

## 1. Policy Statement

NHSBT recognises that through the provision of work experience and placements, we enable individuals to gain experience in the workplace. The many benefits to us and the individual include:

- developing necessary and additional skills
- become better equipped for the world of work
- raise awareness of our career and employment opportunities, including apprenticeships
- support us to build in succession planning
- helping us to create a more diverse and representative workforce
- helping to promote NHSBT services
- how our services improve and save lives
- Opportunities for our employees to develop new skills e.g. mentoring and supervision

## 2. The Process

### Work Experience

Work experience is defined as having the following criteria:

- For a period of up to a maximum of 2 weeks
- Placed by an educational establishment
- Minimum age of 14
- Known learning outcomes
- Must be supervised during working activities
- unpaid by NHSBT
- not on ESR

Requests for work experience come in to us through a variety of means. Should you receive an enquiry directly from a student or educational establishment, and you are able to facilitate their requirements, send them the link to on line application form (see People First/Work Experience and Placements). This will ensure that we capture all of the information we need to initiate such a request.

In addition, we have developed 2 Work Experience programmes:

- Office and Administration
- Healthcare (Laboratory and clinical)

These are one week programmes that will be restricted to specific dates and locations with a limited number of places. These will normally be filled on a first come first served basis. We will have the right to decline an application, providing justified reasons to the individual and educational establishment. These programmes will normally run May to July, in line with the needs of educational establishments. They will be promoted through our careers website and to educational establishments in the vicinity of our core locations.

Any general enquiries for Work experience or placements should be directed to HR Direct.

## Work placements

A work placement is defined as having the following criteria:

- Normally up to a maximum of 12 months
- Placed by educational establishment/employer
- Minimum age of 18
- unpaid by NHSBT
- not on ESR

Requests for work placements come in to us through a variety of means. Should you receive an enquiry directly from a student or educational establishment, and you are able to facilitate their requirements, send them the link to on line application form (see People First/Work Experience and Placements). This will ensure that we capture all of the information we need to initiate such a request.

Any general enquiries for Work experience or placements should be directed to HR Direct.

## Professional Trainee roles

The educational principles outlined in this policy for placements will apply to individuals in medical, scientific or nursing training, who are directly employed by NHSBT. The contract will include the requirement to successfully conclude their training.

For further information, contact HR Direct.

## Planning

Once a student/placement has been agreed, a supervisor will need to be allocated who will ensure that you plan the following:

- Induction presentation
- Individual requirements
- Learning plan and expectations
- Informing other departmental employees
- Read and comply with Young Persons Visiting and Working within NHSBT (MPD470)

## Access and security pass

Managers are to arrange with local facilities department for the student/placement to receive a pass, with the appropriate access. For fire and security purposes, the student/placement must sign in and out each time they attend NHSBT premises. This pass must be handed back at the end of the work experience period or placement.

## Mandatory training

The individual will receive a local induction to ensure they receive the minimum requirements of training with us. The individual does not need to conduct any further Mandatory training packages and do not need to have a Shine Academy account.

However, if an individual is planned to be with us for a period in excess of 6 months, a manager should consider what Mandatory training may be required suitable to the environment they are placed in.

## IT Access

It is possible, particular in the case of placements, that access to IT may be required. You should follow the 'starters / leavers through IT self-service and select 3<sup>rd</sup> party / contractor.

## International Placements

If the enquiry comes from an international applicant, refer your query through HR Direct.

## Health Safety and Wellbeing (HS&W)

We apply our duty of care consistently to work experience students and work placements as if they were our employees and require all safety statutory requirements to be met. In practice this means following our HS&W policies, risk assessments and training. These are in place to keep everyone safe. The manager or supervisor supporting the individual on Work experience or Placement is responsible for ensuring that the relevant information is provided as part of their induction.

As a minimum the following must be covered:

- Emergency procedures (fire evacuation, accident reporting and First Aid)
- Restrictions and prohibited activities for work experience/placements

In the event of any accident occurring, in addition to internal reporting, the individual and Educational establishment / institution must be provided with a copy of the same for their records and awareness.

Prohibited activities are:

- use of forklifts

Restricted activities include, but are not limited to:

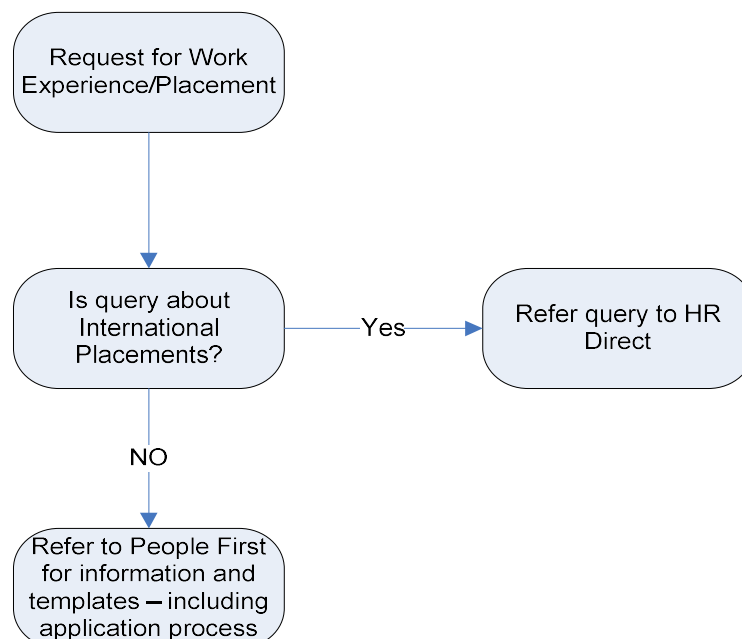
- possible contact with blood due to working with blood and blood products including clinical waste
- working with irradiators
- working with liquid nitrogen
- working in cold rooms
- working with toxic chemicals
- travelling in NHSBT vehicles

We are a member of the NHS Risk Pooling Scheme which acts in a similar way to insurance, this is because we are not permitted to hold Employer's Liability or Public Liability Insurance. A copy of the current certificate confirming our membership and cover arrangements can be found on People First.

## Templates and FAQ's

All of the templates that you will need to support somebody on Work Experience or a Work Placement are available on People First.

## 3. Flowchart



## 4. Policy Approval and Review

Policy version	UCD/Workforce/Work Exp/034v1.0
Title	Work Experience and Placement Policy
Approved by SPC	July 2017
EIA completed	31 <sup>st</sup> July 2017
Counter Fraud check	1 <sup>st</sup> August 2017
This document replaces	Guidance - February 2013
Effective Release Date	4 <sup>th</sup> August 2017
Review Date	August 2021
Author	Daryl Hall/Sonja Long
Filepath	G/HR/HR/Everyone/Policies
Distribution	All Staff and Managers; available on People First