

Thame Town Council

Work Experience Policy

1. Thame Town Council receives numerous requests to provide people with work experience opportunities. These opportunities can provide the Council with very cost effective resources whilst also helping individuals to progress in life.

Requests may come from, but are not limited to:

- Disability groups or their agents, to help those less able towards full time work.
 - Schools/Colleges or their agents, to help those in full time education understand what working life will entail.
 - Schools/Colleges or their agents, where practical work is required to support particular needs of particular individuals.
 - Parole bodies or their agents, to help those who have had a criminal past but now are committed to embark on an honest life, but need work experience to help in that process, either individually or as part of a Community Payback Scheme.
 - Other agencies e.g. those supporting NEETs, (young people Not in full time Education, Employment or Training).
2. Requests will only be considered where the requestor guarantees to provide ongoing review and support for the work experience candidate, throughout the period of work experience.
 3. Thame Town Council's work experience policy is to satisfy such requests wherever the Town Clerk and relevant Line Manager assess it as safe and practical to do so, without incurring any unbudgeted costs above a limit of £500 e.g. to cover small daily or weekly allowances. Any such unbudgeted costs to come from the general staffing budget. Any additional cost over £500 must be approved by Council or relevant Committee.
 4. All staff are encouraged to provide support as required to all work experience employees and in some cases employees will be requested to provide supervision for them, on top of their normal duties.
 5. Where relevant, an interview process must be carried out by the Line Manager as part of the assessment process.
 6. A list of duties they are expected to undertake will be drawn up by the Line Manager and an appropriate Risk Assessment will be undertaken. The Council's Insurers will be contacted with the details of the work experience employee.
 7. Schools/Colleges will be expected to provide their own Risk Assessment and a signed consent form must be received from the parent or guardian.
 8. All those on work experience will be expected to conform and be treated in the same way as far as is reasonable with those in normal employment at Thame Town Council.
 9. Any issues arising during a work experience assignment will be dealt with by the relevant Line Manager in conjunction with the requestor to provide the work experience.