



Work Experience and Future Workforce Engagement Policy

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Sponsor	Kath Griffin, Director of Human Resources and Organisational Development

Version	Date of Amendments	Author	Update comments
1.0	March 2018	Gemma Taylor Workforce Development & Apprentice Manager	Draft Policy to reflect consistent working between City Hospitals Sunderland and SouthTyneside NHS Foundation Trust
2.0	July 2018	Dennis Little Head of Workforce Development & Apprenticeships	Updated to reflect comments from Joint Management Group and Joint Consultative Group.
2.1	July 2018	Dennis Little Head of Workforce Development & Apprenticeships	Updated to reflect final comments from Policy Committee

POLICY APPROVAL PROFORMA

This proforma must be included when the policy is submitted to Executive Committee and Joint Policy Committee (updated on each occasion). It should follow the covering paper and be placed before the policy.

Title	Work Experience and Future Workforce Engagement Policy			
Reference Number	HR28.WE.2.1			
Author	Dennis Little, Head of Workforce Development and Apprenticeships			
Sponsor	Kath Griffin, Director of Human Resources and Organisational Development			
New Policy	Yes		Reviewed without amendments	

Type of Policy (this will determine where the policy is placed on the intranet – e.g. HR policies section, Infection Control policies section etc.):

Human Resources Policy

Equality Impact Assessment:

- Must be carried out by the department issuing the policy.
- If a policy is found to be high impact, i.e. if it could potentially fall outside legislation on the grounds of race, disability or gender discrimination, on initial assessment, it must be taken through a full Impact process and be evidenced with appropriate information, which must be collated both for quantitative and qualitative results.
- Following completion, please return a copy of the entire form to the Equality and Diversity Coordinator, Trust HQ for publication (this is a legal requirement).

Findings of impact assessment	Yes	No
No potential impact identified		
Impact identified and full impact assessment undertaken		

If this policy has a potential discriminatory impact please record below the person who has informed and involved the sponsor

Name		Date	
Job Title			

It is the sponsor's responsibility to submit the policy through the CHS/STFT approval route.

Checklist for the review and approval of the policy		
Is the policy compliant with:	Y/N	Comments
Corporate style	Y	
Format including duties	Y	
Content (intended outcomes clearly described)		

and explanation of terms used)		
Evidence base (key references included and cited in full)	Y	
Associated documentation and supporting references (recorded)	Y	
Review/consultation process (list of groups/committees included with the policy)	Y	
If appropriate, has Staff Side approved the policy?	Y	
Dissemination & implementation (appropriately described)	Y	
Training requirements included (where appropriate)	Y	
Document control (table updated appropriately)	Y	
Monitoring compliance/effectiveness (adequate monitoring of compliance by the various groups/committees described)	Y	
Review date (identified and acceptable)		
Page numbers (correct with index)	Y	
Website Is there any reason why this policy cannot be placed on the Trust's external website?	N	
Individual approval Policy author and sponsor	Date	Dennis Little & Kath Griffin
Deputy Head of Corporate Affairs/Company Secretary: Update front sheet – e.g. version control, release date etc.	Date	19 09 18
Previous version archived		19 09 18
Date of approval by Executive Committee	27 June 2018	
Date of approval by Joint Policy Committee	12 July 2018	

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1 INTRODUCTION

This policy sets out the programmes used to support the Trust in its future workforce development initiatives.

The Trust is committed to developing a variety of programmes to progress and promote sustainable pre employment pathways, supporting future workforce development needs.

The Trust will utilise all appropriate clinical and non-clinical areas to provide a broad spectrum of role related activities, recognising the benefits of facilitating occupational based opportunities whilst ensuring patient safety and integrity.

2 PURPOSE & SCOPE

- 2.1** This policy applies to individuals who are not employed by the Trust but are seeking to gain an insight into working within the NHS, either by shadowing relevant staff, or participating in structured programmes or activities arranged via the workforce development team.
- 2.2** The policy applies to all future workforce development initiatives and includes, but is not limited to, work experience/ shadowing opportunities/ clinical and non clinical taster sessions, pre nursing programmes, internships, pre-employment programmes, occupational based projects with strategic partners within the Trust or partners' premises, including Step into Health and Project Choice.
- 2.3** Target groups will be primarily those living or seeking to work in Sunderland or South Tyneside, and will include those in full time education at different levels, those who are unemployed, those with disabilities, and those moving from military careers into civilian life.
- 2.4** The aim of the policy is to provide a mutually beneficial experience where the person on placement gains greater knowledge of an NHS career or careers, and the Trust gains a potential employee. The policy does not intend to provide experience to individuals where there is little possibility of them accessing future employment with the Trust.
- 2.5** The policy does not cover student placements on professional pre-registration programmes.
- 2.6** It does not cover volunteers, although the workforce development team will work closely with the Trust's volunteer co-ordinator to ensure where appropriate there is a route to volunteering and is mutually beneficial to all parties.
- 2.7** It does not cover qualified or part qualified medical professionals shadowing doctors to gain an insight into medical practice in the NHS, which is covered by separate guidance / policy.
- 2.8** It does not cover short site visits of a wholly supervised nature, which is covered by separate guidance / policy.

2.9 As part of the Healthcare Group, the Trust has strategic links with City of Sunderland and Borough of South Tyneside agencies and will prioritise those educated or living in the city / borough to access programmes in the first instance. Strategic links include local authorities, schools and further education establishments. Where the Trusts support regional and national programmes priority will again be given to those educated or living in the city in the first instance. These programmes include students attending University Technical Colleges (UTCs), Step into Health and Project Choice.

3 DUTIES

3.1 Board of Directors

The Board of Directors is responsible for monitoring and approving a framework to support a robust work experience process, which is compliant with all relevant legislation, guidelines and NHS employment check standards.

3.2 Chief Executive

The Chief Executive is responsible for ensuring the effective corporate and clinical governance of work experience activity across the South Tyneside and Sunderland Healthcare Group.

3.3 Director of Human Resources and Organisational Development

The Director of HR and OD is responsible for ensuring that there is a robust system for overseeing workforce development initiatives within the Trust. This includes having a systematic application and management process for learners, and processes to ensure patient safety and confidentiality is not compromised.

3.4 The Workforce Development and Apprenticeship Team

The Workforce Development and Apprenticeship team is responsible for:

- Ensuring that recruitment and placement of learners is undertaken in line with this policy, including making any reasonable adjustments that are required to enable learners to be treated fairly and inclusively.
- Ensuring appropriate local induction/ mandatory training is agreed, dependent on the nature of the placement. This will be identified and agreed with the Trusts Education and Training Manager.
- Ensuring there is a system that ensures any Trust property is returned at the end of the agreed placement.
- Addressing any concerns regarding the conduct of the learner and liaising with the appropriate department and/ or training provider.
- Working in conjunction with the Human Resources Department to ensure recruitment and NHS Employment Check Standards are adhered to when recruiting learners.
- Ensuring that the relevant Schools, further education establishments, training providers and Government programme hosts are aware of the recruitment process.

- The Workforce Development and Apprentice team will be the named contact for all learners to offer support and guidance, and to resolve queries or problems relating to their placement.

3.5 Human Resources Department

The Human Resources Department supports the learner application process, to ensure that the agreed application and NHS Employment Check Standards are adhered to. They will also ensure that any staff who it is proposed will supervise or mentor a learners, have completed the necessary employment checks. The nature and extent of checks will vary according to the length and nature of a placement, the amount of supervision for the learner, which organisation the learner is coming from etc.

3.6 Occupational Health Department

The Occupational Health Department supports the learner application process by identifying the required pre-placement health checks for prospective learners, and completing them.

3.7 Directorate / Department Managers and Line Managers

Directorate / Department Managers and Line Managers are responsible for:-

- Complying with the policy;
- Ensuring they arrange any placements in advance with the Workforce Development and Apprenticeships Team;
- Check / confirm that they can accommodate a placement and provide appropriate supervision for the individual(s).
- Ensure that any queries about potential placements are referred to the Apprenticeships and Workforce Development Team.

3.8 Supervisors / Mentors

Supervisors / mentors must ensure that they complete a risk assessment for all new learners and that existing assessments are reviewed to take into account the person on placement. (Details of what this entails are contained in Section 6 of the policy).

3.6 Employees

Employees must ensure that they comply with this policy and do not agree to host any type of placements without first gaining the approval of the Trust via the Workforce Development and apprenticeships Team.

Employees must not bring anyone into the Trusts premises to undertake any type of placement or work experience before receiving e-mail approval to do so from the Workforce Development and Apprentice team.

Failure to adhere to this provision will result in investigation with a view to disciplinary action being taken against the employee responsible, due to the potential risk caused to the organisation from unauthorised work placements.

4 DEFINITION OF TERMS

Clinical / Non-Clinical Taster Sessions / Weeks	A range of Clinical and Non-Clinical taster sessions are available across a spectrum of health service careers. For school aged young people these are arranged directly through the school. These are a mixture of departmental visits, simulated and Education Centre based sessions to provide an insight into different roles in an acute hospital setting but with minimal exposure to live work or patient areas.
Work Experience	An agreed period of time spent with a Department under the supervision of department staff, to observe or carry out appropriate pre-agreed tasks approved by the Workforce Development and Apprentice Team and Named Supervisors.
Work Shadowing / Observation	An agreed period of time spent with a qualified employee on a 1:1 or 1:2 basis to observe their practice and gain an understanding of their practice and gain an understanding of their job role and responsibilities. The placement is deemed observational as learners are not permitted to undertake activity due to the complexity of the tasks or for safety or security reasons. A member of staff must accompany the learner at all times.
Young Person	Anyone under 18 years of age.
Child	Anyone who has not yet reached the official minimum school leaving age of 16.
Learner	An individual who may undertake any of the workforce development initiatives outlined in this policy.
Government Funded Learners	Learners from agencies working with the Trust who are in receipt of benefits, or non-benefit claimants who attract subsidies with a view to moving them towards employment
Vocational Learners	Learners from educational establishments with which the Trust has formal links, who need to gain vocational experience as part of formal education programmes which they are undertaking.

5. WORK EXPERIENCE AND FUTURE WORKFORCE DEVELOPMENT INITIATIVES

5.1 Trust Lead Structured Programmes

The Trust will lead an annual Patient Pathway based careers events, run as part of “Work Discovery Sunderland” a city based business and careers initiative. This is offered to all schools and colleges in Sunderland and South Tyneside as a means of providing a greater awareness of different health careers to those who are not clear of a specific role they wish to pursue. Typically these events are aimed at pre GCSE students. For post GCSE students structured work experience/ shadowing placements are offered on limited basis following an annual recruitment process.

5.2 Structured Programmes with Partners

The Trust also has structured programmes with key partners and which are run in conjunction with other agencies in Sunderland, e.g. Work Discovery Sunderland and CARE Academy Partners, Step into Health and agencies running government work programmes).

These cater for school, college and University students, students with learning or other disabilities, ex-military personnel and unemployed people. They will be run by agreement with the Workforce Development and Apprenticeships Manager.

5.3 Future Workforce Development Initiatives

A range of activities are offered, tailored to meet the intended outcomes for the learner or other participant, and to recognise the costs and benefits to the Trust. These include –

- Clinical/ Non clinical taster sessions.
- Work experience.
- Work shadowing / observation.
- Working with teachers to enable them to provide more vocational information in classroom sessions.
- Specific careers related education projects supporting educational curriculums.
- Utilising film, webinars and developing media channels to support careers curriculum.
- Career / role related activities for pre-GCSE students.

6. PROCESS TO ARRANGE PLACEMENTS

6.1 Arrangements for Workforce Development Initiatives

The Workforce Development and Apprenticeships team is the only team who can arrange placements and will work strategically with departments and the Trusts Volunteer Services to utilise emerging opportunities for learners completing workforce development initiatives, to move into volunteering or employment opportunities. Learners on any of the Trust’s future workforce development initiatives must not carry out duties, which constitute paid employment, except by agreement

between the Trust and the agency supplying the trainee, that such duties form part of their vocational training / learning programme.

6.2 Applications for Structured Trust Lead Programmes

Applications from post GCSE students will be taken within a fixed period of the year advertised on the Trust's web site and publicised to schools and colleges in the City of Sunderland and/or Borough of South Tyneside; normally at the start of the academic year.

Applications outside of this fixed time period must be directed to the Trust's Workforce Development and Apprentice Manager and can not be guaranteed.

Applications for all of the above placements will be prioritised according to the tier system below, with applications being considered from the first tier before considering those in successive tiers in turn.

Tier 1	Learners who live or study in the City of Sunderland or Borough of South Tyneside
Tier 2	Learners where experience is specifically for a specialist sub regional or regional service which is not available within their own area
Tier 3	Learners demonstrating a commitment to and an ability to access a career in the NHS

6.3 Learners

The Trust will ensure:

- Learners will not normally be permitted to have a placement where a close relative would supervise them.
- Learners will not be offered further placements at a level they have already completed e.g. shadowing a doctor, though they may move onto a more specific placement having completed a work taster activity previously or in an agreed extended placement.
- It seeks to match learners to experience which will produce the learning outcomes they require e.g. to enable them to access employment or university courses.

6.4 Employees Approached for Work Experience / Workforce Development Initiatives

Where employees are approached by individuals regarding potential work placements in the Trust they must refer them to this policy, a copy of which is available on Intranet and/or discuss placement opportunities via agreed programmes with the Trust's Workforce Development and Apprenticeships Manager.

Employees must not bring anyone into Trust premises to undertake any type of placement or work experience before receiving written (including e-mail) approval to do so from the Workforce Development and Apprenticeships Team.

6.5 Commencement of Placement / Attachment

No learner will be permitted to commence a placement on site until they have confirmation that relevant checks have been completed and the learner and manager has been given written permission to start their placement or attachment by the Workforce Development and Apprenticeships Manager.

6.6 Pre Placement Checks

Under the HSE (Health and Safety Executive) Management Regulations, the Trust has particular responsibilities towards young people as follows:

- To assess risks to all young people under 18 years of age, before they start work.
- To ensure the risk assessment takes into account their psychological or physical immaturity, inexperience, and lack of awareness of existing or potential risks.
- To introduce control measures to eliminate or minimise the risks, so far as is reasonably practicable.

Advice regarding risk assessments should be sought from the Trust's Health and Safety Officer / Advisor.

All learners must have a nominated supervisor / mentor whilst undertaking workforce development initiatives within the Trust. The supervisor/ mentor will be responsible for:

- Ensuring that the learner is involved in agreed activities to deliver agreed learning outcomes from their placement
- Liaising with the Workforce Development and Apprentice team to monitor them whilst on placement.
- Ensuring local induction is carried out.
- Reporting any problems to the Work Development and Apprentice Manager.
- Ensuring learners observe the Trust's policies and procedures which apply to them at all times.
- Alerting the Work Development and Apprentice team if a learner behaves inappropriately or is unsuitable to achieve the learning outcomes identified for the placement.
- Ensuring that where placements are in patient areas, supervisors inform patients that there is a work experience / shadowing student present and are given the option to request that they do not observe their care.
- Reinforcing the need for confidentiality, especially when the placement involves access to patients or patient information.

6.7 Induction

Before commencing a placement, the Education and Training Manager will agree with the Workforce Development and Apprenticeships Manager each learner's training requirements, based on the nature and length of their placement and the placement will be offered subject to this being completed during their induction to the area hosting the placement.

7. MONITORING COMPLIANCE / EFFECTIVENESS OF THE POLICY

Area for Monitoring	Method	Frequency	Responsibility	Monitoring Assurance Group	Lead for developing action plan	Group responsible for monitoring action plan
Numbers of applications received by category and demographics	Report	Annual	Director of HR & OD	Executive Committee via Workforce Report	Head of Workforce Development and Education	Workforce Committee
Evaluation of completed activity	Report	Annual	Director of HR & OD	Executive Committee via Workforce Report	Head of Workforce Development and Education	Workforce Committee

8. TRAINING, DISSEMINATION AND IMPLEMENTATION

- Team Brief
- Trust Intranet

9. CONSULTATION, APPROVAL, RATIFICATION AND REVIEW

Consultation

The policy has been the subject of consultation with:

- Joint Consultative Group
- Joint Management Group
- ELB Business Schools Task Group
- Workforce Committee

Approval

- Executive Committee

Ratification

- Joint policy Committee

Review

- Every 3 years or such earlier date in response to changes in legislation, NHS rules or best practice guidance. .

10. REFERENCES

This policy reflects the both Health Education England and Department for Education strategies, see relevant policy documents below:

- Health Education England, Widening participation it matters - https://hee.nhs.uk/sites/default/files/documents/Widening%20Participation%20it%20Matters_0.pdf
- Health Education England, Talent for Care Strategy- https://hee.nhs.uk/sites/default/files/documents/TfC%20National%20Strategic%20Framework_0.pdf

- Department for Education, Careers strategy: making the most of everyone's skills and talents -
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf

11. ASSOCIATED TRUST DOCUMENTS

Workforce Strategy
Recruitment and Retention Strategy
Disciplinary Policy and Procedure
Working Time Policy
Health and Safety Policy
Employment Checks Policy
Volunteer Policy

City Hospitals Sunderland NHS Foundation Trust
South Tyneside NHS Foundation Trust
Equality Impact Assessment Screening Form

The following screening document will ask you to identify any potential risks or negative impacts to each of the equality strands. Background data will help to identify these potential risks. If there is no data available then you cannot assume that there is no risk. In these circumstances you may need to carry out some further investigations before you can carry out the Equality Impact Assessment.

New	Proposed	Existing	x	Date of implementation	Date of Review
			x		
Name of policy:				Work Experience and Future Workforce Engagement Policy	
Aim of policy:				To provide a range of people with an insight into work opportunities in the NHS via a variety of methods, including direct work experience.	
Directorate:				HR	
Manager(s) completing assessment:				Dennis Little	
Date:				6/09/2018	
Does this policy have a direct impact on service users/public or staff? Yes or No				Yes	
Patients, Community or staff groups by equality strands				Impact/Risk (Yes/No)	Comments
Age Is there a risk that older people or younger people would have problems adhering to this policy?				No	Whilst some activities are targeted at particular audiences eg 6 th form and college students, a range of activities are provided that enable people from different age ranges to gain an insight into NHS careers
Disability Is there a risk that staff with a disability would have problems adhering to this policy?				No	We can provide different activities to provide people with an insight into NHS careers. Some specialist placements are provided to people with learning disabilities, and others can be provided in different ways to enable people with disabilities to participate.
Gender Reassignment Is there a risk that the policy discriminates against employees who may be starting or have completed a process to change their gender?				No	No, its not relevant to participation in workforce engagement activities
Marriage and Civil Partnership Is there a risk that the policy discriminates against employees on the grounds of their marital status / civil partnership?				No	No, its not relevant to participation in workforce engagement activities
Pregnancy and Maternity Is there a risk that women who are pregnant or who have recently given birth would not be able to adhere to the policy?				No	No they could participate in appropriate future workforce engagement activities
Race Is there a risk that the policy discriminates on the grounds of race, including colour, nationality, ethnicity or national origin?				No	No, its not relevant to participation in workforce engagement activities. We participate in workforce engagement activities for the BME communities.

Religion or belief Is there a risk that people practicing different religions or beliefs would have problems adhering to this policy?	No	No, its not relevant to participation in workforce engagement activities
Sex Is there a risk that the policy discriminates on the grounds of sex?	No	No, its not relevant to participation in workforce engagement activities
Sexual orientation Is there a risk that people who are lesbian, gay or bisexual would have problems adhering to this policy?	No	No, its not relevant to participation in workforce engagement activities
If the response to any of the above is “Yes” please contact the Trust’s Equality and Diversity lead for further guidance: CHSFT – austin.omalley@chsft.nhs.uk STFT – sonia.atkinson@stft.nhs.uk		
<p>(Please tick as appropriate):</p> <p><input type="checkbox"/> Full EIA is not required to be carried out on this policy as it is not relevant to any of the equality duties</p> <p><input type="checkbox"/> Full EIA is required to be carried out on this policy as it is relevant to some/all of the equality duties</p>		