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**How to…. manage a work experience placement**

Programmes such as work experience provide practical professional experience in the workplace, and can contribute to career education and career development. Providing opportunities for work experience is an important way for the University to establish links with local schools and young people in the community, and promote the University as a potential employer.

The work should be meaningful and must be beneficial for the development and experience of the individual.

Managers hosting a work experience student should consider:

* Providing a positive induction and an organised programme of activity.
* Any particular health and safety risks to a young person in the workplace– take advice if required and complete any necessary risk assessments.
* Ensuring that appropriate breaks are provided in accordance with relevant legislation for the student’s age (HR can provide advice).
* Setting objectives for the placement, discussing them with the student and their school or college if required.
* Planning – all relevant details should be confirmed prior to the start of the placement, and any relevant paperwork issued to the individual undertaking the placement (or their parent / guardian where applicable). The plan should include: dates and duration, location and hours of work, dress and conduct, arrangements for transport and break, duties and responsibilities, mid-placement visit from school or college (if applicable) and nominated contact details.
* What access to systems does the student need (eg IT systems) and ensuring appropriate data protection arrangements.
* Evaluation at the end of the placement – what has been learned and did it meet the objectives set?