

1. Introduction

John Graham Construction Ltd. (“GRAHAM”) believes that work experience placements provide many opportunities and benefits to both the organisation and pupils/ students. These include:

- Influencing career choices
- Raising our community profile
- Promotion of construction based qualifications
- Increased motivation of employees
- Understanding changes in the education system

By promoting the industry to young people who may become future employees or future service users, we are strengthening our commitment to the local community whilst maximising the contribution that work related activities make to young people’s education.

GRAHAM are committed to being an inclusive workplace where all employees, customers and stakeholders can fully participate and contribute. We strive to ensure accessibility across all facets of our operations, including physical spaces, digital platforms, communication channels and services.

Our People policies are regularly audited against rigorous accessibility standards to ensure compliance and to support every employee.

Anyone who requires additional support or has any questions regarding accessibility can contact the HR team at HR-JGC@graham.co.uk

2. Policy Statement

This policy is intended to provide a basic framework for the responsibilities and benefits associated with providing work experience. The procedure outlines the correct channels to follow when a work experience placement is sought.

3. Scope

This policy applies to all unpaid work experience students, whether from schools or colleges. It is intended that the large majority of school work experience placements will be organised via the HR Department. However, should individual managers wish to maintain links already formed with schools or through personal contacts this will not be discouraged.

4. Educational Framework

GRAHAM recognises the educational value of work place activities including:

- Development of economic and business understanding;
- Careers education;
- Personal and social development;
- Specific practical experience;

- It will also give GRAHAM staff the opportunity to develop and practice skills such as coaching, supervisory and instructional techniques.

GRAHAM believes that particular attention must be paid to the Health and Safety of young people whilst on a placement within the organisation. Particular departmental safe working practices must be fully explained. All health and safety regulations will apply to work experience students.

5. Insurance

Each school/ college will be responsible for ensuring all work experience students are indemnified. All completed indemnity forms must be sent to the HR Department prior to the start date.

6. Manager Responsibilities

6.1. General

The working environment may be unfamiliar to many students. It is, therefore, important that the manager offers a short induction covering details of the department's function and objectives relating to GRAHAM as a whole.

Managers are responsible for adequately briefing students regarding the duties expected of them and for giving sufficient instruction, monitoring and feedback on tasks performed.

6.2. GRAHAM Policies

Work experience students will be bound by GRAHAM procedures and codes of conduct.

6.3. Payment

GRAHAM will not make any payment to students for short term placements.

6.4. Hours

Work experience students are expected to work normal office/site hours, with an appropriate lunch break and any other appropriate breaks.

6.5. Manager Responsibilities:

- 6.5.1. The Manager responsible for the respective work area will delegate a Mentor for each student. The Mentor will have specific responsibility for the student, in particular with regard to induction and overseeing any duties the student may undertake. A copy of contact points and telephone numbers for the student will be kept in the work area during the placement, in case of emergency.
- 6.5.2. The Manager will prepare a description of duties the student will undertake during the work experience placement.
- 6.5.3. The student's supervisor will be required to give feedback on performance to the HR Department which will be forwarded to the appropriate school/ college.

7. Eligibility Of Students

All students accepted to do work experience will be at the discretion of the Senior Manager/Head of Department. Close supervision of students is required at all times.

8. All Schools And Colleges

8.1. Any specific applications received by Human Resources Department will be forwarded to the relevant department to ascertain their interest. The Human Resources Department will inform the Applicant/ School/ College if there are any placements available.

Where Managers are approached directly to provide a placement they should contact the HR Department who will liaise with the school to ensure all requirements are met.

8.2. Any manager agreeing to provide a work experience placement will be required to prepare a description of duties, which can be handwritten. They will also have to complete a Risk Assessment Form (for all students under 18) and return both to HR.

8.3. Following this, the HR Department will write to the school/student with the following information:

- Description of duties
- Student Profile form
- Request for Indemnity form
- Emergency Contacts form

8.4. The student must return ALL the above forms along with an Indemnity form from the school/ college BEFORE their start date. If this does not occur, it will be assumed that the student will not be accepting the placement.

8.5. HR will retain all relevant forms, issuing a copy of the emergency contact details to the manager.

9. Equal Opportunities

Work placements are open equally to all students regardless of gender, sexual orientation, age, marital status, responsibility for dependants, disability, religion, colour, race, nationality, ethnic or national origin, and they will not be disadvantaged by conditions or requirements which cannot be shown to be justifiable.