



PRESCOT

TOWN COUNCIL

Work Experience Policy 2024

Version 1.1

Date approved: 31st October 2024

Date to be reviewed 31st October 2025

POLICY CONTROL SHEET	
POLICY AUTHOR	Alex Spencer – Town Clerk
POLICY STATUS	Approved
POLICY APPROVAL DATE	31 st October 2024
APPROVING COMMITTEE	Finance, Policy & Human Resources Committee
DATE OF POLICY REVIEW	31 st October 2025

POLICY VERSION CONTROL SHEET	
PREVIOUS VERSION OF POLICY	1.0
POLICY STATUS	Draft – As presented to Finance, Policy and HR Committee on 31 st October 2024
AMENDMENT(s) TO POLICY	<p>Following presentation of Version 1.0 to Finance, Policy and HR Committee on 31st October 2024, Members resolved that work experience should only be available to pupils who are residents of Prescot, not (as presented) that they could be residents of Prescot or attend a Prescot school/place of further education.</p> <p>Version 1.1 incorporates this resolution.</p> <p>In addition, Members resolved that if work experience placements were offered, it would be necessary for all officers to have Enhanced DBS Clearance – confirmation for which can be provided to a school, and a supporting “Declaration Sheet” for if the circumstances of an officer changes between checks.</p>
AMENDED POLICY APPROVAL	1 st November 2024
APPROVING COMMITTEE	Finance, Policy & Human Resources Committee
DATE OF POLICY REVIEW	31 st October 2025.

1.0 Introduction

- 1.1 Work experience introduces young people to a working environment and is considered an invaluable part of their education.
- 1.2 Although work experience **is not** a statutory requirement under Key Stage 4 learning, HM Government advises that all pupils should have at least one first-hand experience of a working environment by the age of 16.
- 1.3 Work experience is defined as:
- “a placement on an employer’s premises in which a learner carries out a particular task or duty, or a range of tasks or duties, more or less, as would an employee, but with an emphasis on the learning aspects of the work experience.”*
- 1.4 Young Prescottians are the future workforce; and it seems logical that Council offers support where possible and called upon.
- 1.5 Prescott Town Council has already successfully implemented its Local Democracy Project – whereby Year 6 pupils visit Prescott Town Hall for a day and are taught about the roles & responsibilities of Council, Councillors & Officers, in addition to being empowered to become future local decision makers.
- 1.6 The purpose of this policy is to further Council’s commitment to supporting Prescott’s Young People and is aimed at supporting:
1. Year 10 pupils who are residents of Prescott and;
 2. Year 12 or Year 13 pupils who are residents of Prescott.
- 1.7 This policy does not extend beyond Year 13 pupils i.e. work based placements or work-place shadowing.
- 1.8 Running at the heart of any work experience placement are the overarching aims of:-
- a. Enhancing the pupil’s knowledge of the work-place setting they are in i.e. helping them gain an insight into the work of a local council and the careers available therein **and**
 - b. Enhancing the pupil’s knowledge of how to work in the work-placed setting i.e. communication skills, IT skills, research skills etc.

2.0 Allocation of Work Experience Placements

- 2.1 In consideration of its resources, Council can commit to:-
- 1 x Year 10 work experience placement per academic year and
 - 1 x Year 12 / 13 work experience placement per academic year

- 2.2 In support of this, at the start of each academic year, the Town Clerk will write to secondary schools, sixth form colleges and places of further education within Prescot or close to the town's boundary; outlining that work experience placements are available and the period(s) when pupils may be placed – typically in March.
- 2.3 Placements will be at the discretion of the Town Clerk/Deputy Town Clerk, having consideration that during busy periods it may not be possible to accommodate a placement.
- 2.4 Only 1 work experience placement may be taken at a time.
- 2.5 Requests for work experience placements will be offered on a “first come, first served basis.”
- 2.6 After a request for a work experience placement has been received, the Town Clerk/Deputy Town Clerk will request further information the pupil including:-
 - Why do they want to have a work experience placement with Prescot Town Council
 - What does the pupil hope to get out of their work experience placement
 - What strengths and weaknesses does the pupil have.

3.0 Work Experience Placement Details and Work Programme

- 3.1 Pupils offered a work-experience placement will work between 9.30am and 3.30pm with a lunch for one hour. Their primary place of work will be Prescot Town Hall, however, depending on the type of work undertaken during the placement, it may be necessary to travel (accompanied) off site i.e. to attend meetings with another council officer.

Any off site travel will be communicated to the pupil's school, sixth form college or place of further education **before** it is offered to the pupil to ensure that it is in line with their expectations of the placement, and will be discussed before the placement is undertaken.

- 3.2 To support the placement, the pupil may be invited to attend council/community meetings held outside the stated working hours.

This invitation will be communicated to the pupil's school, sixth form college or place of further education **before** it is offered to the pupil to ensure that it is in line with their expectations of the placement, and will be discussed before the placement is undertaken.

- 3.3 The pupil will be assigned a primary contact (typically the Town Clerk or Deputy Town Clerk) who he/she/they will report to each day in order to receive work and be supervised.

3.4 Although not exhaustive, the following areas are likely to be undertaken/experienced by the pupil during their work experience placement:-

- Induction e.g. familiarisation of building, fire safety, history of Prescott Town Council, roles and responsibilities of Council, Councillors & Officers.
- Orientation around Prescott town centre
- Completion of work to support the work of Council e.g. production of newsletters, social media posts, production of agendas
- Research as directed by officers
- Administration support
- Caretaking support
- Attendance of Council/Community meetings

4.0 **Council Officers During Work Experience Placement**

4.1 As stated within 3.3 above, the pupil will be assigned a primary contact for the duration of their work experience placement.

This officer will have responsibility for supervising and supporting the pupil, overseeing proposed areas of work/experiences as stated within 3.4 and any liaison with the pupil's school, sixth form college or place of further education before the placement commences, during and after it has concluded.

4.2 All officers will owe a duty of care to the pupil, and therefore a full risk assessment both identifying and mitigating risks must be undertaken and actioned throughout the work experience placement.

4.3 Council's insurers will be made aware of the placement, and advice will be sought regarding vicarious liability and indemnities.

4.4 A copy of this policy will be made available to the pupil and their school, sixth form college or place of further education before the commencement of the work experience placement.

