School Work Experience Placements Process

Guidance: Contact Nicola Prince, HR Officer

Nicola is the main point of contact for general enquiries about the school work experience process: nicola.prince@yorkshiredales.org.uk 01969 652332

Applications are accepted during a window, expected to be from 1st December until all placements are allocated. There are limited places and they can range from 2 days to 1-week max duration

STEP 1 Student completes application form

- Students complete the application form found on our website. All sections must be filled in and signed by the student and their parent/carer.
- The student must then email their completed application form to the School Work Experience Coordinator at their own school
- The School Work Experience Coordinator must complete their section of the form and email to nicola.prince@yorkshiredales.org.uk
- Applications received out with this process or those that are incomplete or unsigned may not be considered

STEP 2 The Authority receives the application

- Fully completed application forms will be acknowledged to the School Work Experience Coordinator's preferred email addresses and also copied to the students preferred email address
- The application forms are then passed to line managers to consider. We get more applications than we have places so unfortunately not everyone can be offered a placement.

STEP 3 Decisions

- Decisions may take days, weeks or months
- Priority is given to students who live (or go to school) in the Yorkshire Dales National Park or close to its boundaries. In addition, we'll be looking for evidence of a student's interests/activities that specifically relate to the area of work experience they are looking for.
- If a place cannot be provided to a student, they will be advised by email sent to the students preferred email address (as detailed on their application form) and copied to their School Work Experience Coordinator.

STEP 4
Provisional placement offer

- If a student's application for a work experience placement is provisionally accepted, we will send an email to the students preferred email address confirming the offer of a placement on a **conditional** basis. We will also copy in their School Work Experience Coordinator.

- Placement offers are conditional/subject to the completion of a range of additional checks which usually include:
  - Further sign-off /agreement from the student's school
  - Sharing of risk assessments and approval of planned activities
  - Timely accreditation approval from a schools appointed accreditation body (e.g. NYBEP)

STEP 5

Accreditation bodies and checks

Each school can have a slightly different process for their work experience programme. If they engage an 'authorising organisation' (e.g. NYBEP or Cumbria Work Experience) we will expect:

- The school to ensure the authorising organisation contacts us for the required information in a timely manner and should they require a visit to our premises this must happen well in advance of the potential placement date.

- All placements to be fully approved by any authorising organisation (and the school) **at least** 1 month prior to the start date. Failure to meet this timescale may jeopardise the placement.

- The school, or the authorising organisation on their behalf, to provide the National Park Authority with any relevant information (having sought parent/guardian approval) related to the work experience student in order that we can make any adjustments to the activities planned and to safeguard their health, well-being and safety. This should also be provided at least 1 month prior to the start date of the placement.

When your Work Experience Placement is confirmed

- When all the necessary checks have been completed the student's placement will be formally **confirmed** by email.
- The manager supervising the placement will email the student to provide specific details on things like clothing/footwear, start/finish time etc.