

Employer Information on Work Experience



RINGWOOD
— A NATIONAL TEACHING ACADEMY —



Introducing students to the world of work is an invaluable opportunity, helping them to understand the work environment, choose future career paths and prepare for employment.

Taking on work experience students should be straightforward for employers and should not be about generating unnecessary paperwork. This guidance cuts through the bureaucracy that some employers say stops them offering young people a work experience placement. More information can be found at: www.hse.gov.uk/youngpeople/workexperience

Reasons to offer work experience!

Building a positive profile for your business

Developing relationships with schools and becoming active in the community helps build a positive image for your business and can raise its profile in the local area.

Provide a much needed opportunity

Young people are looking for a chance to shine in a very challenging environment. By offering a work placement, you'll be giving a young person an experience that could dramatically improve their employability skills.

It's an opportunity to learn

Offering a work placement can help you. It offers your business an insight from a young person's perspective, for example; on providing feedback on your social media presence and helping your staff gain more from the technology available to them.

Legal Requirements

Employers are best placed to assess whether or not they need to do anything additional for a new young person joining them and should already be managing the risks in their workplaces. Schools and colleges should simply ask sensible questions in proportion to the level of risk, to satisfy themselves that those arrangements are in place.

Employers Liability Insurance

Young people are classed as employees for the period of work experience and so your existing ELI policy will cover work placements. We recommend you notify your insurers that a work experience student will be on the premises.

Risk Assessment

The school will provide you with a short and simple template Risk Assessment in which it can be established whether your workplace is Low, Mid or High Risk. Read more about this process overleaf.

Supervision

Provide a point of contact for the young person so they are aware of who is responsible for them, who they report to, and who to contact in case of an emergency.

Criminal Record Checks

There is no legal requirement to do a Disclosure and Barring Service (DBS) check however; in the interests of safeguarding young people, there are some situations where the school may recommend a DBS check.

Health & Safety

To establish whether a work experience placement at your workplace will be Low, Mid or High Risk, we will ask all employers to complete a short and simple Risk Assessment.

The placement process will then follow one of the two following routes:

Route A

If your workplace is confirmed as Low or Mid Risk, the placement is secured immediately and you will receive an official letter of confirmation from the school.

Route B

If your workplace is confirmed as High Risk, all this means is that there are a couple more steps to be taken before the placement can be secured. You will be contacted by a company called Careers South West (previously EBP) who conduct health and safety assessments on the behalf of the school. Following this, you will receive an official letter of confirmation from the school.

If you have any questions at all, please do not hesitate to contact the Careers Coordinator at Ringwood School.

Frequently Asked Questions

What paperwork is required? There are just two documents needed; the Agreement Form and the School Risk Assessment:

1) The Agreement Form details the placement information and must be signed by the employer, the student and the parent /carer to confirm all parties are happy with the placement. You will be given this form directly by the student.

2) The School Risk Assessment is a short and simple document in which you detail and grade the health and safety aspects of your workplace. You will be sent this document directly by the Careers Coordinator, upon receipt of the Agreement Form being handed into school by the student. Please return directly to the Careers Coordinator at Ringwood School.

How does the school ensure an employer has employers' liability insurance in place? The Agreement Form asks for the ELI company provider, the policy number and the expiry date information. A copy of the ELI certificate must be either attached to the Agreement Form, posted or sent electronically to the school.

How does an employer assess if a young person is suitable for the role? The Agreement Form contains a Health Declaration section in which the parent/carer will provide details of any medical or behavioural issues that should be taken into consideration.

Does the student need to provide a CV or be invited for an interview? This is completely at the employers discretion. Students will be receiving guidance on both CV and interview techniques at school so please feel free to request one if you do wish.

Are students visited by their teachers during the placement? Yes, a staff member from Ringwood School will make a short visit or phone call to make sure both you and the student are happy with how the placement is proceeding. This will always be booked in advance and at a convenient time for your business.

Who do I contact if I have a question or issue during the placement? There is a dedicated Careers Coordinator, Liz Kratzke-Lowther, and you can find all contact details just below.

Ringwood School Careers Coordinator:

Liz Kratzke-Lowther

Ringwood School, Parsonage Barn Lane,
Ringwood, Hampshire BH24 1SE

☎ 01425 475000

✉ elizabeth.lowther@ringwood.hants.sch.uk

🖨 www.ringwood.hants.sch.uk

