



Offering work placements

Introduction

Work experience can be a great way to give people of all ages an initial taste of the sector and provide a stepping-stone into longer term work or training. It helps young people transition from education to work.

Cost: Free, although the employer will contribute time and may also wish to support individuals with travel and subsistence costs. Dependent on the type of work placement there may be government, local and/or CITB grant funding available to support employers. As the employer you are in no way obligated to offer financial incentive on top of the great learning opportunity already being provided.

Benefits: Gives new entrants a chance to experience a construction workplace and employers an opportunity to assess individuals' potential for future employment. A work placement candidate may also support your organisations social responsibility requirements.

Time: Is dependent upon the scheme:

- School-age 16 to 18 includes T-Levels and Traineeships ranging from 10 days to at least 45 days and sometimes more, it depends on the programme.
- Internships normally aged 18 and over in further or university education, individuals may be looking for longer work placements during educational breaks.
- Career changers all ages, job seekers, those from other industries and those leaving HM Forces, placements between 2 and 8 weeks may include schemes like FIS BuildBack or Bootcamps.
- DWP Work Experience programme is a voluntary scheme for people between 16 and 24 who have been unemployed for more than three months, but less than nine. Jobseekers who take part have an

unpaid work placement for two to eight weeks, working 25 to 30 hours each week.

By providing a direct experience of work, an employer helps the student gain self-confidence, develop their skills, and acquire the knowledge needed in modern working life. Helping students acquire this experience and influence their career choices cannot be understated and the opportunity provided may be the first steps on a lifelong journey for each student

Useful resources:

- [National Careers Service Types of Work Experience](#)
- [Government Work Experience Employer Guide](#)
- [Build-UK-Work-Experience-Guide.pdf](#)
- [HSE Work Experience](#)
- [Government Skills Bootcamp](#)
- [DWP Work Experience Employer Guide](#)

Employer responsibilities

Insurance: Provided your insurer is a member of The Association of British Insurers (ABI) or Lloyd's of London, you can treat work experience students as employees, covered by your Employers' Liability policy. For placements of longer than two weeks, further information may have to be provided to your insurance company. ABI two-page guidance details what is needed.

The Department for Education (DfE) guidance for employers gives information about extended placements. There may be some adjustment to premiums, but it is still likely to be very small in relation to the overall size of the premium. In all instances if you are unsure, check with your insurer first.

In addition to this, the Education Work Experience Act 1973 allows students on work experience to be treated as an employee for the purpose of any insurance query. With this being supported by the government and the above-mentioned insurance policies, sufficient coverage for any potential accident involving a student will be provided by the Employers' Liability Insurance; the same as any other employee.

Health and Safety: The Health and Safety Executive has made it clear that employers can use their existing arrangements for assessments and management of risks, and they won't need to be repeated for work

experience students. Work experience students will lack experience and may lack maturity and therefore employers must consider tasks that may be beyond their physical or psychological capacity. Some schemes are eligible for the CITB Health, Safety and Environmental test and a Construction Skills Certification Scheme (CSCS) Industry Placement Card.

Safeguarding: Disclosure and Barring Service (DBS) checks are not needed for work experience involving participants over 16 years old or vulnerable adults. Some schemes do require a signed Service Level Agreement. It's worth speaking to the provider about this.

Mentoring and buddying: Many organisations who offer work experience assign participants mentors or buddies who act as a role model and 'first friend' in the organisation. This is a particularly effective way of easing young people's transition into the working world. Mentors and buddies should be good listeners and able to relate to young people.

Useful resources:

[ABI Guide to insurance and Work Experience](#)
[Young People in Work Encouraging Work Experience](#)
[HSE Guidance Young People and Work Experience](#)
[CSCS Industry Placement Card](#)

What employers need to do

To ensure the work placement is meaningful to all involved employers should consider:

- building a relationship with local providers, schools, colleges, universities and Job Centre Plus
- create a work placement programme for each individual, perhaps consider a project that will benefit your organisation
- recruit as you would for any other job
- train mentors and coaches to support placements
- provide a formal induction
 - treat work placements as employees
 - give feedback to the individual and the provider
 - pay expenses
 - give a certificate and/or reference letter at the end.

Forms, documents and records

The organisation that supplies the student will provide documents and forms related to the type and nature of

the of work placement. These may include and may not be limited to:

- Template Work Experience Student Placement Form
- Parental Consent Form
- Children and Young Person's Photographic and Film Footage Consent Form
- Example Work Experience Activity Plan
- Mentor's Evaluation and Feedback Form
- Learner Evaluation and Feedback Form

FIS can provide examples of these documents, but it is strongly recommended employers use the documents and forms supplied by the providing organisation

Useful resources:

[UCAS 10 ways get the most out work experience](#)
[CIPD Top Tips for Employers](#)

Help from FIS

Whatever occupation is being offered as a work placement FIS can help in providing information, advice and guidance just call 0121 707 0077 or email info@thefis.org

Useful resources

<https://www.thefis.org/skills-hub/>

While every care has been taken to ensure the accuracy of the details presented in this document, we regret that FIS cannot be held responsible for any errors or omissions contained herein.