Work Experience for School or College pupils

Researchers and PSS Managers within the Faculty of Biology, Medicine and Health are often asked if they are able to host work experience students.

If you want to accommodate a request from school or college pupil to undertake a work experience placement within the School (e.g. a relative or family friend), you are welcome to do so but there is a checklist of requirements which you will need to follow:

**Work Experience Checklist:**

* PI/PSS Manager requests a copy of the individual’s CV and work experience request.
* Email: your Divisional Operations Manager/Divisional Administrator with the candidate’s CV, to register the name of the young person/student and the dates they will be working in the School.
* Arrange a DBS check if required (valid for three years). This is necessary for anyone who will be working alone with the person/student but not if the individual will spend all their time in an open environment (e.g. a lab or open plan office) where other people are present. **HR Services undertake all DBS checks for staff members.** Contact: [HRServices@manchester.ac.uk](mailto:HRServices@manchester.ac.uk).
* Obtain a completed [parental consent form](https://app.bmh.manchester.ac.uk/public/downloads.aspx?DocId=10147) in the case that first aid or other medical treatment may be required. Completed forms should be kept on file by the Divisional Administrator and the PI should also have a copy. These must be kept until the work experience is complete.
* **NOTE:** if the young person/student has a disability they will need a Personal Evacuation Plan (PEP) and it must be included in the risk assessment; depending on the nature of the disability there may be a limited number of research labs they can work in.
* Complete the [Risk assessment for work placement students](https://app.bmh.manchester.ac.uk/hs/coshh/schools.aspx) (for either lab or office based). Add in any specific risks for the project the student will be undertaking with you if appropriate e.g. use of equipment, chemicals etc. Completed forms should be kept on file by the Divisional Administrator and the PI should also have a copy.
* If the student is to be joining in with lab meetings/ tutorials as part of their work experience, it is important to gain permission/ approval from the other members of the meeting in advance.
* The PI / line manager of the area hosting the work experience student must authorise the risk assessment – **which must include the name of the student’s supervisor for the duration of their work experience** (which may be different from the PI/Line Manager). The work experience student must also read and sign it on their first day.
* In certain situations the parent / school may also request a copy.
* Read and sign any local risk assessments for children, within the building the young person or student will be working in.
* Please inform the reception in your building, giving at least one week’s notice, that the young person/student is coming in so they can arrange for a visitor access card to be programmed, prior to their arrival.
* Use the work placement students' [induction form](https://app.bmh.manchester.ac.uk/public/downloads.aspx?DocId=10145) when the young person/student begins work.
* Familiarise yourself with the [University Child Protection Policy](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=4287).
* Liability Insurance: Schools may ask for a copy of our policy which can be downloaded from [Staffnet - Liability Cover](http://www.staffnet.manchester.ac.uk/services/insurance/liability-cover/) <http://documents.manchester.ac.uk/display.aspx?DocID=1737>).
* Following completion of period of work experience, if a visitor card is issued it MUST be returned to the reception team.

If access to IT systems is required the process should be:

* The Division Administrator will send the individual the University of Manchester IT account form for completion.
* The individual returns their IT account form to the Division Administrator who passes this to the Deputy Head of School Operations (DHoSO) for approval.
* DHoSO returns the signed form to the Division Administrator who emails this to HR Services ([HRServices@manchester.ac.uk](mailto:HRServices@manchester.ac.uk)). HR Services will confirm to DA once access is in place.
* HR Services will set up the individual which then enables an IT account/ID card. Subsequently access to other University systems can be applied for as required.

**Human Resources and IT Services**

**Application for a University of Manchester IT account** **Version: 1.3 (June 2015)**

**This form is for people requiring access to University IT facilities who are not paid through the University payroll (e.g. agency staff, contractors, visiting staff, and work experience)**

**Please note this form should NOT to be used for honorary appointments.**

Please complete the following in BLOCK LETTERS. Please note that all appropriate fields must be completed before action can be taken.

|  |  |  |  |
| --- | --- | --- | --- |
| Full name of applicant |  | Home address and postcode |  |
| Title (Mr, Mrs, Dr, etc) |  |
| Telephone number |  | Email address |  |
| Date of birth (dd/mm/yyyy) |  | Gender |  |
| Nationality |  | NI number (optional) |  |
| Faculty /Directorate |  | School / department |  |
| Job title |  | Research group  (if appropriate) |  |
| Location / building |  | Room number |  |
| Start date (dd/mm/yyyy) |  | End date (dd/mm/yyyy)  3 years maximum |  |
| Reason an IT account is required |  | | |
| **Confidentiality**  In the course of your engagement you may be exposed to information about the University and its subsidiaries, suppliers, customers, students or employees which is confidential or is commercially sensitive and which may not be readily available to other organisations or the general public.  You shall not, except in the proper course of your duties, either during this appointment or after its termination (however arising), use or disclose to any person, company or other organisation whatsoever (and shall use all reasonable endeavours to prevent the publication or disclosure of) any confidential information. This includes (but is not limited to) financial information; details of employees, suppliers, customers or students and any information which you have been told is confidential or which you might reasonably expect to be confidential.  This will not prevent you from making a protected disclosure within the meaning of section 43A of the Employment Rights Act 1996. | | | |
| **Data Protection**  Whilst you are working at The University of Manchester you may have access to the personal data of staff, students and other individuals in the course of your duties. It is important that you abide by the following rules:  • Only access data necessary to undertake the task you have been assigned;  • Never disclose personal data to a third party;  • Never use personal data for your own purposes;  • Never remove personal data from University premises without authorisation;  • Always keep personal data secure i.e. do not leave information visible on screen whilst you are away from the computer and paper records should be locked away when not in use;  • Always lock your computer if you leave it unattended.  These rules are designed to ensure that The University of Manchester complies with the Data Protection Act 1998, that the privacy of individuals whose data the University holds is protected and that you personally comply with rules around the misuse of computerised systems.  Your line manager will be able to provide further information or guidance can be found at: [www.dataprotection.manchester.ac.uk](http://www.dataprotection.manchester.ac.uk) | | | |
| **Declaration:** I wish to apply for a University of Manchester IT Account for the period specified.  I have read, understood and agree to abide by the terms above and the University of Manchester IT Security Policies:  <http://www.itservices.manchester.ac.uk/our-services/security/policy/> | | | |
| signature of applicant |  | date |  |
| **Applicant to return completed form to relevant Line Manager or Head of School Administration** | | | |
| **Approval required by relevant Line Manager or Head of School Administration** | | | |
| Manager’s name |  | Manager’s signature |  |
| Manager’s job title |  | date |  |
| **Manager to return completed form to: HR Services, 2nd Floor, Simon Building, The University of Manchester, Manchester M13 9PL** | | | |

Visiting students with bench fees = OH