



## Work Experience

### Additional Information to support your placement

#### 1. Pay

You will not be paid a salary for the work experience you do and you will not enter into a contract of employment with us for the role. If you or your parents/guardians receive income support you must let us know before you join us so we can make lunch arrangements for you when you attend work.

#### 2. Working hours and rest periods

Your hours will usually mean no more than 6-8 hours a day, Monday to Friday, 8.30am – 4.30pm, usually with a one hour lunch break.

Your actual hours will be agreed in advance if you are successfully selected for a work experience placement.

You will not be expected to work more than 37 hours per week, or between the hours of 10pm and 6am.

Work Placements can last for one day or for 1 or 2 weeks, usually over consecutive 5 day periods of 37 hours per week, however we may be able to arrange alternative working times to help support you if the team you will work in can accommodate this.

#### 3. Accidents and Incidents

In order to help us prevent accidents and to meet our statutory requirements, you must ensure you report **all** accidents or other incidents which occur during the course of your work experience placement. Your mentor will cover CBC's arrangements for the reporting of accidents and incidents (including violence and aggression) during your introduction.

#### 4. Conduct and behaviour

It is important that no one is discriminated against, victimised, bullied or harassed because of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We expect everyone to treat everyone else fairly and with respect and be mindful that poor behaviour could present a negative image of CBC.

If you believe this type of behaviour is happening, you should report it to your mentor immediately.

Should you behave in an unacceptable way it may result in us withdrawing you from the work placement.

We will provide you with further information on the CBC Equality Policy on your first day, however the key standards of behaviour expected of you are:

- If you have access to our intranet/internet/telephone: there must be no inappropriate messaging, inappropriate images, photographs, emails, documents sent, received or downloaded – all workplace tools are monitored for inappropriate usage
- No alcohol or drugs are permitted on the premises
- Compliance with the relevant policies and procedures of the Council – further details of these requirements will be provided at your Introduction meeting
- Attend work on times agreed for your placement.
- Endeavour to complete work given to you on time and to a good standard
- Ask for help if you are unsure about something
- Not using personal mobiles during working time, except on breaks, or if a home emergency arises during working time.
- No verbal abusive language or conduct towards work colleagues or customers.

You will be asked to sign a work placement agreement form prior to commencing your placement.

## 5. Social Media

You should be aware that social media networking websites such as Facebook, twitter YouTube, LinkedIn, Instagram etc. are in the public domain and therefore can be seen by most people. When/if you are using social networking sites you should not make any negative comments or references to CBC, or provide details of its service providers and service users.

Any communication with the media should not be made without prior discussion and agreement with your mentor.

We will go through this in more detail during your placement with us.

## 6. Dress Code

Whilst you are on CBC premises you should adhere to the applicable dress code for the team you will be working with. In most cases, smart casual clothing should be worn and we will confirm whether any restrictions are in place prior to you commencing your placement with us.

Should you be required to wear personal protective equipment (PPE) during some/all of your time with us, for example if you are out on a site visit, any mandatory PPE will be provided and, if supplied, must be worn as directed. PPE could include safety glasses, helmets, safety shoes and workwear/overalls. You are required to return any equipment or clothing/footwear allocated to you should you leave your placement early or at the end of your placement.

## 7. If you are ill and/or unable to attend your work placement

If you are unable to attend your planned work placement activity for any reason, you should let your mentor know as soon as possible.

Please ensure you call in by 9.00 a.m. on your first day of absence and let us know when you think you may be well enough to return.

## 8. If you have any problems during your placement

We hope your work placement experience with us is an enjoyable one, but we recognise that there may be times when a problem arises.

If you have a problem relating to your work experience, you should raise it directly with your mentor who will aim to resolve it with you.

If you feel the matter is not satisfactorily resolved, or you feel the need to escalate your concern, you should raise this with our HR Department or if relevant speak to your School/College/Academy contact.

## 9. If we identify there is a problem

If there are issues raised about your contribution, ability or conduct during your work placement, your mentor will discuss it with you straight away so that you can be made aware of their concerns and have the opportunity to address them.

If there are concerns that even with the necessary training, mentoring or support you will not be able to fulfill your work placement goals with us there may be no alternative but to withdraw you from your placement.

If you are a student, we will discuss any concerns with the appropriate School/College/Academy beforehand before any final decision is made.

We would always hope to be able to resolve any issues without taking this decision and we will always meet with you to discuss how we can resolve any concerns in the first instance.

## 10. Access to information

### **Data Protection / Confidentiality**

The Council operates in accordance with the Data Protection Act 1998 (GDPR April 2018) and therefore it is important to let you know what this means for you while you are on your work experience placement with CBC.

You must not discuss or disclose confidential information that relates in any way to the Council with anyone. If confidential information is disclosed this is likely to be a breach of the Data Protection Act which may have serious consequences to you and the Council.

On occasion, we may ask you if we can take photographs of you and ask you for comments on how your work experience placement is going. These may be used in CBC internal/external publications to promote the Work Experience Scheme.

We will ask you or, where applicable, your parent/guardian to sign a permission form if we do this.

Your mentor will discuss our [Confidential Reporting Policy](#) with you to help you understand how you should raise any particular concerns you may have.

In any event you will be required to sign a Confidentiality Agreement prior to commencing your placement with us.

## 11. Insurance

You will be covered by our Employer Liability Insurance and Public Liability Insurance while you are undertaking your work experience placement with us. This means that you are covered against accidents, diseases or injuries that may occur due to negligence on our behalf.

## 12. Gifts and Hospitality

There may be times when it is acceptable for you to receive items or gifts of small value given to you in appreciation of your work experience placement activity. For example, a box of chocolates, flowers.

However, in cases of hospitality or gifts with a value in excess of £25 you should politely decline them and let your mentor know about the offer made to you as soon as possible.

## 13. Related forms

- Attendee Evaluation form
- Diary Activity form
- Confidentiality Agreement
- Workplace Agreement
- Parent/Guardian consent form (required if aged 18 or under)

## 14. Abbreviations/Jargon buster

At Central Bedfordshire Council, we use many abbreviations. This makes it quicker and easier to refer to something with a long title. This may be confusing and unfamiliar. Below is a short list of some of the most used abbreviations and terms you might hear us use during your placement. Don't be afraid to ask what it means if you come across an abbreviation that you are unsure of.

<b>CBC</b>	Central Bedfordshire Council
<b>PH</b>	Priory House, Monks Walk, Chicksands or Public Health
<b>LGA</b>	Local Government Association
<b>SME</b>	Small, Medium Enterprise (Subject, Matter, Expert)

LEA	Local Government Authority
DSE	Display Screen Equipment
HR	Human Resources
L&D	Learning and Development
T&Cs	Terms and conditions
NJC	National Joint Council
CMT	Corporate Management Team
HOS	Head of Service
CEX	Chief Executive
AD	Assistant Director
SRO	Senior Responsible Officer
NUT	National Union of Teachers
SMT	Senior Management Team
SCHH	Social Care, Health & Housing
CS	Community Services or Children Services or Corporate Services
ICS	Improvement and Corporate Services
ICT	Information Technology
WH	Watling House, Dunstable office

## 15. Definition of Terms

What is a Unitary Council?

A unitary council is one organisation that provides services for the whole of a geographical location which in this case is Central Bedfordshire.

### Contact us...

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