



WORK EXPERIENCE POLICY

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1. Introduction

IFDS recognizes the value of working with local schools to offer valuable and relevant work experience. IFDS is committed to ensuring quality placements in order to prepare young people coming onto the labour market and to raise the Company profile in the local community.

2. Objectives

1. To ensure that all parties involved in the work experience placement are aware of their responsibilities.
2. To ensure that students are given the opportunity to gain 'hands-on' work experience.
3. To ensure compliance with relevant legislation.
4. To promote IFDS Values.

3. Scope

1. This policy applies to all students undertaking a short-term work experience placement at IFDS.
2. This policy does not apply to University Students undertaking a 'placement year'.
3. All parties responsible for the work experience students should be aware of and adhere to this policy. It is the responsibility of the recruitment team to provide such parties with the policy prior to a work experience placement being undertaken.

4. Principles.

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4.1 General

1. Only students in their last 2 years of compulsory schooling, or students taking post-16 courses are eligible.
2. The majority of pre-16 placements last for 2 weeks, but post-16 placements can vary in length.
3. Hours of work are 9am to 5pm with an hour for lunch and 2 fifteen-minute breaks. Start and finish times can be flexible depending on the business area.
4. Applications for work experience will generally come via Trident. Trident co-ordinate all work experience placements in the local area.
5. The Recruitment Team is responsible for arranging all work experience placements but while on placement the student reports to the Line Manager in the area they are working.
6. IFDS will provide a lunch voucher to the value of £3.00 per day for all students completing work experience at IFDS House.
7. IFDS will reimburse for any public transport costs incurred whilst travelling to and from the IFDS building. Receipts/tickets must be produced in order to claim expenses.
8. In accordance with the Data Protection Act, all documentation relating to placements must be treated with confidentiality. Applicants have the right to feedback and access to any documentation held on them.
9. Short-term work experience placements (2-3 weeks) are covered by IFDS employer's liability insurance. For longer-term placements, the insurer must be contacted.

4.2 Application

1. Students should apply for a work experience placements at least 3 months before the date it is required.
2. Applications should be made via Trident either through their main office or with a 'direct contact' form.
3. IFDS staff may refer a friend or relative, however, the application will still need to be made via Trident. Some schools (outside of the area) do not participate in the Trident scheme. If this is the case then the Recruitment Team will liaise directly with the school to arrange the placement.
4. The Recruitment Team will liaise with the business to find an area that can accommodate the student. This will largely depend which site the student is able to travel to.
5. The Recruitment Team will contact Trident to confirm the placement, who will then send written confirmation.
6. If a suitable placement cannot be found, the Recruitment Team will advise Trident (and the student if contact details are available)

4.3 Prior to the Placement

1. The Recruitment Team will send out a confirmation letter to the student containing the following documents:
 - a) Work Experience Guidelines (for either IFDS House or Adams House)
 - b) Health and Safety Policy
 - c) Financial Crime Prevention Document
 - d) Information Security and Data Protection Document
 - e) Regulatory Training Declaration
 - f) Declaration of Secrecy

The student is required to read the documentation, sign copies where indicated and return the paperwork to the Recruitment Team

2. The Recruitment Team will organize a visit for the student in order to familiarize themselves with the environment and, raise any concerns and ask any questions.

3. The Recruitment Team will send a planner to the Line Manager for the work experience duration detailing the students name and any special requirements they may have.
4. The Recruitment Team will advise Reception of the placement and arrange for lunch vouchers to be provided.

4.4 During the Placement

1. On the first day of the work experience the student will report to reception and ask for the Line Manager for the area they will be working in.
2. Throughout the duration of the placement the student will be regarded as an IFDS employee and is expected to abide by the same codes and policies.
3. The Line Manager is responsible for the student for the duration of the placement; however, any problems should be brought to the attention of the Recruitment Team.
4. The Line Manager is responsible for ensuring the student is given relevant and valuable 'hands on' work experience.
5. The Line Manager may be required to meet with a teacher from the student's school during the placement. If this is the case the Recruitment Team will arrange and send a planner.
6. IFDS reserves the right to end a work experience placement immediately if a student is persistently disruptive, disrespectful or behaves in a manner we would not expect of an IFDS employee. If this is the case the recruitment Team will contact the student's school directly to advise them of the end of the placement.

4.5 Feedback

1. Trident will send a feedback questionnaire for the line manager to complete. The Recruitment Team will return this to Trident.
2. The Recruitment Team will retain a copy of the feedback questionnaire.

Role	Responsible for
Line Manager	<ul style="list-style-type: none"> ➤ Meeting the student on their first day of work experience. ➤ Ensuring that the student is aware of his/her personal responsibilities in terms of Health and Safety ➤ Ensuring the student is given varied and valuable 'hands on' work experience. ➤ Meeting with the student's teacher (if required) ➤ Reporting any issues to the Recruitment Team. ➤ Providing clear and constructive feedback at the end of the placement.
Recruitment Team	<ul style="list-style-type: none"> ➤ Receiving and processing all work experience applications. ➤ Co-coordinating placements with the business. ➤ Liaising with Trident and the student prior to placement. ➤ Ensuring that the student receives all supporting documentation prior to placement. ➤ Organising a pre-placement meeting with the student to set expectation and answer any questions. ➤ Advising Reception of the placement. ➤ Arranging the provision of Lunch Vouchers (If based at IFDS House) ➤ Liaising with the Line Manager throughout the placement. ➤ Liaising with the student's school and Trident if the placement is ended early. ➤ Forwarding feedback to Trident upon completion of placement.

Work Experience Student	<ul style="list-style-type: none">➤ Applying to IFDS via Trident➤ Read and sign required paperwork and return to IFDS Recruitment Team.➤ Attending a pre-placement meeting.➤ Respecting IFDS codes and policies throughout the duration of the placement.
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