**Guide to Work-experience and Placements**

At certain times of year staff may receive requests from young people enquiring about work experience placements or work shadowing, either because they have a personal connection with the student's family or just through being contacted by email. Academics and researchers may want to find time to try to facilitate and host these placements but having someone under 18 unaccompanied on campus can be difficult to manage safely.

**I'd like to offer a work experience placement to a specific person**

Before agreeing to host a placement, this should be discussed with the Head of Department and if the student is under 18 the guidance laid out in section 3.3 of the [Child Protection Policy](http://documents.manchester.ac.uk/display.aspx?DocID=4287%20) must be followed. As laid out in the policy, at a minimum this requires:

* a risk assessment signed off by the local Health & Safety lead (if you don't have a lead in your local area, or you don't know who it is, contact [fse.safety@manchester.ac.uk](mailto:fse.safety@manchester.ac.uk))
* a parent/guardian [permission form](https://livemanchesterac.sharepoint.com/:w:/r/sites/UOM-FSE-SR-Outreach/_layouts/15/Doc.aspx?sourcedoc=%7B9FC7FED8-2169-479E-B671-0DAA3D47EA24%7D&file=work%20experience%20week%20-%20permission%20form.docx&action=default&mobileredirect=true) that consents to the young person receiving first aid - an example is in the document library to the right
* a timetable and job description provided to the student with contact details for the supervising staff member (not a personal mobile number)

Please ensure you have read all guidance documents and all requirements are met:

1. [The University of Manchester Online Safeguarding Guidance Document](https://livemanchesterac.sharepoint.com/:b:/r/sites/UOM-FSE-SR-Outreach/Shared%20Documents/work%20experience/UoM%20online%20safeguarding%20guidance_2020(1).pdf?csf=1&web=1&e=lDR5io)
2. [The University of Manchester Safeguarding Children Policy and Guidance](https://livemanchesterac.sharepoint.com/sites/UOM-FSE-SR-Outreach/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FUOM%2DFSE%2DSR%2DOutreach%2FShared%20Documents%2Fwork%20experience%2FUoM%20Safeguarding%20children%20policy%20%26%20guidance%20October%202019%282%29%2Epdf&parent=%2Fsites%2FUOM%2DFSE%2DSR%2DOutreach%2FShared%20Documents%2Fwork%20experience)

The risk assessment should include consideration of the student’s wellbeing while on campus and will inform whether a DBS check is needed (although this seems counter-intuitive, it's more likely that a DBS will be needed for a virtual/completely online work experience than an in-person one).

For the risk assessment ([template risk assessment](https://livemanchesterac.sharepoint.com/:w:/r/sites/FacultyHealthSafetyandWelfare/_layouts/15/Doc.aspx?sourcedoc=%7B56dff9d7-e816-4980-b5e3-ea1eaa7478b5%7D&action=view&wdAccPdf=0&wdEmbedFS=1)) from the Health & Safety team, which includes safeguarding - note that you have to update this with your own information, including deleting out anything that's not relevant and adding in details of when the student(s) will be on campus, where they will be based, and what exactly they'll be doing (and any associated risks).

If the student is under 18, they must be supervised at all times when on campus, but one-on-one lone working with a member of staff, a PhD student etc must be avoided (e.g.: can they work in a group office or lab? Or can an office door be kept open?) If one-on-one working is unavoidable this may require a DBS check. Some buildings or labs may also have local safety requirements or restrictions around visitors.

Schools or colleges may also have their own paperwork that they require. In some cases you may have a visit from the Local Authority or the school in advance of the placement so they could sign off on our risk assessment. They might have their own risk assessment and they'll most likely ask for the university’s [Employer Liability Insurance certificate](https://livemanchesterac.sharepoint.com/:b:/r/sites/UOM-FSE-SR-Outreach/Shared%20Documents/work%20experience/UoM%20employers%20liability%20insurance%20certificate.pdf?csf=1&web=1&e=LPvgc7) or if that one has expired then use the one [here on staffnet](https://www.staffnet.manchester.ac.uk/insurance/liability-cover/)

Remember that if you're going to need the placement student to use a UoM computer they'll need a login. If their placement is less than a week IT Services can set this up (see '[Visitor access: University wireless accounts](https://manchester.saasiteu.com/Modules/SelfService/#knowledgeBase/view/98BD47E5D7734F12ACFC816EB5A79C96)') but any longer and POD will need to issue them with a university username: [people-od.operations@manchester.ac.uk](mailto:people-od.operations@manchester.ac.uk)

**Ensure the following procedures are completed in advance of the individual starting**

1. Discuss with the Head of Department that a work-experience/placement request has been made. Once approved, only then move forward to complete **ALL** documentation. This needs to needs to be done prior to the individual starting – minimum 2/3 weeks in advance
2. Create a job description including duties and responsibilities – include this with the Permission Form in which the school and parents must sign and complete before the next stage
3. Complete the Risk assessment – ensure that the relevant details match the job description and covering their whole time at the location including supervisors name/s
4. Once all documentation has been completed, signed and approved, please forward this to the Head of Department, Operations Team of that school and the Supervisor/Lead who will oversee the placement. This must be sent 1 week in advance of the individual who is starting to ensure all those involved will be aware and can provide access to the building (security & safeguarding measures are in place).

**Alternative Work-experience and Placement options through FSE Outreach**

***Some things to consider***

* could this person be directed to In2Science or Nuffield if they're in Year 12? (see the top of this page for more information and links)
* rather than an individual, could you take a pair of students or more? Even if you've been approached by an individual, maybe a friend or someone in their class could join. This avoids the problem of one-on-one working and could be an additional source of support for the student.

There's some information below on how FSE Outreach are managing these requests by working with educational charities, and on what our obligations under the University's safeguarding policies

If you've had a request, FSE Outreach can link young people to other organisations they might be able to approach, including STFC's placements at Daresbury Lab and the National Schools Observatory's residential week in Liverpool. Forward the request via email to [fse-outreach@manchester.ac.uk](mailto:fse-outreach@manchester.ac.uk).

**I'd like to offer a work experience placement (but don't have a specific person in mind)**

FSE Outreach partnered with two organisations who provide structured work experience opportunities to Year 12 (A-Level) students - there's information below on how to offer a placement through either of them.

The advantage of working with these external companies is that it means the student's placement is part of a structured programme where as well as work on your project, they're getting training in transferable skills and information on university applications and future careers. It also means there's been a fair application process - the students have been assessed on how much of an impact this placement is likely to have on their future plans and opportunities and matched with the best placement for their interests. Finally, it provides a point of contact for both the student(s) and you if there are problems during the placement.

Email [fse-outreach@manchester.ac.uk](mailto:fse-outreach@manchester.ac.uk) if you'd like further information on either of these organisations.

**In2Science**

[In2ScienceUK](https://in2scienceuk.org/) coordinate science and engineering placements for A-Level students from widening participation priority backgrounds. Academics and research staff can register with In2Science to host two or three students for a week-long placement in summer 2023 (dates are flexible to academic availability). The company provides training and handles the application and interview process to ensure students are matched with an area they are potentially interested in studying, and [In2ScienceUK](https://in2scienceuk.org/)’s regional rep acts as a point of contact if there are any problems during the placement. See more information and register at <https://in2scienceuk.org/volunteers/>.

[See more information on 2023 placements here](https://livemanchesterac.sharepoint.com/sites/UOM-FSE-SR-Outreach/SitePages/In2Science-Year-12-placements.aspx).

**Nuffield Research Placements**

[All About STEM](https://www.allaboutstem.co.uk/nuffield_research_placements/) manages the [Nuffield Research Placement programme](https://www.stem.org.uk/nuffield-research-placements) in the North West region (Cumbria, Lancashire, Merseyside, Greater Manchester, and Cheshire). The programme enables selected Y12 students to engage in a 2-3 week summer research placement with an academic or industry partner and is an excellent addition to existing university Widening Participation and Student Recruitment activities.

[See information on 2023 placements here](https://livemanchesterac.sharepoint.com/sites/UOM-FSE-SR-Outreach/SitePages/Nuffield-Research-Placements---summer-2023.aspx).