

GLENLOLA COLLEGIATE SCHOOL
WORK EXPERIENCE REQUIREMENTS AND STIPULATIONS



Under the Education Authority's requirements for work experience placements and in accordance with the School's Work Experience Policy, please note the following:

TIMING OF PLACEMENTS

- Year 13 pupils are only released by the School for an annual block work experience placement of up to 5 days on specified dates. The School will not complete paperwork for ad hoc placements outside of these dates due to the administrative and visitation requirements outlined by the Education Authority.
- Work experience organised by the School must not be undertaken during school holidays and at weekends, as schools are not available to monitor the placements and indemnity is therefore not in place. Work experience placements organised by a pupil and/or those with parental responsibility outside of the School's block placement dates are undertaken at their own risk, and the School will neither be able to complete any paperwork associated with the placement nor provide indemnity. The pupil and/or their parent/guardian may wish to seek proof of insurance or indemnity ahead of the commencement of the placement from the relevant employer.
- Pupils must not be asked to, or complete work, outside of the hours of Monday to Friday, 9am – 5pm. Hours of work will be specified on the work experience form and no indemnity is available outside these specified times.
- Under no circumstances should pupils be asked to work more than 37 hours per week.
- As per the School's Work Experience policy, pupils who do not participate in in-person work experience will be required to complete virtual work experience or online super curricular activities from home during the dates of the allocated block placement.

ORGANISING PLACEMENTS

- It is the responsibility of the pupil to secure their own placement (with the exception of medical placements in local hospital trusts).
- Pupils must not complete placements in an establishment where they have a part-time job or with a family member. They must not receive any form of payment for their placement.
- Pupils will not be permitted to participate in in-person placements with more than one employer/organisation during the block placement due to administrative constraints and visitation requirements.
- If a pupil chooses to take up a placement outside of Northern Ireland, indemnity cannot and will not be provided by the Education Authority.
- Due to the increase in hybrid working arrangements, workplace restrictions and geographical limitations, not all pupils will be able to obtain in-person work experience. In lieu of this, pupils have been given access to virtual work experience providers (primarily through the platform Speakers for Schools). All pupils are encouraged to seek a relevant placement for the allocated dates and to pursue a virtual placement if in-person placement providers are unavailable.
- It is important to note that not all sectors will offer either in-person or virtual work experience opportunities; where this is the case, pupils should seek opportunities for super curricular enrichment (e.g. through the completion of MOOCs) in order to prepare for their preferred course of post-18 study or employment.
- Work experience placements in medical settings can only be organised by the School via the 'Work Inspiration' programme and there is limited availability. Pupils will be informed as and when these opportunities become available, but work experience with the local hospital trusts is not guaranteed.

SUITABILITY OF PLACEMENTS

- Pupils must not complete placements in an establishment where they have a part-time job or with a family member. They must not receive any form of payment for their placement.
- The Education Authority does not permit young people under the age of 18 to undertake work experience placements in the following settings:
 - in a tattoo studio
 - in a body piercing studio
 - on water/ on boats
 - in the air
 - in gambling locations
 - behind the bar of public houses selling alcohol
 - in an off-licence
 - with businesses selling or using guns
 - in a fireworks outlet or a company managing a fireworks display
 - at any height (e.g. on scaffolding), in confined spaces (e.g. storage tanks or mines) or with dangerous substances
 - in an e-cigarette/ vapour shop
 - labouring on a building site
- The School's responsibility for the health, safety and protection of young people while on work experience placements extends beyond the school gates. In order to meet this legal 'duty of care' and to minimise the risk of harm to a pupil's welfare, the School, in conjunction with the Education Authority, reserves the right to determine the suitability of a placement before it can be approved.

WORK EXPERIENCE ADMINISTRATION

- It is the responsibility of the pupil to ensure that the employer completes the relevant paperwork by the stipulated deadlines to enable the placement to go ahead. Under no circumstances may a pupil be placed in a work experience placement if any of the required documentation is not completed appropriately and signed prior to the commencement of the placement.
- Access NI checks will be required for lone employers/ small businesses where the placement will involve the pupil working regular lone working hours with the employer. There will be no cost incurred to the employer for these checks.
- Pupils must respect the employer's confidentiality.
- Pupils may be required to complete Access NI checks for certain sectors of work such as health, private nursing, residential or childcare. There is no cost incurred to the pupil for these checks.

TRAVEL ARRANGEMENTS

- Travel to and from the work placement and the associated costs incurred are the responsibility of the pupil and their parent/ guardian.
- Pupils are not permitted to travel in a car/other vehicle with the employer/an employee during the prearranged hours of your placement (due to insurance reasons/avoiding 1:1 situations).