



**GUIDELINES FOR TELEVISION
EMPLOYERS OFFERING WORK
EXPERIENCE PLACEMENTS TO
INDIVIDUALS**

GUIDELINES FOR TELEVISION EMPLOYERS OFFERING WORK EXPERIENCE PLACEMENTS TO INDIVIDUALS

1. WHAT IS WORK EXPERIENCE?

- 1.1. The term “work experience” means different things to different people and in different contexts. Generally speaking it refers to a limited period of time that an individual spends with an employer during which they have an opportunity to learn directly about working life and the working environment. Some work experience placements offer people the chance to try their hand at particular tasks, others simply provide an opportunity to watch and learn.
- 1.2. People undertake work experience at various points in their education and career.
- 1.3. In England and Wales, work experience is an obligatory part of the national curriculum and all state school pupils from the age of 14 are required to undertake a two week work experience placement. In Northern Ireland work experience prior to the official school leaving age of 16 is expected to become compulsory from 2007. Work experience is not currently compulsory for school pupils in Scotland.
- 1.4. Across the UK, an increasing number of further, higher and post-graduate qualifications now require students to complete an element of work experience as part of their course.
- 1.5. There is also a demand for work experience placements from people of any age or background who are not in formal education and from students outside the requirements of their course. Although these work experience placements are not part of any formal learning programme, they can still offer genuine benefits both to individuals and to employers.
- 1.6. For individuals considering a career in television, work experience offers the chance to gain an insight into the industry and to learn about different job roles and working arrangements. It can also provide them with opportunities to learn skills which will make them more attractive to potential employers; to gain confidence through carrying out work activities; and to build up contacts.
- 1.7. For employers, placements are an opportunity to get more involved with the wider community; to spot new talent; and to assess an individual’s potential. They also play a part in developing the industry’s future skills base and diversity.

2. SCOPE AND PURPOSE OF THE GUIDELINES

- 2.1. The guidelines have been developed in consultation with the main employers, trade associations and trade unions operating in the television industry; higher education; the National Council for Work Experience; the Department for Trade and Industry; Her Majesty's Revenue & Customs; and Skillset, the Sector Skills Council for the Audio Visual Industries. They draw together and share existing good practice and provide information about relevant statutory regulations and legislation. The guidelines are intended as practical advice rather than definitive statements of law and do not constitute an authoritative legal interpretation of the provisions of the relevant Acts of Parliament or other enactments and regulations. Organisations providing work experience placements are strongly advised to seek independent advice before establishing such a scheme.
- 2.2. The guidelines are intended for employers who want to offer quality work experience placements to:
- Students who are placed with an employer as a requirement of their course;
 - Students who are placed with an employer outside the requirements of their course; and
 - Individuals of any age or background who are not in formal education.
- 2.3. They are not intended to address issues relating to work experience placements for school students. The Department for Education and Skills' publication *Work Experience: A guide for employers* (available from www.dfes.gov.uk) provides guidance for employers wishing to offer work experience placements to school students.
- 2.4. The guidelines are made up of two parts: good practice standards and more detailed guidance.
- 2.5. The good practice standards can be used as a checklist by employers against which to review their current practice, recognise existing good practice and identify areas for improvement. They are set out under four headings:
- Preparation and planning;
 - Placement agreements;
 - Managing placements; and
 - Learning.
- 2.6. Under each of the good practice standards we have then provided additional guidance and a number of practical suggestions. The

television industry is made up of employers of different sizes, operating differing business models, and individual employers will wish to adapt these suggestions for their own organisations.

3. GOOD PRACTICE STANDARDS AND GUIDANCE FOR EMPLOYERS

PREPARATION AND PLANNING

- a) Individuals on placements are not used to perform roles that are inconsistent with mutually agreed learning objectives and/or would otherwise be undertaken by paid staff or crew, whether permanently employed, casual or freelance.**

Guidance:

Work experience is a learning activity. It is essential to agree specific learning objectives for the individual at the outset and never rely on individuals on work experience placements to fulfil real jobs which are necessary to the organisation or to a production.

- b) Individuals on work experience placements may need to be paid in accordance with the requirements of National Minimum Wage Act, depending on whether or not they are an 'employee' or 'worker' as defined by the legislation or whether one of the limited exceptions applies.**

Guidance:

Please see Annex A for detailed guidance on the National Minimum Wage.

- c) Information about how to apply for placement opportunities is openly available.**

Guidance:

Providing clear information about how people can approach your organisation for placements will help you to access the widest possible pool of creative talent and could have a real impact on helping the industry become more diverse.

- d) There is a clear and accurate description of the placement.**

Guidance:

The starting point for organising a work experience placement is to identify exactly what opportunity you are offering. This means deciding:

- Which department or production the placement will be with;
- The job role(s) that the individual will gain an understanding of;
- Typical activities they will be involved in;
- What knowledge or skills they can expect to develop during the placement;
- What skills, experience and personal attributes you expect individuals to bring to the placement. (You should think carefully

as to how to phrase these credentials in order to avoid any discriminatory language, particularly on the grounds of age).

- e) **Applications are considered on an equal basis without regard to race, gender, religious or non-religious belief, colour, nationality, ethnic or national origin, disability, sexual orientation, age, marital or civil partner status, gender reassignment, pregnancy or any other basis protected by law.**

Guidance:

By using a standard application or enquiry form to collect information from people applying for placements, you will be giving everyone the chance to provide the same level of detail. Personal details requested for equal opportunities monitoring purposes should be separated from other information before an application is assessed. Monitoring information should never be passed to personnel who deal with short-listing or selecting applicants.

When short-listing applications, assess them against objective criteria identified in the placement description. This will help you to:

- Sift applications objectively;
- Identify people who will get the most from the opportunity on offer; and
- Comply with equal opportunities legislation.

You might find it helpful to monitor and record the number of people from different backgrounds who apply, are short-listed, are interviewed (if applicable), are offered and take up work experience placements. This will help you to understand if people from particular backgrounds are not being attracted to your organisation.

See Annex B for sample application/enquiry forms.

- f) **There is adequate insurance cover, including Employers' Liability and Public Liability insurance in place.**

Guidance:

The principal risks which may arise as a result of individuals on work experience placements are:

- Injury to the individual themselves;
- Injury to others on the premises e.g. employees, visitors, and customers;
- Injury to others who are not on the premises, including customers and members of the general public;
- Damage to or loss of placement provider's property; and
- Damage to or loss of other property e.g. the individual's or a customer's property.

Most placement providers will already carry insurance policies that cover most risks arising from work experience placements, provided that the insurers know in advance the type of activity planned. Contact your insurance company in advance to confirm that you are covered.

- g) The health, safety and welfare at work of individuals are safeguarded, as far as reasonably practicable.**

Guidance:

Health and safety are important considerations in the arrangements for placements. Carry out a risk assessment in advance of any placement and brief individuals about health and safety issues on the first day of their placement. This can best be done as part of the induction (see below).

You are also responsible for providing appropriate training for all activities that individuals are asked to undertake which have health and safety implications. Individuals on work experience placements may therefore require the same health and safety training that you would provide to a new member of staff.

- h) Relevant child protection requirements are met in relation to placements for young people under 18.**

Guidance:

There are special legal requirements in respect of engagement of children and young persons i.e. those under age 18, and specific legal advice on this issue should be sought if you are intending to offer work experience to a person under 18. One specific example is that under the Criminal Justice and Court Services Act 2000, in certain situations employees are required to declare if they are disqualified from working with children. If you are offering placements to young people under 18, make sure your employees are aware of this and, if appropriate, use the Government's Criminal Records Bureau (www.crb.gov.uk) to carry out checks on employees who are involved in such placements.

More detailed child protection guidance for placements is available from The Trident Trust at www.thetridenttrust.org.uk/about_trident/employers.asp

PLACEMENT AGREEMENTS

- i) There is written confirmation to provide a framework for the placement.**

Guidance:

Written confirmation of work experience arrangements will help to make everyone's expectations about the placement clear. The form of the agreement will vary depending on the status of the individual and the nature of the placement.

For placements where individuals are carrying out tasks and being paid at least National Minimum Wage, we suggest that you use your standard, short-term employment contract.

For individuals on UK based higher education courses who are undertaking work experience as a requirement of their specified course, for a period not exceeding twelve months and are therefore exempt from National Minimum Wage, we suggest that you seek further advice from course tutors or the placement organisers.

For voluntary workers, that is workers who are employed by a charity, a voluntary organisation, an associated fund-raising body or a statutory body, we suggest that you seek further advice from:

- In England, the National Council for Voluntary Organisations (www.ncvo-vol.org.uk);
- In Scotland, the Scottish Council for Voluntary Organisations (www.scvo.org.uk);
- In Wales, the Welsh Council for Voluntary Action (www.wcva.org.uk);
- In Northern Ireland, the Northern Ireland Council for Voluntary Action (www.nicva.org).

For work experience volunteers, we suggest a short document setting out details including:

- Placement dates;
- Suggested hours of attendance;
- Location;
- Supervisor's name;
- If applicable, work related expenses;
- Health and safety;
- Insurance.

See Annex B for a sample written confirmation for work experience volunteers.

j) Placements are for a limited period of time and repeated, unpaid placements are not given to the same individual.

Guidance:

Our advice is that generally two weeks is an appropriate period for an unpaid placement, but where, for it to be a genuine learning experience, it is appropriate for it to be longer, it should run for no more than four weeks.

Our recommendation is that unpaid placements should only be offered in circumstances where the National Minimum Wage Regulations do not apply. However, if the National Minimum Wage applies then the minimum wage should be paid for the length of the placement regardless of how short the placement may be. Please see Annex A for more information on unpaid volunteer placements.

k) Hours of attendance are limited to 40 hours a week.

Guidance:

Suggesting limiting attendance to 40 hours a week (including meal breaks) is sensible from both insurance and health and safety perspectives. It is also in line with the spirit of the Working Time Regulations 1998. You can use a simple timesheet, signed by the individual and their supervisor/mentor, to keep a record of attendance times. Remember, work experience volunteers may come and go as they please and are under no obligation to attend the placement.

l) Only genuine and reasonable out of pocket expenses are reimbursed.

Guidance:

Give details of what expenses the individual can claim in the written confirmation and ensure that information about how to claim expenses is included as part of the induction (see below). We suggest that you highlight the importance of submitting evidence of the expense such as a sales receipt.

In the case of work experience volunteers, if the individual is paid money or given another non-monetary benefit by you over and above re-imbusement of actual work expenses, that might imply that there is a contract for services between the two parties, making the individual a worker or an employee, and entitling them to the National Minimum Wage.

m) There is a clear and reasonable policy on confidentiality.

Guidance:

It is reasonable for placement providers to ask individuals on work experience placements to agree to maintain confidence as to any information relating to the business (or its customers, clients, suppliers etc) that comes to their knowledge during the placement.

n) There is a clear and reasonable policy on intellectual property rights.

Guidance:

Some individuals on work experience placements will sometimes need opportunities to contribute to ideas or to the production process in order to achieve their learning objectives. In the great majority of cases, work is unlikely to be developed to the extent that it attracts copyright protection. However, work experience providers should note that if the individual does develop a piece of work to the extent that it attracts copyright protection, you will not necessarily own the copyrighted material, unless the individual was your employee, or you enter into a legal agreement to acquire the copyright.

At the same time, as a placement provider you need to be assured that you retain rights in the work in which the individual participates as part of a work experience placement. Specific legal advice is therefore recommended in circumstances where it is envisaged that copyright may be an issue.

MANAGING PLACEMENTS

- o) A member of staff is nominated to supervise and mentor the individual throughout the placement.**

Guidance:

Individuals on all types of work experience placements are inexperienced and need support and supervision. Identify a member of staff who has some time and is prepared to take responsibility for overseeing the person's activities and to whom they can turn to for advice and support.

- p) An induction is provided on the first day of the placement.**

Guidance:

On the first day of a placement you should provide a comprehensive induction covering practical issues including claiming expenses and health and safety. The nominated supervisor/mentor will usually be the most appropriate person to carry out the induction. See Annex B for a sample induction checklist.

LEARNING

- q) Specific learning objectives are agreed between the placement provider and the individual.**

Guidance:

Work experience placements are intended to be learning opportunities so it is essential to agree specific learning objectives for the individual at the outset. The nominated supervisor/mentor will usually be best placed to agree learning objectives with the individual as part of the induction process.

- r) **Activities observed or performed by the individual are relevant and appropriate to the agreed learning objectives.**

Guidance:

After identifying and agreeing learning objectives, try to ensure that you provide a balance of tasks and observation that will enable the individual to achieve them.

- s) **There is an opportunity for feedback and evaluation for both the individual and placement provider.**

Guidance:

At the end of a placement, the individual and supervisor/mentor may wish to meet for a feedback and evaluation session. This will help you to assess the success of the placement and, if necessary, make improvements for the future. See Annex B for a sample feedback form.

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Annex A: National Minimum Wage guidance

Introduction

The National Minimum Wage legislation ensures that workers in the UK who are over compulsory school leaving age are entitled to be paid at least National Minimum Wage rates.

The occasions where the National Minimum Wage legislation will not apply and hence employers may offer unpaid work experience are limited to where the individual is not a 'worker' or an 'employee' as defined by the legislation or where specific exceptions apply.

We set out these circumstances below:

A. Exceptions to National Minimum Wage

- Students on certain UK based higher education¹ courses who are undertaking the placement as part of their course and where the placement does not exceed one year. Employers interested in providing work experience placements for this group are strongly encouraged to contact Skillset for details of the institutions which make up the Skillset Academies Network.
- Individuals who are “voluntary workers” as described in the National Minimum Wage regulations, that is workers who are employed by a charity, a voluntary organisation, an associated fund-raising body or a statutory body², as long as:
 - No monetary payments are made to the worker except in respect of expenses actually incurred in the performance of their duties or where they are reasonably estimated to have been incurred (note: these must be work related expenses and not living or home to work expenses); and

¹ The National Minimum Wage Regulations 1999 defines a “higher education course” as a course of any description listed under:

- In England and Wales, Schedule 6 of the Education Reform Act 1988 (www.opsi.gov.uk/acts/acts1988_19880040_en_1.htm);
- In Scotland, Section 38 of the Further and Higher Education (Scotland) Act 1992 (www.opsi.gov.uk/acts/acts1992/Ukpga_19920037_en_1.htm);
- In Northern Ireland, Schedule 1 to the Further Education (Northern Ireland) Order 1977 (www.opsi.gov.uk/si/si1997/19971772.htm).

² The National Minimum Wage Act 1998 defines these terms as follows:

“Charity” means a body of persons, or the trustees of a trust, established for charitable purposes only;

“Voluntary organisation” means a body of persons, or the trustees of a trust, which is established only for charitable purposes (whether or not those purposes are charitable within the meaning of any rule of law), benevolent purposes or philanthropic purposes, but which is not a charity;

“Associated fund-raising body” means a body of persons the profits of which are applied wholly for the purposes of a charity or voluntary organisation;

“Statutory body” means a body established by or under an enactment (including an enactment comprised in Northern Ireland legislation.)

- The worker receives no benefits in kind of any description, except the provision of subsistence (food and drink) or accommodation as is reasonable in the circumstances of the employment.

B. Circumstances where the individual will not be a 'worker' or an 'employee' as defined in the National Minimum Wage legislation.

A worker is defined as an individual engaged under a contract of employment or another contract whereby the individual has an 'obligation to perform work or services'. In the following circumstances, individuals may fall outside this definition, due to the absence of obligation upon them:

- Individuals who are undertaking placements that consist entirely of work shadowing will not come within the National Minimum Wage legislation since these individuals are not performing 'work'.
- Individuals who are undertaking placements on a genuine volunteer basis i.e. who come and go as they please and who are under 'no obligation' to perform activities in accordance with your instructions will not be under any obligation to perform work or services. Please see below for more information on the limits of this exemption.

Unpaid volunteer work experience placements

During an unpaid volunteer work experience placement, it is important to note that the way in which a placement provider treats a work experience volunteer may affect their legal status and may lead them to accumulate legal rights as a "worker" or "employee", in which case they will be entitled to be paid at least the National Minimum Wage.

Broadly speaking, under the law, a volunteer can become classified as a worker or employee, if they are treated as one by an employer. The types of factors which courts use to determine worker and employee status are set out below:

- (i) A requirement on the individual to perform the work personally; so if the placement provider is relying on an individual's specific skills, there is a risk that an obligation to provide those skills can be implied.
- (ii) Where sufficient degree of control is exerted over the individual e.g. where the placement provider has the power to issue orders and directions, set down working days and times, provide equipment to the individual, subject the individual to rules and procedures and generally integrate the individual into the business as a staff member would be. The question here is whether such

practices point to an expectation that the volunteer is obliged to work.

- (iii) Mutuality of obligation i.e. an obligation on the placement provider to provide work and an obligation on the individual to accept it. This can be evidenced by notice, where the individual or placement provider is required to give notice to terminate the placement. Similarly unless the work placement volunteer is additional to the normal staff complement the inference can be that they are relied upon and have obligations to work.

By analysing such factors, courts determine what an individual's status amounts to in all the circumstances.

Always remember that a volunteer, who is unpaid, should not be under an obligation to perform activities in accordance with your instructions. If an unpaid volunteer becomes subject to a sufficient degree of obligation to undertake tasks just like a worker, or employee, or fulfils an actual job, then National Minimum Wage should be paid. In short, if a genuine volunteer placement becomes more than a volunteer learning activity, National Minimum Wage may be applicable. This guidance is reflected in the model volunteer work experience placement form contained in Annex B.

In addition our advice is that generally two weeks is an appropriate period for an unpaid placement, but where, for it to be a genuine learning experience, it is appropriate for it to be longer, it should run for no more than four weeks. However, if the National Minimum Wage applies then the minimum wage should be paid for the length of the placement.

Our advice is that imposing a requirement on a work experience volunteer to comply with a mandatory statutory obligation such as health and safety is unlikely, on its own, to be sufficient to imply an obligation to work which would lead to them being classed as a worker and entitled to the National Minimum Wage. Accordingly, placement providers should always take appropriate steps to safeguard the health and safety of individuals on work experience.

Annex B: Sample paperwork

This annex contains sample forms designed to help placement providers to develop their own paperwork for managing and recording work experience placements. It includes:

- Enquiry form (including equal opportunities monitoring form);
- Application form (including equal opportunities monitoring form);
- Work experience written confirmation;
- Induction checklist;
- Feedback form.

SAMPLE ENQUIRY FORM

This sample enquiry form is intended for use by individuals making general enquiries about work experience opportunities.

SECTION A: PERSONAL DETAILS

First name
Last name
Preferred title
Address
Postcode
Telephone number
Email

SECTION B: PLACEMENT DETAILS

Please give a brief description of the type of placement you are interested in:

Please specify the exact dates when you require a work experience placement:

SECTION C: YOUR REASONS FOR WANTING THIS PLACEMENT

Why do you want a work experience placement with this company/firm/organisation?

What do you hope to achieve from this work experience placement?

SECTION D: YOUR INTERESTS AND EXPERIENCE

Please tell us about your interests, including details of any previous/current activities that you believe are relevant to the placement you require.

What are your future career plans?

SECTION E: EQUAL OPPORTUNITIES

THIS SECTION SHOULD BE ON A SEPARATE DETACHABLE PAGE

Applicants will be considered on the basis of their suitability for the placement regardless of race, gender, religious or non-religious belief, colour, nationality, ethnic or national origin, disability, sexual orientation,

age, marital or civil partner status, gender reassignment, pregnancy or any other basis protected by law.

This form assists us in monitoring who is applying for work experience placements with us, our adherence to equal opportunities best practice and our progress towards identifying any barriers to diversity amongst our workforce. We also ask some question regarding disability which may assist us in determining whether any reasonable adjustments are necessary to facilitate an interview or work experience placement.

The following information will be treated in the strictest confidence and will be used and retained only for statistical monitoring. You are not obliged to answer any or all of the questions, but the more information you supply, the more effective our monitoring will be. This section will be separated from your application upon receipt and the information it contains will not influence your application in any way.

Please tick where applicable.

Gender:

Male Female

If you are currently undergoing the process of gender reassignment, please indicate your future gender.

Cultural background:

Please choose ONE section and then tick the appropriate box to indicate your cultural background. This checklist contains the standard ethnic monitoring categories provided by the Commission for Racial Equality.

Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background, please write in

Black or Black British

Caribbean

African

Any other Black background, please write in

Chinese or other ethnic group

Chinese

Any other, please write in

Mixed

White and Black Caribbean

White and Black African
White and Asian
Any other Mixed background, please write in

White

British
Irish
Any other White background, please write in

Religion:

Please write in your religion or tick the appropriate box.

My religion is:

I am not religious:

Sexual Orientation:

Please indicate your sexual orientation:

Heterosexual:

Bisexual;

Gay:

Lesbian:

Other:

Disability

Under the Disability Discrimination Act 1995, disability is defined as a “physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities”. The term disability should be construed as including people with physical disabilities; people with learning difficulties; people suffering from mental illness; those with sensory disabilities (such as blind or sight impaired); people with ‘hidden disabilities’ (such as epilepsy or those suffering from chest or heart conditions).

In these terms, do you consider yourself to have a disability? Yes/No

If yes, please give brief details regarding your condition and indicate whether you may require adjustments to be made to enable you to attend and participate in an interview or carry out a work experience placement. Disabled applicants are invited to contact us in confidence at any point to discuss steps that could be taken to facilitate attendance and

participation at an interview or in order to overcome any operational difficulties presented by the job.

Brief details of condition (including whether mental or physical):

Adjustments required for interview:

Adjustments required for work experience placement.

Age

15 or under	<input type="checkbox"/>
16 – 24	<input type="checkbox"/>
25 – 29	<input type="checkbox"/>
30 – 39	<input type="checkbox"/>
40 – 49	<input type="checkbox"/>
50 – 59	<input type="checkbox"/>
60 or over	<input type="checkbox"/>

For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form, I give my consent to [NAME OF COMPANY/FIRM/ORGANISATION] processing the data supplied above in connection with monitoring compliance with its equal opportunities obligations and policy. I also agree to the storage of this information on manual and computerised files.

Signed.....

Dated.....

SAMPLE APPLICATION FORM

This sample application form is intended for use with applications for specific work experience placement opportunities.

SECTION A: PERSONAL DETAILS

First name
Last name
Preferred title
Address
Postcode
Telephone number
Email

SECTION B: PLACEMENT DETAILS

Please specify the exact dates when you require a work experience placement:

SECTION C: YOUR REASONS FOR WANTING THIS PLACEMENT

Why do you want a work experience placement with this company/firm/organisation?

What do you hope to achieve from this work experience placement?

SECTION D: YOUR INTERESTS AND EXPERIENCE

Please tell us about your interests including details of any previous/current activities that you believe are relevant to this placement.

What are your future career plans?

SECTION E: EQUAL OPPORTUNITIES

THIS SECTION SHOULD BE ON A SEPARATE DETACHABLE PAGE

Applicants will be considered on the basis of their suitability for the placement regardless of race, gender, religious or non-religious belief, colour, nationality, ethnic or national origin, disability, sexual orientation, age, marital or civil partner status, gender reassignment, pregnancy or any other basis protected by law.

This form assists us in monitoring who is applying for work experience placements with us, our adherence to equal opportunities best practice and our progress towards identifying any barriers to diversity amongst our workforce. We also ask some question regarding disability which may assist us in determining whether any reasonable adjustments are necessary to facilitate an interview or work experience placement.

The following information will be treated in the strictest confidence and will be used and retained only for statistical monitoring. You are not obliged to answer any or all of the questions, but the more information you supply, the more effective our monitoring will be Information. This section will be separated from your application upon receipt and the information it contains will not influence your application in any way.

Please tick where applicable.

Gender:

Male Female

If you are currently undergoing the process of gender reassignment, please indicate your future gender.

Cultural background:

Please choose ONE section and then tick the appropriate box to indicate your cultural background. This checklist contains the standard ethnic monitoring categories provided by the Commission for Racial Equality.

Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background, please write in

Black or Black British

Caribbean

African

Any other Black background, please write in

Chinese or other ethnic group

Chinese

Any other, please write in

Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed background, please write in

White

British

Irish

Any other White background, please write in

Religion:

Please write in your religion or tick the appropriate box.

My religion is:

I am not religious:

Sexual Orientation:

Please indicate your sexual orientation:

Heterosexual:

Bisexual;

Gay:

Lesbian:

Other:

Disability

Under the Disability Discrimination Act, disability is defined as a physical or mental impairment, which has a substantial and long-term effect on a person's ability to carry out normal day to day activities. The term disability should be construed as including people with physical disabilities; people with learning difficulties; people suffering from mental illness; those with sensory disabilities (such as blind or sight impaired); people with 'hidden disabilities' (such as epilepsy or those suffering from chest or heart conditions).

In these terms, do you consider yourself to have a disability? Yes/No

If yes, please give brief details regarding your condition and indicate whether you may require adjustments to be made to enable you to attend and participate in an interview or carry out a work experience placement. Disabled applicants are invited to contact us in confidence at any point to discuss steps that could be taken to facilitate attendance and participation at an interview or in order to overcome any operational difficulties presented by the job.

Brief details of condition (including whether mental or physical):

Adjustments required for interview:

Adjustments required for work experience placement.

Age

15 or under	<input type="checkbox"/>
16 – 24	<input type="checkbox"/>
25 – 29	<input type="checkbox"/>
30 – 39	<input type="checkbox"/>
40 – 49	<input type="checkbox"/>
50 – 59	<input type="checkbox"/>
60 or over	<input type="checkbox"/>

For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form, I give my consent to [NAME OF COMPANY/FIRM/ORGANISATION] processing the data supplied above in connection with monitoring compliance with its equal opportunities obligations and policy. I also agree to the storage of this information on manual and computerised files.

Signed.....

Dated.....

SAMPLE WRITTEN CONFIRMATION FOR WORK EXPERIENCE VOLUNTEERS

Dear (name of individual),

We are pleased to send you this letter/email in written confirmation of your unpaid work experience placement with (NAME OF PLACEMENT PROVIDER). This placement is offered as a volunteer activity and as such is understood to be outside the scope of National Minimum Wage legislation. If you require any further help or advice on any aspect of the National Minimum Wage you can contact the NMW Helpline on 0845 6000678.

This letter/email describes the arrangements between us; it tells you what you can expect from us, and what we hope from you. It is not intended to be a legally binding contract of any kind and may be cancelled without notice at any time at the discretion of either party. Your undertaking of this work experience placement indicates that you have understood and agree to abide by the guidance notes in Section C below.

On your first day we suggest that you report to (LOCATION) at (TIME) and ask for (CONTACT NAME), ensuring that you also bring with you a copy of this letter/email. If this is not convenient, please contact (SUPERVISOR/MENTOR'S NAME) to re-arrange.

SECTION A: CONTACT DETAILS

Placement provider

Company name:

Address:

Postcode:

Email:

Telephone number:

Fax number:

Supervisor/mentor's name:

Supervisor/mentor's job title:

Individual

Name:

Address:

Postcode:

Telephone number;

Fax number:

Email:

SECTION B: PLACEMENT DETAILS

Role to be undertaken or shadowed during the placement:

Tasks to be undertaken or shadowed during the placement:

Location:

Start date:

End date:

Suggested hours of attendance:

Expenses (which must be expressly authorised by the placement provider and incurred as a result of the placement. All claims for expenses must be accompanied by receipts and submitted prior to the end of the placement).

Who to contact in the event of emergency:

SECTION C: STATEMENT OF EXPECTATIONS

(NAME OF PLACEMENT PROVIDER) agrees to:

- Provide the work experience placement outlined in Section B above as a volunteer activity. This means that (NAME OF PLACEMENT PROVIDER) has no control over (NAME OF INDIVIDUAL), who may come and go as they please, is under no obligation to perform an activity in accordance with instructions and is giving their time for free. If the circumstances of the placement change so that it is no longer a volunteer activity but a worker's contract is created, (NAME OF PLACEMENT PROVIDER) will abide by National Minimum Wage legislation.
- Have appropriate insurance to cover unpaid work experience placements and notify its insurers if necessary.
- Provide induction training including Health and Safety and emergency arrangements.
- Provide access to a member of staff to supervise and mentor the individual throughout the placement.

(NAME OF INDIVIDUAL) agrees to:

- Participate in the work experience placement outlined in Section B above as a volunteer activity on the understanding that (NAME OF PLACEMENT PROVIDER) is not imposing any obligation on the individual, has no control over the individual who may come and go as they please and is giving their time for free. Further, the individual acknowledges that he/she will be unpaid and will not receive any material reward for their involvement.
- As a matter of good manners, inform (SUPERVISOR/MENTOR'S NAME) as soon as possible if he/she is unable to attend any part of the placement.

- Observe all safety, security and other regulations laid down by (NAME OF PLACEMENT PROVIDER), required under statutory obligations and made known to them verbally, in writing or by displaying instructions. This shall include taking reasonable care for the individual's own health and safety and others who may be affected by the individual's acts or omissions.
- Be responsible for covering any expenses incurred during the placement (other than those specified in Section B above).
- Be responsible for arranging any necessary travel and accommodation required to attend at the location specified in Section B above.

ONLY INCLUDE THE FOLLOWING POINT IF CONFIDENTIAL INFORMATION IS LIKELY TO BE AN ISSUE

- Keep all information relating to the placement provider and its clients, customers and suppliers confidential. This applies without any limitation in time.

SAMPLE INDUCTION CHECKLIST

Individual's name:

Supervisor/mentor's name:

Company/department:

Placement start date:

Placement end date:

Agreement signed and returned:

Yes No

Temporary ID pass obtained:

Yes No

Who to call and inform in case of sickness:

Yes No

Given details of hours of work and meal breaks:

Yes No

Given outline of placement programme:

Yes No

Introduced to Supervisor/Mentor/Point of Contact:

Yes No

Fire and evacuation procedure explained:

Yes No

Other emergency procedures and health and safety
Information detailed:

Yes No

Informed of prohibited areas/activities:

Yes No

First Aid facilities explained:

Yes No

Any significant risks associated with work placement
explained:

Yes No

Given instruction in safe use of any equipment including IT
equipment, adjusting workstation and taking adequate
screen breaks:

Yes No

Any further information:

I have been informed of the above/given the appropriate training.

Signature:

Name:

Date:

SAMPLE FEEDBACK FORM

Individual's name:
Supervisor/mentor's name:
Company/department:
Placement start date:
Placement end date:

SECTION A: TO BE COMPLETED BY THE INDIVIDUAL

Were the tasks you undertook or shadowed during the placement those indicated in the original placement description? If not, what tasks were you given the opportunity to carry out and/or observe?

Did the placement enable you to achieve your specific objectives?

Which aspects of the placement did you find most useful?

What, if anything, would you change about the placement?

Do you have any other comments or suggestions?

Signed:
Name:
Date:

SECTION B: TO BE COMPLETED BY THE SUPERVISOR/MENTOR

General evaluation

Strengths

Weaknesses

Recommendations

Signed:
Name:
Job title:
Date:

