



**CORNWALL
COUNCIL**
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Together 
for Families

Cornwall Education Business Partnership

Work Experience Scheme 2024-2025





Management of Work Experience Scheme

Cornwall Education Business Partnership manages the Local Authority's approved scheme, conforming to national standards to support schools with the health, safety, welfare and safeguarding of students on work experience placements



Employment of children: Children & Young Persons Act 1933

Strict rules on work for children below MSLA, e.g.:

- Restrictions on the type of work, environment and tools/equipment young people can use
- Employer **MUST** have a work permit for children under MSLA
- Local authority provides permit and signed by headteacher
- Can only work during specific times
- Max number of hours and days allowed to work in a week/year



Employment of children: Children & Young Persons Act 1933

	Daily Limit		
	School Day	Non-school Day	Sundays
Aged 13-14	2 hours	5 hours	2 hours
Aged 15-16	2 hours	8 hours	2 hours

Employment of children: Children & Young Persons Act 1933

**The Education Act allows for a period of work experience where
It's managed by the school**

	School Day	Non-school Day	Sunday
Aged 13-14	2 hours	5 hours	2 hours
Aged 15-16	2 hours	8 hours	2 hours

On Work Experience you have the legal and insurance status of an EMPLOYEE

- Your health, safety and welfare at work are **protected by law**
- The employer has a duty to insure you, protect you and keep you informed about health and safety

Health and Safety Law
What you need to know

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help.

What employers must do for you

- 1 Explain what could happen to you at work and the precautions to stop it. This is part of risk assessment.
- 2 In a way you can understand, explain how risks will be controlled and tell you who is responsible for this.
- 3 Consult and work with you and your health and safety representatives in producing systems that have to be followed in the workplace.
- 4 Free of charge, give you the health and safety training you need in the job.
- 5 Free of charge, provide you with any equipment or protective clothing you need, and ensure it is properly looked after.
- 6 Provide toilets, washing facilities and drinking water.
- 7 Provide adequate first aid facilities.
- 8 Report injuries, illnesses and dangerous incidents at work to our Incident Contact Centre: **0845 300 9923**
- 9 Have insurance that covers you if you get hurt at work or ill through work. Signify a health care or electronic copy of the accident insurance certificate where you can easily find it.
- 10 Work with any other employers or contractors sharing the workplace or providing equipment such as ladders, scaffolding, vehicles, engines, health and safety in protected.

What you must do

- 1 Follow the training you have received when using any work items your employer has given you.
- 2 Take reasonable care of your own and other people's health and safety.
- 3 Co-operate with your employer on health and safety.
- 4 Tell someone (your employer, supervisor, or health and safety representative) if you think the work or workplace arrangements are putting anyone's health and safety at serious risk.

If there's a problem

- 1 If you are worried about health and safety at your workplace, talk to your employer, supervisor, or health and safety representative.
- 2 You can also talk to our website for general information about health and safety at work.
- 3 If, after talking with your employer, you are still worried, phone our helpline. We can give you in touch with the local enforcing authority for health and safety and the Employment Medical Advisory Service. We don't have to give your name.

HSE helpline:
0845 345 0055
HSE website:
www.hse.gov.uk

Fire safety
You can get advice on fire safety from the Fire and Rescue Services in your workplace. For advice:
Employment rights
You can also check your employment rights at:
www.direct.gov.uk

HSE
Health and Safety Executive

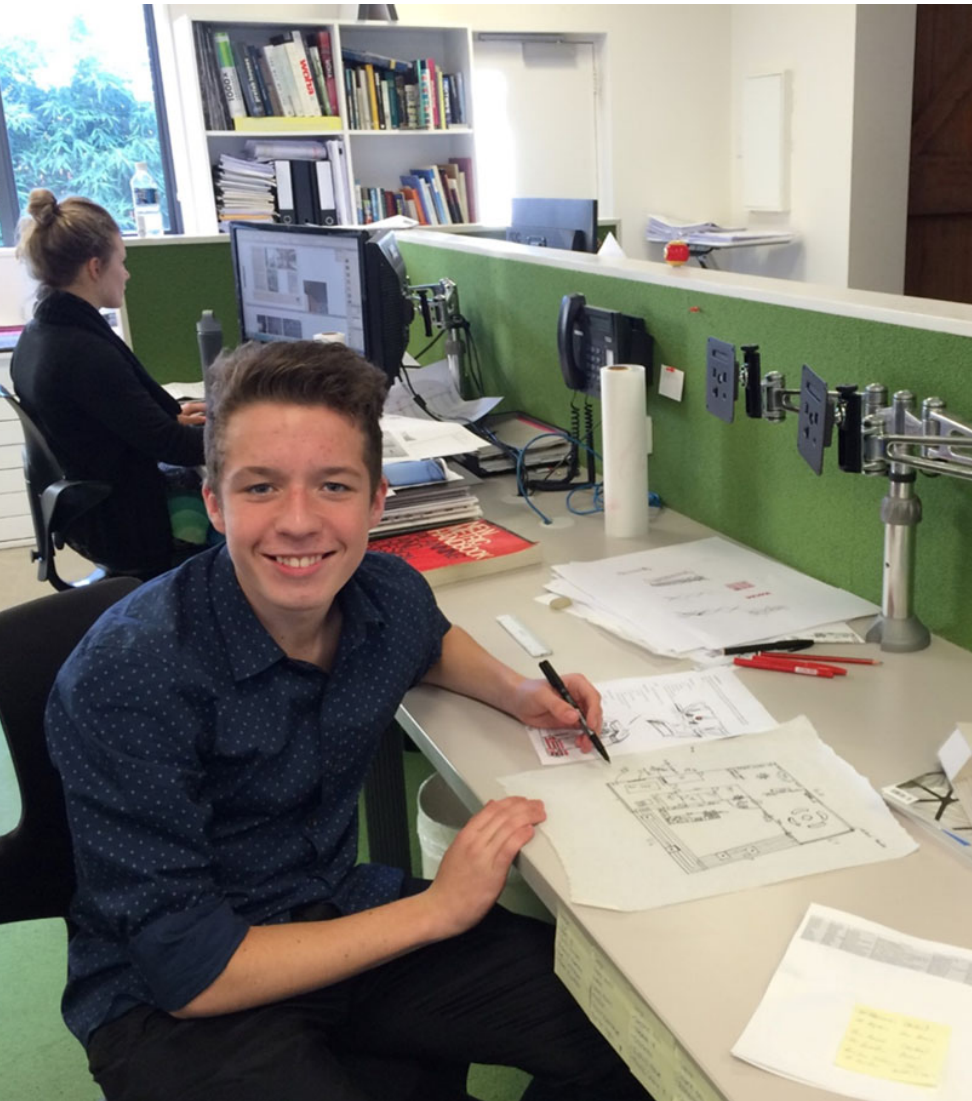
Value of work experience – student view

“ *The best part of this week was working with different people and learning about what they do as a job, and the key skills needed for that particular job.* ”





Value of work experience – develop skills



“ Work experience helped me develop **skills** such as time management, problem-solving, teamwork and communication. I also gained **confidence**, meaning that in the future I will be more able to face **challenging situations**.

”

Value of work experience – teacher view

“ *Students can see how things they learn at school apply in the workplace.* ”

They come back to school more motivated to achieve their GCSEs. ”





Value of work experience – employer view

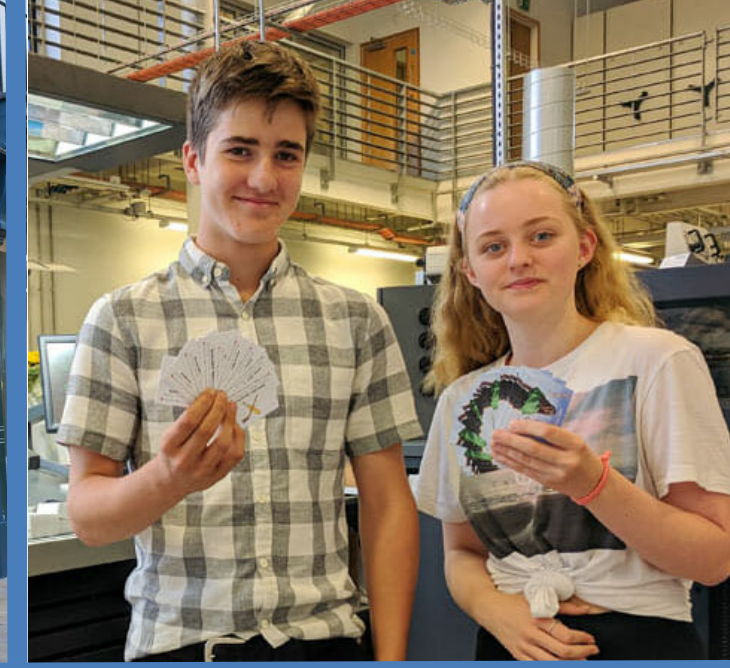
“ *Our work experience student was fantastic! In her **attitude, manner and hard work,** everything was superb. Students like her are our **future workforce.** ”*





Benefits of work experience

- Can add any work experience to CV
- It is often the first opportunity to gain a reference
- Some college courses, e.g. hairdressing, childcare, ask for relevant work experience as an entry requirement
- Learn important social and work skills
- Helps with career decisions
- Can lead to employment and/or apprenticeships



Where can you do work experience?





Where can I do work experience?

Placements take place in all sorts of businesses...

**Financial
Services**

**Childcare &
Education**

**Veterinary
Practice**

Law

**Graphic
Design**

**I.T. &
Digital**

**The Royal
Navy**

**Outdoor
Education**

Retail

Construction

Engineering

Police

Horticulture

Catering

Hospitality

Where to start

Consider...

- Try out a job or career interest
- Supporting the community or charity
- Develop an interest, talent or hobby
- To help you get part-time or seasonal job
- Explore the local labour market
- Transport - stay local or further away?



Placement Restrictions

**Placements can only be approved in England and Wales
Out of county placements must be arranged well in
advance of programme deadlines**

Young people cannot work:

Behind a bar

In a cinema or night club

In any gambling context

In a tattoo studio or any skin piercing environment

On board a registered boat or ship

Above two metre fall height

(full prohibition list on Parents/Carers Info leaflet)

 www.cornwall.gov.uk





Insurance

- For insurance purposes Work Experience Students are classed as 'employees' therefore the employer **MUST** have **BOTH** Public Liability Insurance and Employers' Liability Insurance
- Placements cannot go ahead without the appropriate insurance cover
- Employers with Public Liability Insurance only (e.g. sole traders) may be able to add Employers' Liability Insurance to their existing policy for the duration of the placement dates

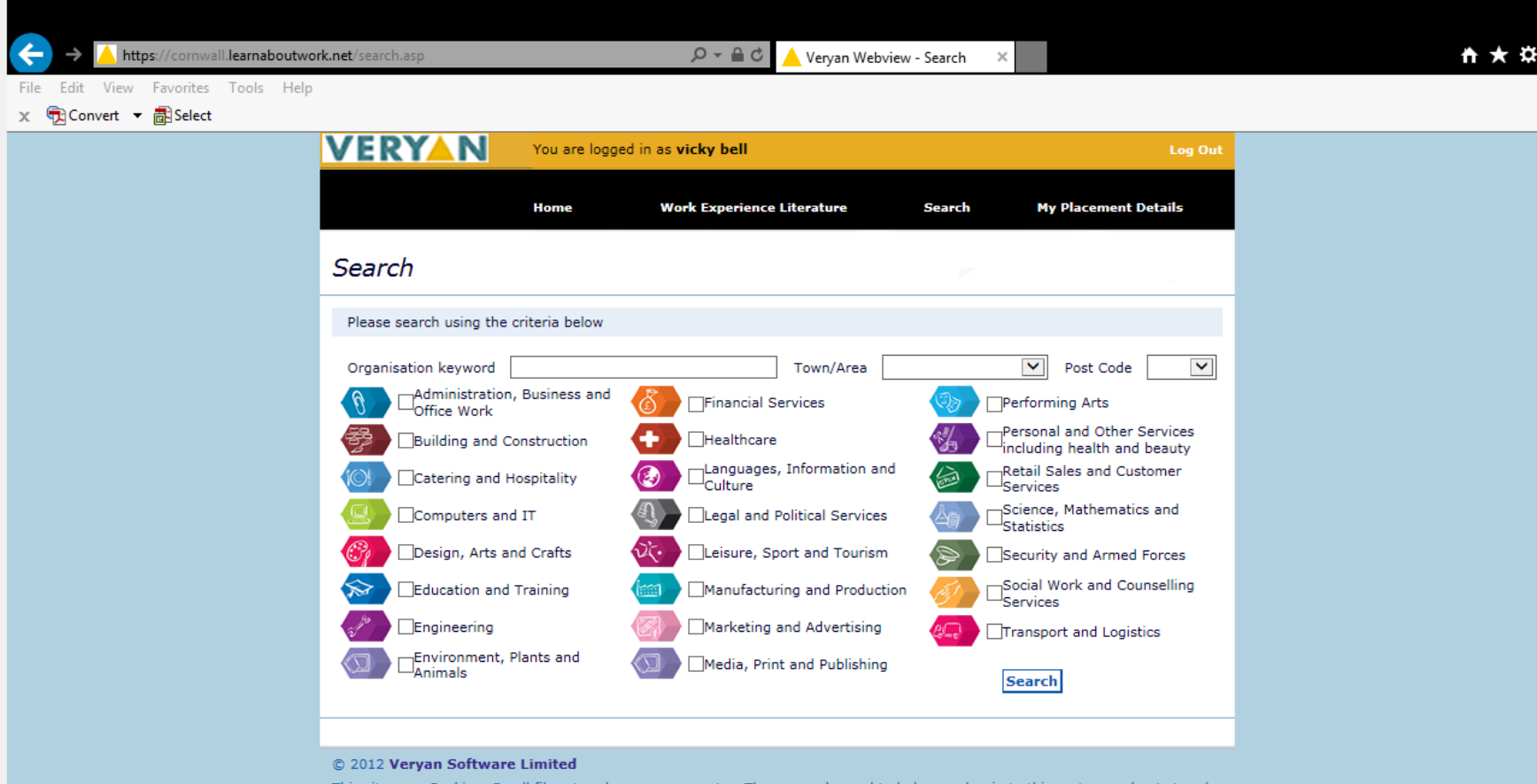


How to find a placement

- Ask family, friends, school careers leader, teachers
- Use social media and internet research
- Call, visit or email local employers
- Explore 'Veryan' employer database...

Veryan Webview – login details

List of businesses that have provided placements before:



The screenshot shows a web browser window with the URL <https://cornwall.learnaboutwork.net/search.asp>. The page is titled "VERYAN" and indicates the user is logged in as "vicky bell". The navigation menu includes "Home", "Work Experience Literature", "Search", and "My Placement Details". The "Search" page displays a search criteria form with the following fields:

- Organisation keyword:
- Town/Area:
- Post Code:

Below the search fields, there is a grid of 18 business categories, each with a checkbox and a corresponding icon:

- Administration, Business and Office Work
- Building and Construction
- Catering and Hospitality
- Computers and IT
- Design, Arts and Crafts
- Education and Training
- Engineering
- Environment, Plants and Animals
- Financial Services
- Healthcare
- Languages, Information and Culture
- Legal and Political Services
- Leisure, Sport and Tourism
- Manufacturing and Production
- Marketing and Advertising
- Media, Print and Publishing
- Performing Arts
- Personal and Other Services including health and beauty
- Retail Sales and Customer Services
- Science, Mathematics and Statistics
- Security and Armed Forces
- Social Work and Counselling Services
- Transport and Logistics

A "Search" button is located at the bottom right of the category list. At the bottom of the page, there is a copyright notice: "© 2012 Veryan Software Limited" and a small disclaimer: "This site uses Cookies: Small files stored on your computer. They are only used to help your login to this system and not stored on..."

Search

Please search using the criteria below

Organisation keyword

Town/Area

Post Code

Administration, Business and Office Work

Building and Construction

Catering and Hospitality

Computers and IT

Design, Arts and Crafts

Education and Training

Engineering

Environment, Plants and Animals

Financial Services

Healthcare

Languages, Information and Culture

Legal and Political Services

Leisure, Sport and Tourism

Manufacturing and Production

Marketing and Advertising

Media, Print and Publishing

Performing Arts

Personal and Other Services including health and beauty

Retail Sales and Customer Services

Science, Mathematics and Statistics

Security and Armed Forces

Social Work and Counselling Services

Transport and Logistics

[Search](#)

Approval & Consent Form

Information Classification: CONTROLLED

CORNWALL WORK EXPERIENCE SCHEME

Work Experience Placement Approval & Consent Form 2024 – 2025

Deadline for Return to School

This form is designed to enable the student, employer, parents or carers and the college to share essential information to make sure the health, safety and welfare of the student has been considered and that all the partners approve of the placement taking place.

Instructions for Completion

- Step 1** - Parents/carers fill in section 1.
Step 2 - Employer fills in section 2 (pages 2 and 3) and signs page 3 and returns the form to the student or parent/carer or the school.
Step 3 - Parent/carer and the student read details provided by employer and sign consent on page 4 then return the form to the school.
Step 4 - The School completes the Approval and Consent section on page 4.

Section 1 - INFORMATION ABOUT THE STUDENT

Placement Start Date: _____ End Date: _____

Name of School: _____

Telephone Number of School: _____

Tutor Group:

Name of Student: _____ DOB: _____ Age in years: _____

Address: _____

Post Code _____ Tel. No: _____ Emergency Contact Tel. No: _____

Name of Emergency Contact: _____

Essential Information relevant to Health, Safety and Welfare

In order for the employer to provide a safe placement it is essential that any medical or other significant information that may affect your son/daughter's health and safety is provided. Please complete the information below:

Does your son/daughter:	NO	YES
Have any restrictions of normal physical activity?		*
Have skin allergies or eczema?		*
Have bronchitis, asthma or chest complaints?		*
Have fainting attacks or fits?		*
Have any hearing disability?		*
Have any significant colour vision defect or other vision disability?		*
Have any learning/behavioural difficulty that may affect their ability to understand or act on instructions?		*
*Please give any relevant details:		
<p>Have any other health problems that may affect their safety and welfare, including the need for regular medication? If so, please outline the details and list any medication carried for emergency purposes:</p>		
<p>Have a specific disability and/or a Care Plan? If so, please give brief details:</p>		
<p>Any other information you would like to make the employer aware of that could affect the health, safety and welfare of your son/daughter:</p>		

I agree that the above information can be seen by the employer and that the school can disclose any information that they feel is relevant to the health, safety and welfare of my son/daughter whilst on the above work experience placement solely for the purposes of the Work Experience Scheme.

Signature of Parent/Carer: _____ Date: _____

Signature of Student: _____ Date: _____

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Page 1 of 4

Page 1

Complete personal details

Parent and Student signs page 1

Approval & Consent Form

Page 2

Employer completes contact details and placement details

Section 2 - ABOUT THE EMPLOYER AND THE PLACEMENT

Name of Company/Organisation _____

Address _____

Post Code: _____ Type of business: _____

Are you a 'sole trader' (a company run by one individual with no employees)? YES NO

If **No**, then please add number of employees: _____ (include part-time people)

Main Contact (person agreeing placement) _____ Job Role/ Position _____

Main Contact Telephone No: _____ Mobile No:- _____ Email: _____

ABOUT THE PLACEMENT

Days of Work (please circle): Mon Tues Wed Thurs Fri for 1 week or 2 weeks or _____ weeks (Extended only)

Hours of Work: _____

Dress code or special clothing required:- _____

Lunch Time Supervision and Welfare Arrangements

Please outline the arrangements for the lunch break supervision : e.g. must stay on the premises, can go off site, can come and go as need be etc. _____

Lunch Time to Lunch Facilities (e.g. Canteen available, packed lunch etc) _____

SUPERVISION

Name of the main person responsible for supervising the student during the placement: _____

Job Role/ Position in Organisation _____

Will the student be under the direct supervision of more than one person during their placement? YES NO

If YES please give the following details:

Name of Additional Supervisor	Position/Job Role in Organisation

I can confirm that the people who will be supervising the student are competent to deal with this student and to my knowledge have not been restricted or barred from working with children. Please Tick

THE WORKING ENVIRONMENT

Please can you give some idea of the environment(s) the student will be working in e.g. on building sites, working in a client's home, in a busy office, etc. as this may not be obvious from the student's job role.

WORKING ONE-TO-ONE

Will the student be working in isolation with the same person for the majority of their placement, e.g. on the premises, outdoor location, travelling in a vehicle? YES NO

If YES please give brief details:

PHYSICAL CONTACT

Will you or any of your employees need to have physical contact with the student either as a normal part of the job or as part of any training? YES NO

If YES, please give brief details:

You Will Need Public and Employers Liability Insurance



Approval & Consent Form

Information Classification: CONTROLLED

Section 3 - 'YOUNG PERSONS RISK ASSESSMENT' FOR THE STUDENT

The purpose of this Risk Assessment is to make sure the health, safety and welfare of the student has been considered **with respect to their age, inexperience, immaturity and any factors mentioned in the Information about the Student' section** above. This will also make sure you have complied with Regulation 19 of the Management of Health & Safety at Work Regulations 1999.

To help you with this either the school or Cornwall EBP (gavin.stephens@cornwall.gov.uk) can provide you with a sample Young Person's Risk Assessment to suit your business. Please be aware that NOT ALL the Specific Hazards related to your situation may be covered in the sample.

Name of Student	
Job Role/Title of Placement and Main Tasks and Duties	

Specific Hazard Identified	Current Control Measures	Additional controls for the young person to make sure the risk is adequately controlled

I confirm that the risk assessment above has been completed to the best of my ability and that the control measures identified will be implemented for the duration of this work experience placement.

Young Persons Risk Assessment completed by: _____ Date: _____

If you have not completed the above Risk Assessment, then please staple your own 'Young Persons_Risk Assessment' to this page. Please could you now sign the 'Employers Agreement and Consent' below before sending the form back to the student and their parents or carers. Thank You.

Section 4 (To be completed AFTER Sections 1,2, and 3 have been completed)
EMPLOYER AGREEMENT and CONSENT

I have read the 'Information About the Student section above and I agree to take the student on a Work Experience Placement and where possible, an outline programme for the placement will be provided. The student will be covered for insurance purposes by the company's **Employer's Liability Policy AND Public Liability Policy** and where applicable the Vehicle Insurance Policy. All of these policies take consideration of the activities of students on work experience. The student will also be covered by our Health and Safety Policy and associated Risk Assessments including the Young Persons Risk Assessment. I have completed the Young Persons Risk Assessment on this consent form, or our own Young Persons Risk Assessment document(s) is/are attached. I have read the "Information for Employers" leaflet and understand my responsibility for Health & Safety issues and Child Protection and agree to abide by the 'statement of principles' for child protection.

I am aware that the information contained on this form will be stored manually by the college and some of the information will be stored electronically on the Veyan Workplace work experience management database in accordance with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018.

I declare that I have read and consent to the privacy notice on page 4.

NB: **this placement can only be approved if both public liability & employer's liability insurance are current.**

Signature: _____ Date _____

Name of Signatory: _____ Position: _____

Page 3

Employer completes Young Person's Risk Assessment
 And signs agreement and consent

Approval & Consent Form

Information Classification: CONTROLLED

Page 4

- Parent signs agreement and consent after checking employer details on pages 2 and 3
- Student signs agreement and consent and returns form to school
- School sign their approval and then book the placement with Cornwall Education Business Partnership

PARENT/CARER AGREEMENT and CONSENT

I have read the 'Information About the Employer and Placement' and the 'Young Persons Risk Assessment' sections and agree to my son/daughter taking up this Work Experience Placement and undertaking the main duties and tasks detailed. I have read the lunch time arrangements for this placement and have discussed suitable arrangements for lunch and break periods with my son/daughter and I am aware that if my son/daughter leaves the employer's premises during lunch or break periods, no liability can be accepted by the employer or the school for any incident that may occur.

I am aware that the information contained on this form will be stored manually by the college and some of the information will be stored electronically on the Veryan Workplace work experience management database in accordance with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018.
I declare that I have read and consent to the privacy notice shown below.

Signature of Parent/Carer: _____ Date: _____

STUDENT AGREEMENT and CONSENT

I have read the 'Information about the Employer and the Placement' and the 'Young Persons Risk Assessment' sections and understand the information they contain. I agree to:

- take part in this Work Experience Placement;
- follow all safety, security and other regulations laid down by the employer, either through instructions, training or as displayed;
- take reasonable care of my own health, safety and welfare and that of anyone else who may be affected by my actions or omissions;
- hold in confidence any information about the employer's business which I may obtain during this work experience placement and not to disclose such information to another person without the employer's permission.
- follow the Code of Conduct for Use of Social Media and Electronic Devices while on work experience.

Signature of Student: _____ Date: _____

SCHOOL'S APPROVAL AND CONSENT

Both sections below must be completed

School Use Only:	New Provider: Y / N
Veryan Job Ref. No:	Date completed form received: Date entered on Veryan:

Work Experience Placement Management	YES	NO	COMMENT/ACTION TAKEN
Employer DBS check required			
Placement is suitable for this student In particular, please add a comment if the placement is working with children			

Signature of person completing this section: _____ Date: _____

Name of person completing this section: _____ Position _____

Data Protection Statement | Privacy Notice

This information is being collected by the school for the purpose of the Management of the Work Experience programme. Please refer to the **Schools' Privacy Policy**.

A Data Protection Agreement is in place between the college and Cornwall Council (acting through Cornwall Education Business Partnership) in respect of the arrangement of Placement Suitability Visits for work experience. As the Data Processor, we, Together for Families Directorate, Cornwall Council, New County Hall, Truro, TR1 3AY, Data Protection Registration Number: Z1745294 are committed to protecting and respecting your privacy. Any information shared with Cornwall Council by the college will be held in a secure environment until the 21st birthday of the student participant in accordance with the TFF data retention policy after which time it will be destroyed in a secure manner.



Together 
for Families



Management of Work Experience Scheme

- Work experience coordinator checks form
- Cornwall Council checks over 6000 placements every year
- Average checking process time 6 weeks
- Approved or declined...

Before Placement

Placement Suitability

Check/Visit is carried out by Cornwall Education Business Partnership

In School:

- Student is given a Work Experience Logbook and completes the placement preparation section
- Student receives health & safety preparation
- Student receives safeguarding awareness information



Work experience logbook

Name

School

Employer

Start date Finish date





During the placement week

- Remember to take your Work Experience Logbook with you each day
- Your employer will give you a health & safety induction on your first day
- During the week you will have a visit by a member of school staff

Any issues or concerns - please talk to your employer and/or contact school



And finally...

- Remember to take your completed logbook back to school for your evaluation/debrief session
- Arrange your placement as early as possible to enable the paperwork and placement suitability check to be carried out
- Enjoy! – Have a safe and productive placement week.

Thank you / Meur ras

If you have any questions or comments

ebp@cornwall.gov.uk

