

HR14

WORK EXPERIENCE POLICY

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Attachments

Attachment 1: [Work Experience Procedure – all placements](#)

Attachment 2: [Work Experience Application Process Flowchart](#)

Attachment 3: [Princes Trust Get Into Healthcare Work Experience Process Flowchart](#)

Attachment 4: [Flowchart for 'One-off' visit requests](#)

1.0 Policy Statement (Purpose / Objectives of the policy)

The Trust is committed to supporting work experience for individuals, in both clinical and non-clinical departments and via different pathways, thus providing a broad spectrum of work based experience. The dual benefits are recognised in that it enables a wide range of individuals to gain an insight into different career pathways and promotes the Trust's involvement with the local community in such a way as to ensure individuals are supported and patient safety is maintained.

This policy details the responsibilities of those involved and the procedures to be followed in securing work experience.

This policy applies to all staff and all work experience pathways. Anyone attending RWT for work experience must follow this policy. Failure to follow this policy correctly when work experience is requested could result in the participant's placement termination.

All aspects of this document regarding potential Conflicts of Interest should refer first to the Conflicts of Interest Policy (OP109). In adhering to this Policy, all applicable aspects of the Conflicts of Interest Policy must be considered and addressed. In the case of any inconsistency, the Conflict of Interest Policy is to be considered the primary and overriding policy.

The policy includes the following attachments:

- [Attachment 1: Work Experience Procedure – all placements](#)
- [Attachment 2: Work Experience Application Process Flowchart](#)
- [Attachment 3: Princes Trust Get Into Healthcare Work Experience Process Flowchart](#)
- [Attachment 4: Flowchart for 'One-off' visit requests](#)

In adhering to this Policy, all applicable aspects of the Conflicts of Interest Policy must be considered and addressed. In the case of any inconsistency, the Conflict of Interest Policy is to be considered the primary and overriding Policy.

2.0 Definitions

Employability skills	Essential qualifications and skills required to carry out a specific role
Local Induction	A process where a participant is orientated into the department. This should include discussing the specific risks/hazards relating to their age and the protective/preventative measures to be adopted to reduce mitigate risk or hazard.
NHS Futures Zone	A bespoke facility designed to provide simulated hands-on work experience and classroom-based training in a safe environment.
One off Educational Visits	A group of students visiting a specific department or facility for a short period of time. (normally less than 1 day)

Personal and Social Skills	Personality and behavioral traits that determine how people act in a workplace context
Princes Trust Get Into Healthcare	A week work experience programme designed for young people aged from 18 up to 30 who are not in work, education or training and live in the UK
Wolverhampton Education Business Partnership (EBP)	Run by the local authority the partnership engages the support of local employers to develop the skills required of young learners ready for work.
Work Experience	A period of one day or more when an individual experiences what it's like to undertake a job supervised by staff who already work in the environment. Can include hands-on experience, insights, observation, and work shadowing.
Work Related Learning	Can be online or in-person. Provides a deeper understanding of the skills and knowledge required in the workplace through curated content, with clear learning outcomes. Can include skills events, simulation, demonstrations, scenarios, and Technology Enhanced Learning methods.

3.0 Accountabilities

- 3.1 The Director Sponsor is accountable for the revision of this policy on a 3 yearly basis.
- 3.2 Directors are responsible for ensuring that this Policy is fairly and consistently applied within their area of responsibility in the Trust.
- 3.3 Divisional Managers/Clinical Directors are responsible for ensuring that this policy is communicated to all staff and applied to all relevant situations.
- 3.4 NHS Futures @RWT (NHSF@RWT), Departmental Managers and the department allocated Supervisor are responsible for ensuring the procedure and processes as shown in attachments 1, 2 and 3 are adhered to prior to and during work experience placements.
- 3.5 All employees are responsible for complying with the requirements of this Policy.

4.0 Policy Detail

This policy provides the process and guiding principles for a range of Work Experience and Work-Related Learning opportunities which follow a structured programme over an agreed period of time, and are fully supervised at all times.

Participants receive no financial remuneration for this activity.

- 4.1 All work experience that is Trust based is only available for 16 year olds and above. On a discretionary basis only, so as not to disadvantage Y11 students who have birthdays in June/July and August, some restricted work experience

opportunities may be offered to them in a hospital department or community setting at the age of 15 years and 9 months or above. Immersive work experience activities and placements are available at the NHS Futures Zone from 14 years.

- 4.2 The Trust is insured in accordance with the Employers Liability (compulsory insurance) Act 1969 in respect of its legal liability to employees and that the definition of employee under this policy extends to include persons who are temporarily with the Trust on work experience.
- 4.3 Due to the increasing number of requests from the local community, work experience will be offered first and foremost to pupils from Schools and Colleges within Wolverhampton City Council/Cannock Chase Council and/or participants with WV or Cannock Chase postcodes. Work experience may also be offered to individuals/schools who do not meet this criterion on a case by case basis (in particular for NHS Futures Zone placements).
- 4.4 The availability of work experience will be determined by NHSF@RWT, subject to available opportunities/resources within the Trust.
- 4.5 All work experience placements of a week or less are observational only. However, participants of placements of a longer duration may undertake independent activity guided by their supervisor in line with the department risk assessment and individual competence.
- 4.6 Any work experience not arranged in accordance with this policy will be ceased with immediate effect and the incident will be reported to the appropriate Matron, Directorate or Divisional Manager. Incidents identified will be raised through Datix in respect of the department where the incident occurred.
- 4.7 All staff responsible for mentoring participants under 18 must be up to date with their Mandatory Safeguarding Children's Training.
- 4.8 In the event of unforeseen circumstances or a major emergency RWT reserves the right to terminate or cancel work experience or work-related learning at short notice.
- 4.9 For the purpose of this policy Work Experience does not include Clinical Practice Placements as part of a Higher Education Programme, or Visits (with the exception of one- off visits to observe a specified organisational activity or facility that is not part of a structured Work Experience Programme – see [appendix 4](#)).
- 4.10 This policy is supported by the following procedures and protocols:

[Attachment 1:](#) [Work Experience Procedure – all placements](#)

[Attachment 2:](#) [Work Experience Application Process Flowchart](#)

[Attachment 3:](#) [Princes Trust Get Into Healthcare Work Experience Process Flowchart](#)

[Attachment 4:](#) [Flowchart for 'One-off' visit requests](#)

5.0 Financial Risk Assessment

1	Does the implementation of this policy require any additional Capital resources	No
2	Does the implementation of this policy require additional revenue resources	No
3	Does the implementation of this policy require additional manpower	No
4	Does the implementation of this policy release any manpower costs through a change in practice	No
5	Are there additional staff training costs associated with implementing this policy which cannot be delivered through current training programmes or allocated training times for staff	No
	Other comments	None

6.0 Equality Impact Assessment

An equality analysis has been carried out and it indicates that:

Tick	Options
√	A. There is no impact in relation to Personal Protected Characteristics as defined by the Equality Act 2010.
	B. There is some likely impact as identified in the equality analysis. Examples of issues identified, and the proposed actions include: <ul style="list-style-type: none"> • • •

7.0 Maintenance

The Chief People Officer has overall responsibility for the update and maintenance of this Policy. The policy will be reviewed by the Policy Group.

8.0 Communication and Training

Directors and Managers will be responsible for ensuring this policy is communicated to all staff.

9.0 Audit Process

Criterion	Lead	Monitoring method	Frequency	Committee / Group
Compliance with policy and procedures	Education and Training	Audit report	Annual	Academy Steering Group

10.0 References - Legal, professional or national guidelines

10.1 Other Relevant Trust Policies

[HR08 – Recruitment, Retention and Retirement Policy](#)

[HR22 – Staff Dress Code and Uniform Policy](#)

[Employment Checks Procedure \(Corporate Documents\)](#)

[HS01 – Management of Health & Safety](#)

[CP 41 Safeguarding Children](#)

[CP53 - Safeguarding Adults at Risk](#)

10.2 Statutory Legislation

Employers Liability (compulsory insurance) Act 1969

The Health & Safety (Young Persons) Regulations 1997

Part A - Document Control

Policy number and Policy version: HR 14 V9.0 – April 2022	Policy Title Work Experience Policy	Status: Final		Author: Head of Corporate Learning Services Chief Officer Sponsor: Chief People Officer
Version / Amendment History	Version	Date	Author	Reason
	V1	October 1993	HR Manager	Introduction
	V2	March 2004	HR Manager	Review
	V3	April 2008	HR Manager	Review
	V4	March 2010	HR Manager	Review
	V5	February 2014	HR Manager	Review
	V6	March 2015	HR Manager	Review
	V7	April 2018	HR Manager	Review
	V8	April 2019	Head of E&T	Review
	V9	April 2022	Head of CLS	Review
Intended Recipients: All managers				
Consultation Group / Role Titles and Date: People Organisational Development Committee				
Name and date of Trust level group where reviewed		Trust Policy Group – May 2022		
Name and date of final approval committee		Trust Management Committee – May 2022		
Date of Policy issue		June 2022		
Review Date and Frequency (standard review frequency is 3 yearly unless otherwise indicated – see section 3.8.1 of Attachment 1)		3 yearly (May 2025)		
Training and Dissemination: Via Senior Manager’s briefing and All User Bulletin				
Publishing Requirements: Can this document be published on the Trust’s public page: Yes				

<p>If yes you must ensure that you have read and have fully considered it meets the requirements outlined in sections 1.9, 3.7 and 3.9 of OP01, Governance of Trust-wide Strategy/Policy/Procedure/Guidelines and Local Procedure and Guidelines, as well as considering any redactions that will be required prior to publication.</p>	
<p>To be read in conjunction with:</p> <p>HR08 – Recruitment, Retention and Retirement Policy</p> <p>HR22 – Staff Dress Code and Uniform Policy</p> <p>Employment Checks Procedure (Corporate Documents)</p> <p>HS01 – Management of Health & Safety</p>	
<p>Initial Equality Impact Assessment (all policies): Completed Yes</p> <p>Full Equality Impact assessment (as required): Completed No</p>	
<p>If you require this document in an alternative format e.g., larger print please contact Policy Administrator8904</p>	
<p>Monitoring arrangements and Committee</p>	<p>People Organisational Development Committee</p>
<p>Document summary/key issues covered. The system and practise adopted when work experience requests come to the organisation.</p>	
<p>Key words for intranet searching purposes</p>	<p>Work Experience, WEX, Princes Trust, Placements, Visits</p>
<p>High Risk Policy? Definition:</p> <ul style="list-style-type: none"> • Contains information in the public domain that may present additional risk to the public e.g. contains detailed images of means of strangulation. • References to individually identifiable cases. • References to commercially sensitive or confidential systems. <p>If a policy is considered to be high risk it will be the responsibility of the author and chief officer sponsor to ensure it is redacted to the requestee.</p>	<p>No</p>

Part B


Ratification Assurance Statement

Name of document: HR 14 – Work Experience Policy

Name of author: Catherine Lisseman Job Title: Head of Corporate Learning Services

I, Catherine Lisseman the above named author confirm that:

- The Strategy/Policy/Procedure/Guidelines (please delete) presented for ratification meet all legislative, best practice and other guidance issued and known to me at the time of development of the said document.
- I am not aware of any omissions to the said document, and I will bring to the attention of the Executive Director any information which may affect the validity of the document presented as soon as this becomes known.
- The document meets the requirements as outlined in the document entitled Governance of Trust- wide Strategy/Policy/Procedure/Guidelines and Local Procedure and Guidelines(OP01).
- The document meets the requirements of the NHSLA Risk Management Standards to achieve as a minimum level 2 compliance, where applicable.
- I have undertaken appropriate and thorough consultation on this document and I have detailed the names of those individuals who responded as part of the consultation within the document. I have also fed back to responders to the consultation on the changes made to the document following consultation.
- I will send the document and signed ratification checklist to the Policy Administrator for publication at my earliest opportunity following ratification.
- I will keep this document under review and ensure that it is reviewed prior to the review date.

Signature of Author: 

Date: March 2022

Name of Person Ratifying this document (Chief Officer or Nominee):

Job Title:

Signature:

- I, the named Chief Officer (or their nominee) am responsible for the overall good governance and management of this document including its timely review and updates and confirming a new author should the current post-holder/author change.

To the person approving this document:

Please ensure this page has been completed correctly, then print, sign and email this page only to: The Policy Administrator

IMPLEMENTATION PLAN

To be completed when submitted to the appropriate committee for consideration/approval

Policy number and policy version	Policy Title HR14 – Work Experience Policy	
Reviewing Group		Date reviewed: March 2022
Implementation lead: Print name and contact details		
Implementation Issue to be considered (add additional issues where necessary)	Action Summary	Action lead
Strategy; Consider (if appropriate) 1. Development of a pocket guide of strategy aims for staff 2. Include responsibilities of staff in relation to strategy in pocket guide.	N/A	
Training; Consider 1. Mandatory training approval process 2. Completion of mandatory training form	N/A	
Development of Forms, leaflets etc; Consider 1. Any forms developed for use and retention within the clinical record MUST be approved by Health Records Group prior to roll out. 2. Type, quantity required, where they will be kept / accessed/stored when completed	N/A	
Strategy / Policy / Procedure communication; Consider 1. Key communication messages from the policy / procedure, who to and how?	The policy will be shared with areas who are requested for WEX.	
Financial cost implementation Consider Business case development	N/A	
Other specific Policy issues / actions as required e.g. Risks of failure to implement, gaps or barriers to implementation		

Attachment 1

Work Experience Procedure – all placements

1.0 Procedure Statement

The aim of this procedure is to facilitate different work experience opportunities for as many people as possible, from a wide cross section of society. By doing this the participants are given an insight into the whole range of career options and job roles within the NHS and can lead to guidance regarding accessing apprenticeships, health care professional education programmes and employment.

2.0 Accountabilities

These are laid out in the Work Experience Policy 3.1, 3.2 and 3.3 plus:

2.1 NHSF@RWT is responsible for:

- Conducting an audit with each department manager to determine work experience suitability.
- Ensuring the Wolverhampton Education Business Partnership (EBP), as representatives of Wolverhampton City Council (or its equivalent in other local authority/council areas), complete a Work Placement Assessment form on behalf of RWT. It is a mandatory obligation to allow the assessment to be undertaken. This will be valid for different time periods depending on risk level (1year (high) /2 years (medium) /4 years (low) as determined by EBP.
- Ensuring each department that accepts a work experience participant is supplied with a link to access all the necessary documentation including the above audit. The documents can be found on the intranet – <http://trustnet.xrwh.nhs.uk/jobs-careers/rwt-work-experience/placement-supervisor-guide/>
- Sending a copy of the Education Business Partnership work placement risk assessment to the relevant person upon request.
- Organising and facilitating all work experience opportunities undertaken at the NHS Futures Zone as per [attachment 2](#)

2.2 The Departmental Manager is responsible for:

- Completing a Young Persons Pre Risk Assessment Form (see [HS01](#)) identify specific factors which have the potential to cause harm to a young person and thus help determine if their department is suitable for the work experience requested prior to its commencement.

- Ensuring where factors are identified in the RWT Young Person Pre Risk assessment and/or the EBP Young Person Risk assessment the Departmental General Risk Assessment is reviewed by them to take these into account and to ensure that controls are put in place to protect the young person.
- Informing the participant and NHSF@RWT if the ward or department is closed for any reason and ensure the placement is cancelled.
- Allocating a named work experience supervisor to each participant who must supervise them at all times.
- Asking anyone arriving for work experience that has not complied with the work experience procedures within this Policy to immediately leave and for reporting the incident to NHSF@RWT straight away.
- Ensuring that all processes, recording and reporting requirements in attachment 4 'One-off' educational visits are undertaken if they agree a one-off educational visit to their department.
- Ensuring the process for all work experience ([attachment 1](#)) and the appropriate sections of attachments 2 and 3 are followed.
- Ensuring that if circumstances relating to Work Experience change within the department they inform NHSF@RWT as soon as possible, in order to maintain records.

2.3 The Supervisor of Work Experience participant is responsible for

- Conducting a local induction of the department with each participant at the beginning of the work experience.
- Ensuring participants are only taken to areas/departments within their specialty where the above risk assessments are in place.
- Providing participants with appropriate work experience/learning in relation to their age, ability, maturity and aim to achieve the desired learning outcomes in a manner that safeguards the individual, patients and Trust.
- Ensuring patients are aware a work experience participant is present and providing them with the option to ask that they do not observe their care.
- Ensuring completion of the relevant paperwork at the correct time during the work experience process (see participant's guide/log supplied by NHSF@RWT).

3.0 Procedure Detail

- 3.1 All information regarding RWT work experience opportunities can be found at www.royalwolverhampton.nhs.uk/work-with-us/work-experience
- 3.2 Applications for work experience are electronically submitted via this link or by post.
- 3.3 NHSF@RWT follow the sifting process for all applications and determine the most appropriate RWT work experience placements to offer against specific departmental requirements, personal statements and availability.

It is entirely at the discretion of each departmental manager to decide to accept a work experience participant or not – this decision must be based on the department risk assessment as well as capacity issues.

- 3.4 Work experience requests will be dealt with in line with this procedure and the relevant attachment depending upon the type of work experience requested as follows:-

[Attachment 2](#)

[Attachment 3](#)

[Attachment 4](#)

[Work Experience Application Process Flowchart](#)

[Princes Trust Get Into Healthcare Work Experience Process Flowchart](#)

[Flowchart for 'One-Off' visit requests](#)

- 3.5 Participants must not be placed in any clinical area outside of the department/ occupational health restrictions as stated in the work experience directory.
- 3.6 All work experience participants will be expected to complete an induction to the Trust and Department.
- 3.7 A named supervisor must be responsible for the participant at all times for the duration of the work experience.
- 3.8 A structured work experience programme must be compiled by the department, which participants must adhere to.
- 3.9 On arrival at the individual department, all work experience participants will receive a guide/log and identity badge to be worn at all times.
- 3.10 Work experience is voluntary and may be terminated by mutual agreement at any time. If the participant breaches any contractual conditions of the honorary contract it will be necessary to terminate the work experience with immediate effect. If the placement of a participant under the age of 18 is terminated for any reason the supervisor should at this stage contact NHSF@RWT who will contact the participant's parents / guardians and / or school. The student should be provided with a safe space to wait until

permission has been sought from the appropriate person for the young person to leave the premises.

- 3.11 If a participant does not arrive for placement as expected and no notification has been received the departmental supervisor should inform NHSF@RWT as soon as possible. If the participant is under 18 years of age (or 21 with a learning disability) or over 18 but still in school the NHSF@RWT will inform the participant's parents / guardians and / or school of the non-attendance as soon as possible.
- 3.12 RWT safeguarding procedures for both children and young adults must be adhered to throughout the placements.
- 3.13 On completion of the agreed work experience programme each participant must complete an evaluation form and return their identity badge to receive their certificate/reference.

4.0 Equipment Required

All personal protective equipment is provided by individual departments.

5.0 Induction

Participants will be informed of any uniform/dress code requirements and codes of conduct specific to the department at the pre-placement induction, complying with [HR22 Staff Dress Code and Uniform Policy](#) and Codes of Practice.

The honorary contract also includes a confidentiality and security clause.

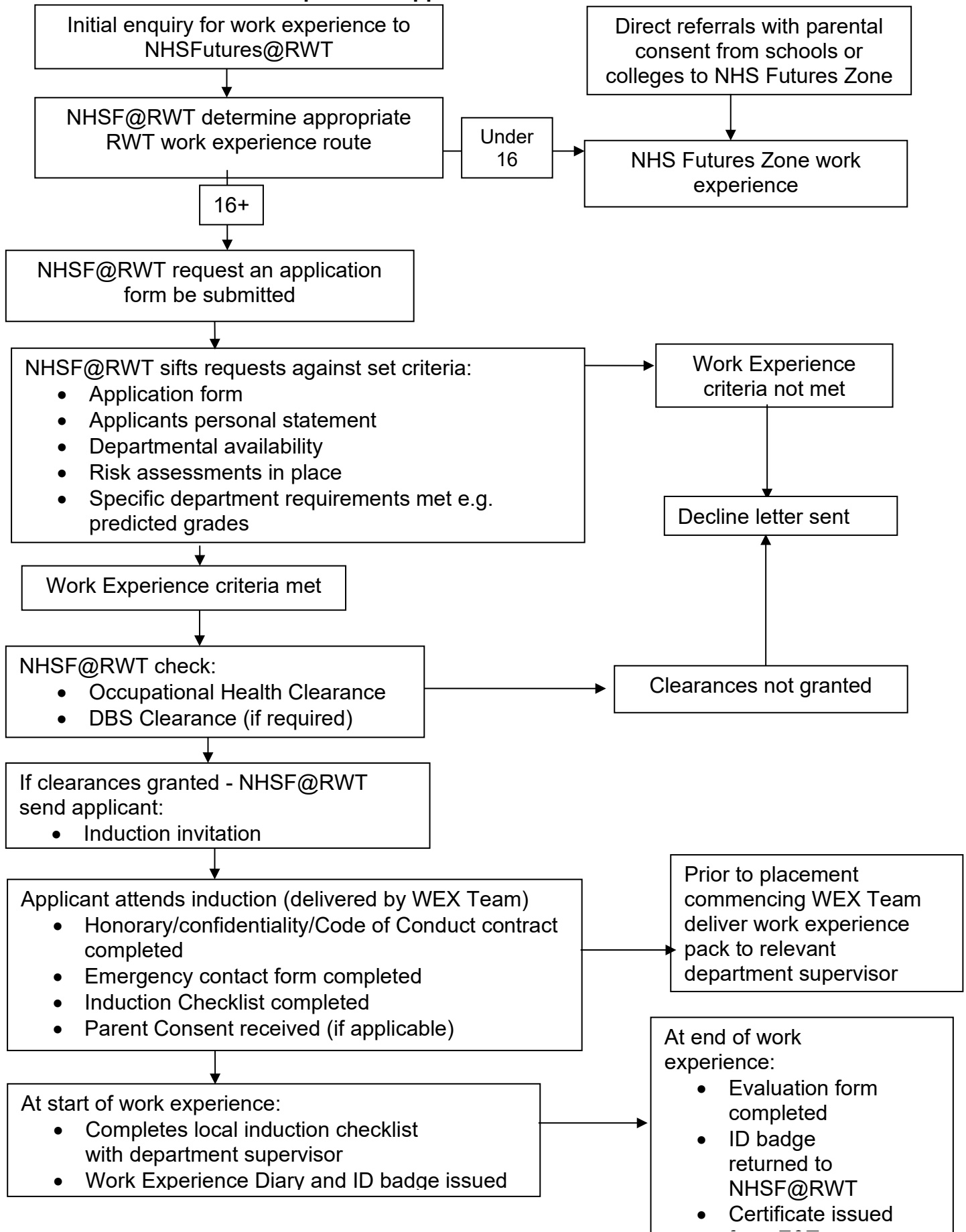
6.0 References

- 6.1 Young adults below the age of 18 years are provided with special provision under The European Working Time Directive therefore it is essential that any agreed working hours are compliant. The standard hours are 09.00 hours -17.00 hours Monday-Friday. For advice refer to The Human Resource Department.
- 6.2 The [HR08 Recruitment and Selection Policy, Appendix 2](#) must be referred to in order to determine if a Disclosure and Barring Service (DBS) clearance is required for the Work Experience.

If you require any further information or advice regarding work experience contact NHS Futures @ RWT on 07788603856 or email rwh-tr.nhsfutures@nhs.net

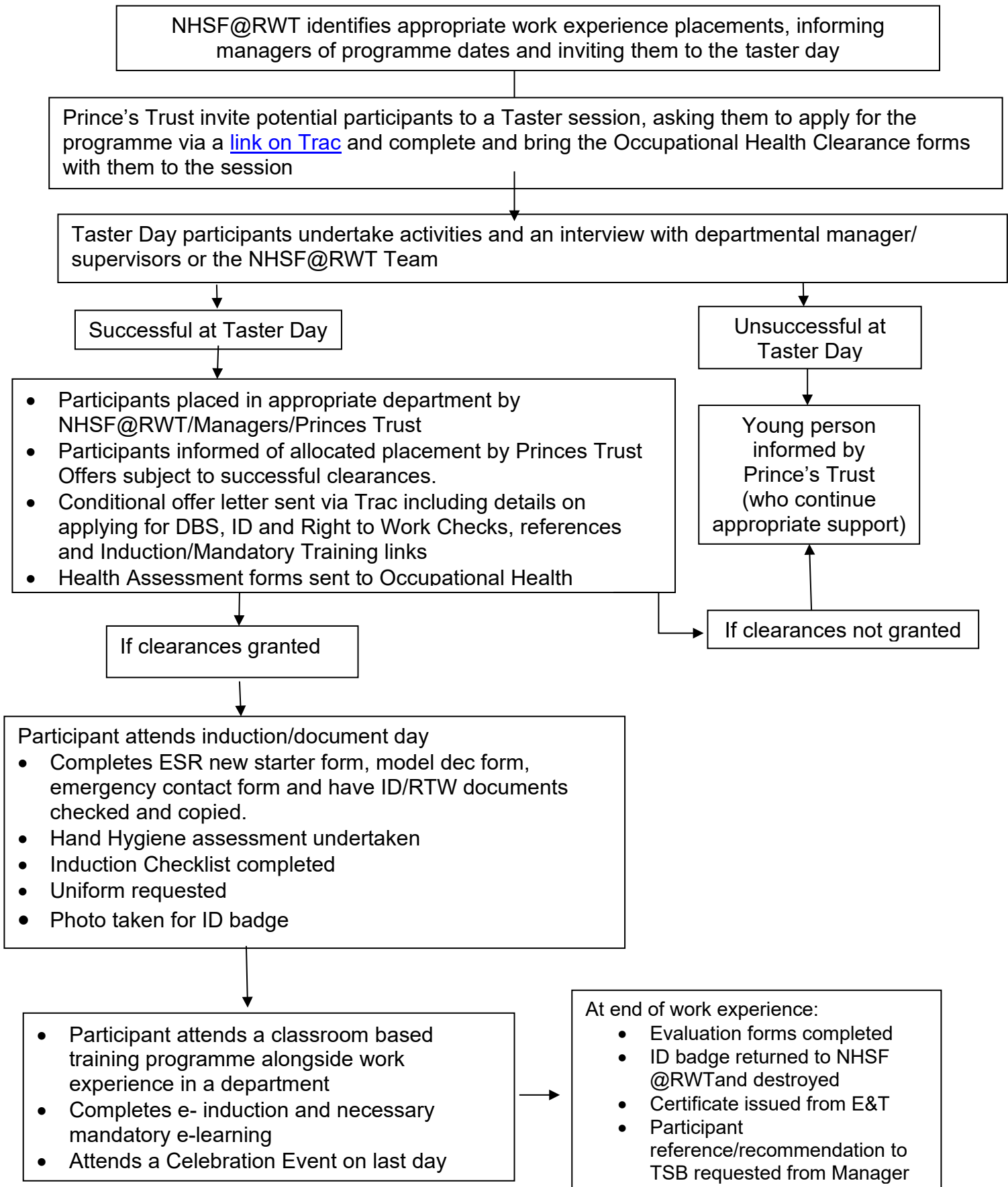
Attachment 2

Work Experience Application Process Flowchart



Attachment 3

Prince's Trust Get Into Healthcare Work Experience process flowchart



Attachment 4

Flowchart for 'One-off' visit requests

'One-Off' visits in respect of this policy are defined as requests received for a student or group of students aged 16 years + to observe a specified organisational activity or facility that is not part of a structured Work Experience Programme.

