experience placement with PCFT to support their career aspirations. Upon successful completion the programme aims to provide candidates with valuable work experience to enhance their skills and interview opportunities.

Candidates who successfully complete the Sector Based Work Academy will be provided with the following:

- A detailed exit interview
- Trust References
- Opportunity to apply for internal PCFT vacancies
- Guaranteed interview for internal PCFT vacancies providing they meet the person specification
- The option of a guaranteed interview for PCFT Bank

6.2 GENERIC WORK EXPERIENCE



	<i>Application via Recruitment</i>	<i>Candidate Declaration Form</i>	<i>Confidentiality Form</i>	<i>DBS (Role Dependant)</i>	<i>Risk Assessment</i>	<i>Parental / Guardian Consent *</i>	<i>Occupational Health Screening</i>	<i>Length Hours (Guide)</i>	<i>Age Range</i>	<i>Placement Evaluation</i>	<i>Placement Contract</i>
Work Shadowing Clinical	Yes	Yes	Yes	No	Yes	Yes	No	37.5	16+	Yes	Yes
Work Shadowing Non Clinical	Yes	Yes	Yes	No	Yes	Yes	No	37.5	14+	Yes	Yes
Bring Your Child to Work Day	Yes	Yes	Yes	No	Yes	Yes	No	37.5	14+	Yes	Yes
Work Observations	Yes	Yes	Yes	No	Yes	Yes	No	7.5	14+	Yes	Yes

*Applicable only if applicant is under 18 years of age

Work Shadowing – Clinical

This involves observing an employee in their job to gain a better understanding of the role. It would usually be short term between 1 day and 10 days. The Trust can support up to 10 days for generic work experience opportunities. It aims to provide an insight rather than hands on experience.

Work Observation or Visits

This involves individuals or groups of students that are guided around the workplace to watch a range of employee’s activities or work processes (e.g. work related problem solving exercises set by the Trust or course work assignments).

Bring Your Child to Work Day

Parents working in non-clinical areas of the Trust can arrange to bring their child into work for the day. Children must be aged 14 years and over to take part in this activity.

Work Shadowing – Non-Clinical

This involves observing an employee in their job to gain a better understanding of the role. It would usually be short term between 1 day and 10 days. The Trust can support up to 10 days for generic work experience opportunities. It aims to provide an insight rather than hands on experience.

6.3. OVERALL GUIDANCE

No generic work experience activity should exceed 10 days unless the placement is deemed to be mutually beneficial e.g. qualified clinical professionals wanting to work within the public sector for CPD purposes. For this type of work experience activity pre placement checks should be in line with structured work experience requirements in 6.1.

All types of work experience will be reliant on approved references, however the Trust recognises that for many work experience candidates this may be their first work placement and therefore reference requirements will be considered on a case by case basis.

A risk assessment should be completed for all work experience

Structure work experience placements in a patient facing role may require immunisations.

All work experience placements require a signed Confidentiality Agreement

All work experience placements require a signed Declaration Form

All work experience placements for individuals under the age of 18 require Parental Consent

All work experience placements require a Learner Orientation to Placement

All structured work experience placements require a Learner Review Form

All work experience placements require a Learner Evaluation

See TAD_HR028_01 – 09

6.4 OVERALL RESPONSIBILITY

Requirement	Responsibility
DBS	Candidate / Work Experience Admin
Occupational Health and Immunisations	Candidate / Work Experience Admin
References	Candidate / Work Experience Admin
Risk Assessment (Placement Site)	Placement Supervisor
Confidentiality Agreement	Candidate / Work Experience Admin
Declaration Form	Candidate / Work Experience Admin
Parental Consent Letter	Candidate / Work Experience Admin
Placement Contract	Candidate / Work Experience Admin
Orientation to Placement	Placement Supervisor
Learner Review Form	Work Experience Coordinator
Learner Evaluation Form	Candidate / Work Experience Admin

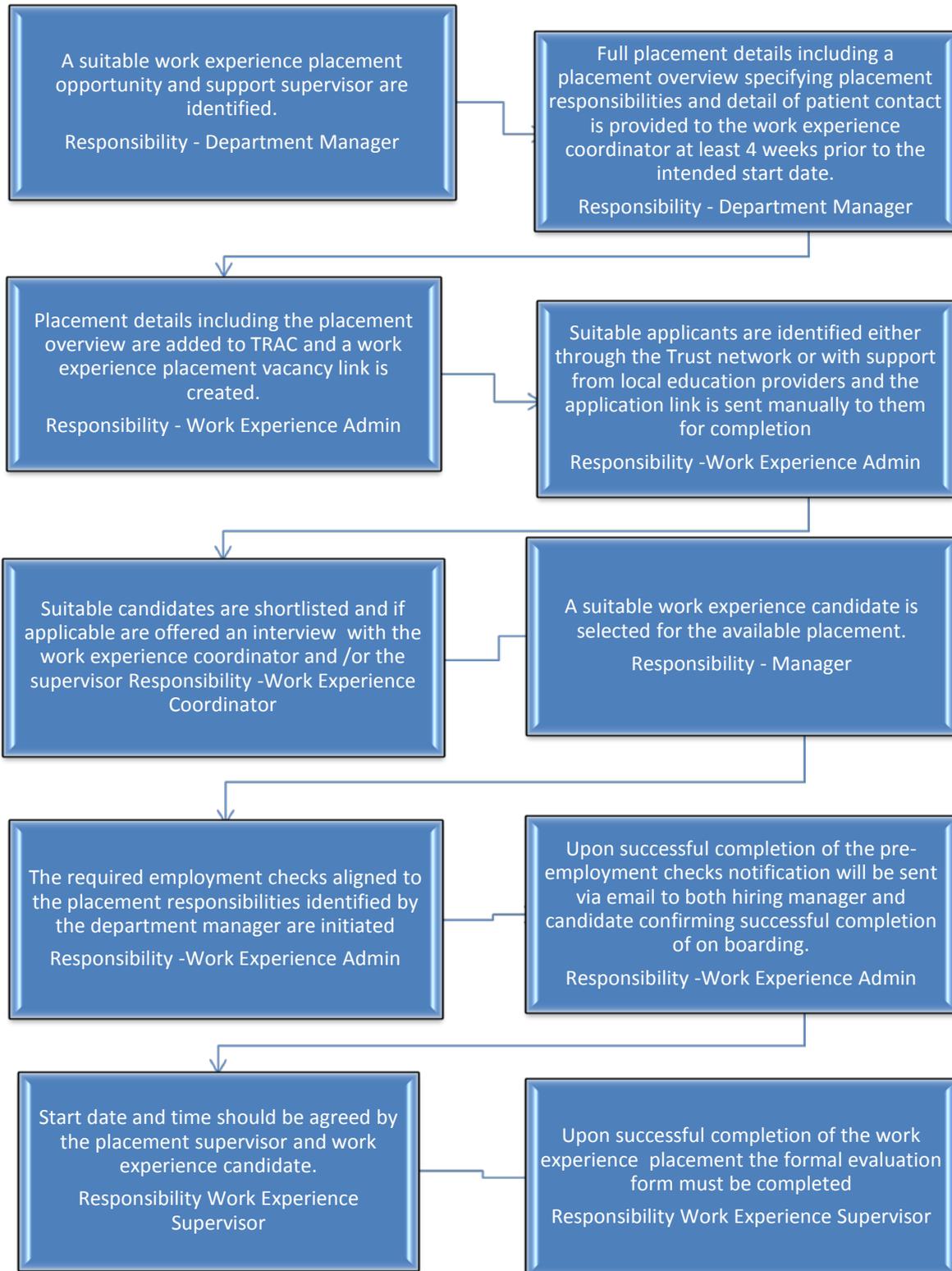
7. WORK EXPERIENCE PLACEMENTS

All work experience placements require a supervisor from within the organisation who must oversee and be fully responsible for the student throughout their placement. If no suitable supervisor volunteers from any given area, work experience cannot take place.

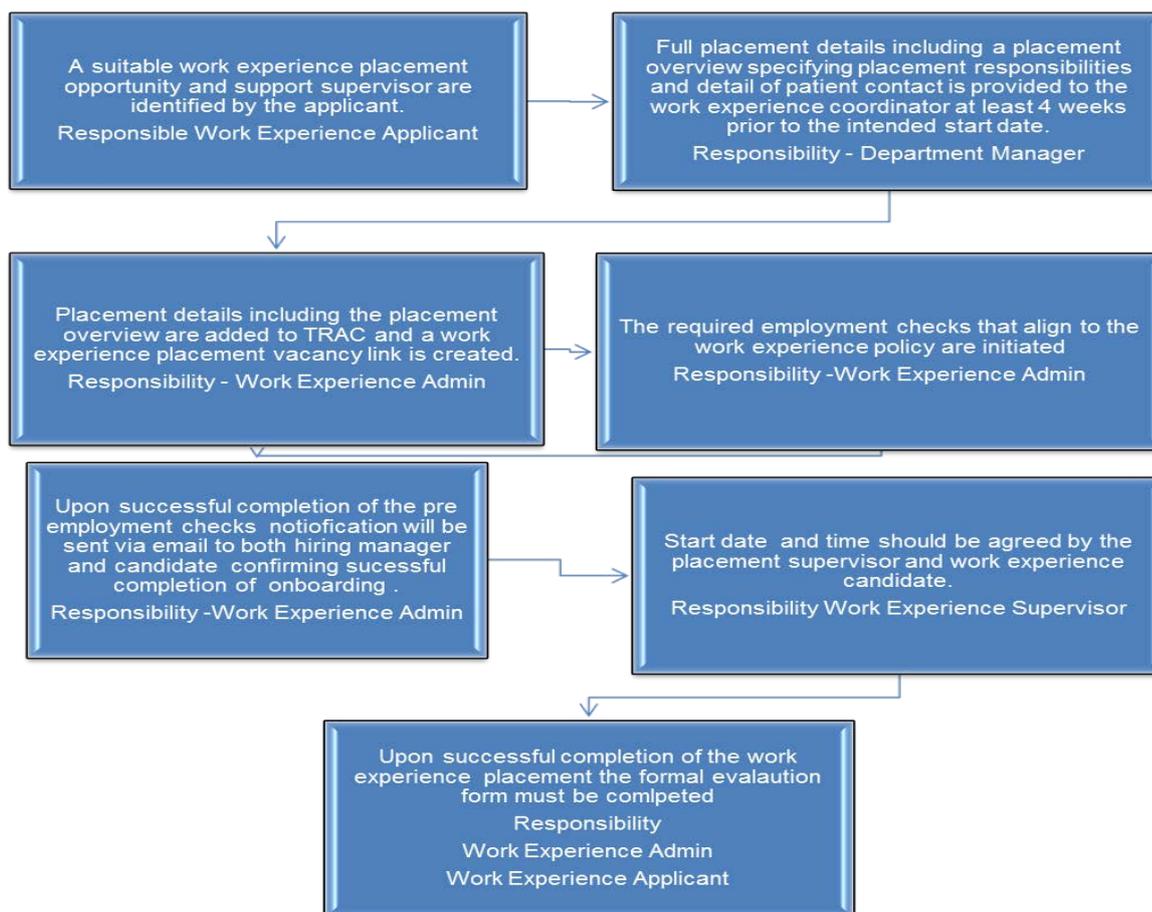
Work experience placements can be offered in most departments within the Trust with exception of secure mental health wards and inpatient mental health wards. These areas are deemed unsuitable for students less than 18 years of age, please refer to the CQC, Mental Health Act and Safeguarding.

Work experience for students 18+ and studying relevant qualifications may be considered in these areas, however, this will be on a case-by-case basis and subject to the approval of the manager in that area.

8. WORK EXPERIENCE PROCESS FLOW (STRUCTURED WORK EXPERIENCE)



9. WORK EXPERIENCE PROCESS FLOW (GENERIC WORK EXPERIENCE)



10. STATEMENT OF INTENT

Work placements should be designed so that the individuals can relate their experience back to their study and/or assist them with their choice of career. Work placements can support Talent for Care, apprenticeships, local priorities and support mental health outcomes.

The Trust is obliged to offer work experience such as structured/ generic placements and pre-employment programmes. As part of the Vocational Learning Development initiative it is a requirement for schools and colleges to ensure that students undertake work experience in their final year. The Trust is therefore committed to helping local schools and colleges to meet this requirement.

Most placements will be provided to coincide with the dates of their work experience week as set out by the school or college or as agreed through discussions with the local employment support service or other service.

It is important that the work experience pattern agreed between the Service/Department Manager and the school/college or the local employment support service meets the requirements of the individual, is in line with the Trust's business needs and follows the guidance set out in the Working Time Directive.

The Boroughs can maintain contact with their local employment support services, other support services and schools / colleges to develop working relationships so as to support and promote any opportunities for work experience opportunities available within the Borough.

Placements for individuals aged 14 years and over can be provided in non-patient areas.

Placements for individuals aged 16 years or over can be provided in patient areas (e.g. onwards, in clinics), however for mental health inpatients this is increased to 18 years of age or over.

Placements must be designed to best meet the needs of the student whilst taking into account the safety, security and complexity of the work area.

In some areas, tasks may be undertaken under the supervision of a member of staff, although in other areas it may be appropriate for the individual to only observe tasks.

Individuals should work normal hours as far as is possible and must not work more than 37.5 hours per week if over the age of 18.

If under the age of 18, in order to safeguard the Trust's service user interests, individuals are never permitted to become involved in the treatment or the intimate care of patients.

Confidentiality is paramount and all individuals must sign the Trust Confidentiality Agreement, thereby committing to their responsibility not to divulge any information on service users that they might have access to during their placement.

The Trust expects that staff at all levels will work positively with students, and where appropriate actively seek to involve them in their work as appropriate.

11. INSURANCE

All individuals on work placements are covered by the Trust's existing Employers Liability Insurance Policy. Individuals on work placements should be treated as employees for the purpose of insurance against bodily injury, where the Trust is legally liable for a loss.

Insurers will only need to be notified if activities are onerous or different from the normal business activities of the Trust.

12. PROFICIENCY SCHEMES

Candidates undertaking the Duke of Edinburgh Award or other proficiency schemes within an organised youth programme may be accommodated by the Trust for their community service placement as appropriate.

13. EQUAL OPPORTUNITIES

Pennine Care NHS Foundation Trust is committed to making equal opportunities a natural and integral part of employment practices and policies, thereby ensuring that no employee or potential employee suffers less favourable treatment on the grounds of age, sex, sexual orientation, gender reassignment, disability, HIV status, race, colour, language, religion,

political, trade union or other opinion or belief, material or social origin, association with a minority, domestic circumstances, property or offending background. Cases of discrimination will be dealt with fairly, confidentially and in accordance with the appropriate Trust policies.

Work experience students under 16 may have a limited choice of placements and/or may not be permitted to work in certain areas. Where possible, consideration to offer a work placement in line with their request will be made in line with risk assessment.

As a Trust, we also endeavour to be proactive in addressing inequality and assist those who are deemed to be in a high unemployment group.

14. COMMUNICATION

The Service/Department Manager will ensure that the adequate channels of communication are established to enable staff and individuals on work placement to enhance their working relationships, identify possible problems and to support individual's commitment.

Employee support services, schools and colleges are encouraged to contribute to discussions in relation to the work placements experience.

15. MONITORING OF WORK EXPERIENCE PLACEMENTS

The Work Experience Co-ordinator will keep a record of work placements that take place within the Trust for the purpose of reporting procedures on work placement activity levels and gathering analysis

16. EQUALITY IMPACT ANALYSIS

As part of its development, this document was analysed to consider and address any detrimental impact the policy may have on individuals and or groups protected by the Equality Act 2010. This analysis has been undertaken and recorded using the Trust's analysis tool, and appropriate measures will be taken to remove barriers and advance equality of opportunity in the delivery of this policy / procedure

17. FREEDOM OF INFORMATION EXEMPTION ASSESSMENT

Under the Freedom of Information Act (2000) we are obliged to publish our policies on the Trust's website, unless an exemption from disclosure applies. As part of its development, this policy was assessed to establish if it was suitable for publication under this legislation. The assessment aims to establish if disclosure of the policy could cause prejudice or harm to the Trust, or its staff, patients, or partners. This assessment has been undertaken using the Trust's Freedom of Information Exemption Guide, and will be reviewed upon each policy review.

18. INFORMATION GOVERNANCE ASSESSMENT

This Policy has been analysed to ensure it is compliant with relevant information law and standards as in place at the time of approval, and are consistent with the Trust's interpretation and implementation of information governance components such as data protection, confidentiality, consent, information risk, and records management.

Compliance will be reviewed against any changes to legislation / standards or at the next review of this document.

19. SAFEGUARDING

All staff have a responsibility to promote the welfare of any child, young person or vulnerable adult they come into contact with and in cases where there are safeguarding concerns, to act upon them and protect the individual from harm.

All staff should refer any safeguarding issues to their manager and escalate accordingly in line with the Trust Safeguarding Families Policy and Local Safeguarding Children/Adult Board processes.

20. MONITORING

The effective application of this policy, including adherence to any standards identified within will be subject to monitoring using an appropriate methodology and design, such as clinical audit.

Monitoring will take place on a biannual basis and will be reportable to the Quality Group via the Clinical Effectiveness and Quality Improvement Team.

21. REVIEW

This policy will be reviewed after 12 months.

22. REFERENCE

Nursing Midwifery Council – NMC

General Medical Council – GMC

Health and Care Professions Council – HCPC

British Psychological Society - BPS