

ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST**Work Experience / Placement****APPENDIX 3****1.0 INTRODUCTION**

- 1.1 Workforce Development and Training Service aims to provide a range of educational experiences for learners. These time-bound placements are arranged to meet pre-defined learning outcomes for learners that are not part of a pre-registration learning programme and are distinct and separate from opportunities provided for volunteers.
- 1.2 Workforce Development and Training Service (WDTS) have responsibility for recording, monitoring and evaluating each enquiry, whether or not it results in a fully completed placement.
- 1.3 Work experience placements should not be longer than 10 working days.
- 1.4 Under normal circumstances, the Trust will not be responsible for travel and other potential expenses associated with the placement
- 1.5 Placements of 10 days or less can be part of a longer experience consisting of a number of individual placement experiences taking place across a range of different settings. Each experience will have a completed risk assessment and appendices should be completed and approved for each.
- 1.6 The flow chart detailing the process for engaging with a learner for the purpose of work experience is outlined below.

2.0 DUTIES

- 2.1 **WDTS** will hold and maintain a database of all enquiries, learners and placement details.
- 2.2 **The Manager**, who has agreed the placement, remains responsible for monitoring that the appropriate paperwork has been submitted to and approved by WDTS before the placement can commence. This includes a risk assessment of the proposed placement, (Risk Management policy RM11 Appendix 2 Risk assessment form) one for each placement area proposed, and the documents contained within this guidance.
- 2.3 **Placement Supervisors** are responsible for ensuring both local and Trust guidance has been followed with regard to any relevant issues. These include but are not restricted to, on-going risk assessments, local induction and monitoring of placement.
- 2.3.1 **Placement Supervisors** should be contracted members of staff. They do not have to be a registered mentor/practice teacher but should hold a position that includes some supervisory duties (e.g. Registered Nurse, AHP; Pharmacist, Associate Practitioner, Manager)

- 2.3.2 Placement Supervisors** are required to complete a placement evaluation at the finish of each placement. This should be sent to WDTS for monitoring and action, if necessary
- 2.4 Learners** must make initial contact with WDTS before any processes begin. This contact should include full name, date of birth, details of any placement requirements, including restrictions or special requirements relevant to the placement request. Learners should also disclose name and location of any direct family or members of their household that are working within the Trust.
- 2.4.1 Learners** must attend any pre-placements meetings arranged by the Trust. If under 18 years of age, their parent or guardian must also be in attendance in order to agree the risk assessment and to sign relevant paperwork.
- 2.4.2 Learners** are supernumerary; however, they should, where agreed, make an active contribution to the work of the practice area.
- 2.4.3 Learners** are required to complete a placement evaluation at the finish of each placement. This should be sent to WDTS for monitoring and action, if necessary.

3.0 POLICY REFERENCES / ASSOCIATED DOCUMENTATION

Process Flow Chart
Notification of Placement/personal details
Risk Assessment (including young person's risk assessment)
Confidentiality Statement
Work Experience Evaluation Form

WORK PLACEMENTS

