
Work Experience, Placements, and Internships Policy

South Oxfordshire and Vale of White Horse District Council





Change Record

Change Record	
Policy Title	Work Experience Placements and Internships Policy
Version Number	1
Owner(s)	People and Culture Team
Author(s)	Learning and Development Team
Approved by	People and Culture Team, Unison and SMT
Effective date	29 January 2025
Renewal date	29 January 2028



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Vision and Values

Our Vision

We are customer focused and approachable. We are honest and open and are committed to providing high quality cost-effective public services.

Our Values



Working Together

We are a committed professional team, who embrace change and help one another improve



People and Planet

We care about each other and the environment we share



Respect

We act with integrity, and champion diversity and inclusivity



Accountability

We take ownership, do what we say, strive for clarity and welcome feedback



Approachability

We are open, honest and accessible



1. Introduction

1.1 Purpose

This policy sets out the councils approach to engaging people on work experience, placements, and internships.

We encourage work experience, placements and internships and acknowledge the benefits that a student can bring, such as enthusiasm, new perspectives, and positive relations with the local community. It can also seek to engage with the future voters and employees providing an insight into the varied and diverse careers available in local government,

Similarly, a student benefits from their placement with our organisation by gaining valuable career experience and enhancing their CV.

Work experience – typically school aged students (under 17 years old) partaking in one week's experience/shadowing as part of their school curriculum. Typically occurring in Spring/Summer each year.

Placements/Internships – typically college/university aged students partaking in 2 - 12 week's experience as part of their curriculum of study. Typically occurring between June – September each year.

The policy covers both arrangements where the student is undertaking:

- (i) "work shadowing", where the individual does not perform any work for the benefit of our organisation.
- (ii) work for the benefit of our organisation.

1.2 Scope

This document supersedes any previously existing or alternative policies, agreements or arrangements relating to Work Experience, Placements, or Internships at the councils.

1.3 Contractual Status

This policy does not form part of your contract of employment. The councils are entitled to introduce minor and non-fundamental changes to this policy by notifying you of these changes in writing. The council will consult all employees on any major changes to the policy.



1.4 Alternative formats

Please do not hesitate to contact a member of the Equalities Team if you would like this policy in an alternative format, via: equalities@southandvale.gov.uk

1.5 Relevant legislation

Children (Protection at Work) Regulations 1998

Data Protection Act 2018

Education (Work Experience) Act 1973

Equality Act 2010

The Health and Safety (Young Persons) Regulations 1997

Working Time Regulations 1998



2 Policy

2.1 Responsibility

The People and Culture Team will be responsible for organising work experience, placements and internships with schools, colleges, and universities.

The team will also support Managers to ensure positive and engaging placements as well as ensuring compliance with relevant safeguarding and health and safety requirements. Please refer to relevant Managers Guide for a full list of responsibilities.

2.2 Schools, colleges and universities

Applications from schools, colleges and universities will be received positively and will be considered on a first-come, first-served basis, subject to our organisation's ability to accommodate such requests.

The People and Culture Team will keep a list of local schools, colleges and universities that may be interested in supplying work experience/placement/internship candidates to our organisation and will contact each institution to notify it of the available placements and to invite applications from interested candidates.

Students may also approach the councils directly to request a placement.

2.3 Types of work experience, placements, or internships

- a school related work experience placement of up to one week's duration, where the student observes the work undertaken by employees and completes relevant projects and assigned tasks to give them a flavour of the role and workplace;
- or a college/university placement/internship of two to twelve week's duration, where the individual is expected to perform some work or provide some assistance to our organisation or to its employees.

2.4 Hybrid placements and internships



To maximise the volume and diversity of individuals to whom we can offer college/university placements and internships, the work may be partially remote where the nature of the work allows.

If the placement/internship is partially remote, the individual will be required to attend the workplace on the first day of their placement, during which they will be provided with a laptop, which they can retain until the end of their placement. Thereafter, their hybrid working pattern will be a matter for discussion with the relevant line manager, depending on the work and the individual's personal circumstances.

School work experience placements, for students under the age of 17, will not be considered for hybrid working arrangements and must all be supervised on-site at all times.

2.5 Individuals aged 17 and under

Work experience placements for children aged 17 and under will last no longer than one week. It is not necessary to pay children who are of compulsory school age who are simply undertaking work experience. School children who are of compulsory school age will normally work for 25 hours per week, working five hours per day, with one hour for lunch each day. All relevant risk assessments must be completed. **If a member of staff is to be alone at any time with a child under the age of 16, a DBS certificate is required.**

2.6 Individuals aged 18 to 20

College/university work experience placements and internships for young adults aged 18 to 20 will be from a minimum of two and maximum of twelve weeks. They will be paid at a rate in accordance with the Real Living Wage that is applicable for workers aged 18 or over. They will not be at work for longer than 48 hours per week in accordance with the Working Time Directive. Right to work checks will be carried out and new starter forms completed prior to the placement start date.

2.7 Method of placement

The People and Culture Team will liaise with any departments that wish to offer work experience/placement/internship opportunities to coordinate a list of available options each year.



It will be the responsibility of The People and Culture Team to identify the likely commencement date and duration of each work experience/placement/internship and to notify line managers accordingly. The duration of each work experience/placement/internship will be a matter for The People and Culture Team to agree with the line manager. No single placement will be for more than twelve weeks in duration.

2.8 Induction and supervision

Line managers will arrange an induction for the work experience/placement/intern on the first day of the assignment, during which they will be given essential information about the workplace. This will include the relevant confidentiality requirements, health and safety, safeguarding, and data protection procedures. Guidance on what training/induction is appropriate is available from HR.

Line managers will be responsible for supervising students on work experience/placements/internships for the duration of their assignment.

All relevant induction forms, templates and assessments can be found in the relevant Manager's Guide.

Line managers must refer to the relevant Manager's Guide for further information before hosting a work experience/placement/internship student.

It is vital that Line Managers are up to date with all safeguarding training prior to hosting a student.

2.9 Tasks

Line managers will ensure that the student is given work that is commensurate with their skills and abilities. The work may cover a range of tasks and may cover different areas of work. Should there be insufficient work available in the team, the relevant line manager will make reasonable efforts to find suitable alternative work within the councils by liaising with the People and Culture Team.

2.10 Disciplinary and capability issues



Our disciplinary, grievance and capability procedures do not apply to work experience/placement/internship students.

Where the line manager has reason to believe that there are minor issues concerning the student's capability or conduct, they will raise it informally with the student and/or the school. Where, in the opinion of the line manager, the capability or conduct issues are serious, the matter should be brought to the attention of the People and Culture Team who will liaise with the school.

Line managers and/or other employees should observe basic principles of fairness in dealing with any issues of capability or conduct that may arise.

In cases of capability, students should be informed of any concerns relating to their performance and given the chance to improve. In cases of misconduct, the line manager must have reasonable grounds for believing that the student has behaved inappropriately and in a way that contravenes the councils' policies, the student should be given the opportunity to provide an explanation/mitigation.

We reserve the right to terminate a placement immediately, should the councils have concerns in relation to the students conduct or any negligence resulting in loss or damage to the councils.

2.11 Health and safety

The councils have a responsibility to ensure that students who are on work experience, placements or internships placements have the same basic training on matters of health and safety as other employees. The line manager supervising the student will be responsible for ensuring the student is fully aware of Health and Safety requirements.

2.12 Data protection

While making arrangements for work experience/placements/internship students, we treat personal data collected in accordance with our data protection policy.

We will ensure that all those who are on work experience or work-shadowing placements have the same basic training on matters of data protection, health and safety, as other employees.



2.13 Notes

Purpose of work experience/placements/internships: These programmes have been developed to promote the councils as a potential employer for future talent, and to encourage students and graduates to apply for vacant roles in the future. The provision of varied and interesting work should be seen as part of an effective and forward-thinking recruitment and workforce strategy.

Employment status: Students on these programmes are unlikely to be an employee, meaning that they do not normally benefit from wider employment rights, such as unfair dismissal. An individual qualifies as a worker if they are engaged on a contract (whether it is express or implied and if it is express, whether it is oral or in writing) whereby they undertake to do or perform work personally for the employer. On this basis, a longer-term placement that involves the individual doing some work for the organisation would give the individual worker status. Organisations are obliged to observe basic requirements over the individual's working conditions, particularly those relating to the national minimum wage (subject to any exemptions) and working time.

Working time: We observe the provisions of working time legislation, including the provisions for daily rest, weekly rest, rest breaks and maximum weekly working time and note that they are more generous for young workers, i.e. workers aged 15 to 17. Young workers must not to perform any night work.

2.14 Contacts:

For further information, please contact the Learning and Development Team learning@southandvale.gov.uk