

WORK PLACEMENT

Purpose

- 1.1 To state the Council's position in relation to the provision of work experience training which may be undertaken by work placement students.

POLICY

- 2.1 It is the Council's policy to provide general training for work experience students in secondary level education up to the age of 18 (includes for example "A" levels, NVQ level II, B'TEC Nat Level) up to a maximum period of 10 days, unless agreed otherwise by the Human Resources and Training Officer. During this period of placement, no payment will be made for work experience.
- 2.2 In cases where third level students (HNC/Degree of equivalent level) request a placement as part of their course work for their degree/diploma, the relevant Assistant Director should discuss the matter with the Human Resources and Training Officer, to ascertain if any related work/project is required on a short term basis. Alternatively the placement student may be offered work in two or all three departments, spending a specified period in each. If work is required and the student can be accommodated a contract lasting no more than twelve months may be agreed. A suitable rate of remuneration should be agreed prior to commencement, based on a 37-hour working week.
- 2.3 When the Council require a work placement student for a particular project or projects, contact will be made with relevant educational establishments within Northern Ireland and graduate placement agencies within Northern Ireland. A suitable rate of remuneration will be agreed prior to advertising with the Human Resources and Training Officer.
- 2.4 Placements will only be made where the Council can accommodate the request, and suitable work is available and agreed with the line manager.
- 2.5 Subject to compliance with the Policy and procedures to be followed, the authority for decisions on work placements / experience will rest with the appropriate department following consultation and advice from the Human Resources department.
- 2.6 Records of all requests for work experience/placements will be kept by the Human Resources Department.

PROCEDURE

- 3.1 In general requests for work experience should be generated by schools and colleges, as part of their careers scheme. Where an application in line with 2.1 and 2.2 above is made it should in the first instance be referred to the Human Resources and Training Officer, who will establish if the request can be accommodated. The Human Resources and Training Officer will also check on insurance liability issues etc.
- 3.2 Where the placement is required by Council under 2.3 or requested under 2.2 above, the relevant Assistant Director will draw up:
 - (a) The Terms of Reference for the project.
 - (b) The qualifications / knowledge / experience / attributes required.
 - (c) Time period for which the project is expected to last.

The relevant Director will consider the placement on receipt of the above information. It will be the responsibility of the relevant Director to “sign off” the agreed post details.
- 3.3 The Human Resources and Training Officer will initiate recruitment and interview procedures.
- 3.4 Council approval must be sought via the Strategy and Resources Committee where the cost would exceed the appropriate procurement threshold (Currently £5,000)
- 3.5 At the end of the work placement the relevant Assistant Director should prepare a report for their Director and Human Resources department detailing the success or otherwise of the project.