

Work Experience – Information for Employers

What is work experience?

Work experience introduces young people to the world of work and is a valuable and essential part of their education.

Why is the student on work experience?

Work related learning is a statutory part of students' education and this work experience placement will be part of a planned and taught curriculum. The student will have a log book or work sheets to complete as part of the placement. Ask them about this and what they want to achieve on the placement.

The student may be on a placement hoping to achieve targets as part of a particular course such as GCSE, advanced level, BTEC, Young Apprentice or a Diploma programme. These students should have specific work to do and projects to complete.

What happens before a student joins my organisation?

As an employer who has agreed to offer a work experience/work related learning placement to a student, whether it be on a block placement (one or two weeks), extended placement (half a day to two days each week) or a Young Apprentice / Diploma placement, you can expect the same initial process for ensuring that the health, safety and welfare of the student has been considered within your organisation.

After the initial contact from a the school/college/ central placement organisation e.g. Work Experience Alliance (WEXA) – Leicester/Shire or Leicestershire Education Business Company (LEBC) or the student directly to establish that you would be prepared to offer them a placement, an assurance check will be made in one of two ways. If you regularly take students on placement then you will already be on 'the system' of a central placement organisation and depending upon your organisational risk your company will have been visited already either every three years if your level of risk is low up to every year if your risk level is high. This is recorded on a database and will highlight whether you require a visit prior to the student starting. All new employers offering this valuable opportunity for students to enter the world of work will automatically be contacted by an Employer Assessor to arrange undertaking an assurance visit.

The role of the Employer Assessor is not only to check existing organisational health, safety and welfare systems but to also assist you, the employer with planning and preparation for having a young person on placement, which will highlight the possibility of the student's lack of experience, skill, confidence and possibly a level of immaturity.



An employer will be expected to provide evidence of current Public Liability Insurance (PLI) and Employer Liability Insurance (ELI). If either is not possible the student will not be able to undertake a placement in your organisation. This is because the student will be classed as an 'employee' for insurance purposes for the duration of their work experience and therefore it is necessary to ensure that the organisations insurance will provide sufficient cover in the event of an accident, incident or damage to property or third person.

Health & Safety

You, the employer, are responsible for controlling risks to the health and safety of any student on placement with you. You will have received a copy of the Placement Description for a placement, this includes details of any tasks the student might be involved with and your risk assessment for the student including control measures. These details will have been agreed with during the Employer Assessor's visit, if anything has changed please contact the placement organiser.

As an employer, you must take account of any extra precautions required for the student taking into account their immaturity, inexperience, lack of awareness and any medical conditions, physical and learning disabilities.

Induction – please ensure that the student has induction training that includes:

- work activities and any associated risks, ground rules and restrictions
- health and safety instruction and training
- names of supervisors and anyone responsible for health and safety during the placement

Child protection

You will have received information about child protection issues. Please remind any staff supervising the student that they must be aware of these issues and the need to safeguard the student at all times. In addition, any data about the student must be kept confidential at all times in compliance with the Data Protection Act.

Reporting accidents

If, during the placement the student has an accident or there is an incident whilst undertaking tasks, then you as the employer will be expected to immediately notify the school, and where appropriate follow the guidance entitled Reporting of Injuries, Disease or Dangerous Occurrences Regulations (RIDDOR). The notifying of the school also applies should the student fail to attend the placement when expected, or if the student or his/her relative has contacted stating he/she is unable to attend.

