

Work Experience Agreement

Between

(Employer)

&

(Trainee)

DATE(S) OF PLACEMENT

FROM: _____ TO: _____



The Social Inclusion and Community Activation Programme (SICAP) 2015-2017 is funded by the Irish Government and co-funded by the European Social Fund and includes a special allocation under the Youth Employment Initiative.

AIMS

This Work Experience Agreement has two key aims:

1. To provide assistance for employers in providing quality work experience for those on placement within their organisation, and
2. To ensure that the trainee on placement receives a meaningful, quality work experience. This means, an experience which:
 - Meets their aspirations
 - Helps to progress their career plan, and
 - Provides a good fit between the employer and the trainee.

Based on examples of industrial best practice (BITC, CIPD), recent research from the EU and recommendations arising from the Ballymun 'Youth Guarantee Pilot', in order to achieve these aims, both the trainee and the employer should adhere to a simple quality framework referred to as the 'Work Experience Agreement'.

The Agreement should be signed by both parties (employer & trainee) to acknowledge the acceptance of the five principles of the Agreement listed below:

PRINCIPLE 1: INDUCTION

The placement will include an induction to help the trainee settle in as quickly as possible. Induction could include some of the following:

- A brief history of the organisation
- Key personnel/organisational structure
- Contact details of the trainee's supervisor or manager
- Tour of facilities
- Health & safety information
- Grievance procedures (lines of communication – who?, how?, where?)
- Allocation of the placement Mentor or 'Buddy' (see below)
- Daily work schedule – inc. hours of work, location (see below)
- Timing & frequency of tutor/support worker visits (where applicable)
- Expectations & work etiquette (see below)

PRINCIPLE 2: WORKPLACE MENTOR / 'BUDDY'

Where possible, the employer should provide the trainee with a workplace mentor or buddy: someone who can help the trainee navigate their way through the workplace. The mentor/buddy should ideally be someone who is naturally helpful, good with people and has the desire to help the trainee for the duration of the placement. The mentor/buddy could:

- Provide the trainee with advice
- Answer questions they may have
- Oversee and monitor the work plan (see below) & provide objective feedback
- Generally 'check' how things are going

Ideally, an initial meeting between the trainee & his/her buddy should take place prior to the placement to 'break the ice' and to allow both parties to introduce themselves.

PRINCIPLE 3: CLEAR LEARNING OBJECTIVE(S)

Work experience is about supporting an individual to develop their skills in order to enhance their employability and to give them something meaningful to put on their CV.

There should therefore be one (or more) clear objectives of the placement. Both the trainee and the employer should agree what skills, knowledge and/or understanding are to form the focus of the placement.

(Note: Where deemed appropriate, the employer and trainee could negotiate a daily work plan or schedule. Suitable tasks for the trainee could be identified prior to the placement and worked into a daily schedule. An exemplar work schedule template is attached for information – see Appendix 1).

PRINCIPLE 4: WORKPLACE ETIQUETTE

The employer agrees that the trainee is to be treated as an addition to the current staff complement. The trainee will not be utilised to replace staff members or to reduce the hours allocated to existing staff.

The trainee agrees:

- to practice good attendance and timekeeping & to communicate any difficulties regarding attendance to their supervisor or mentor/buddy;
- to adhere to the organisation's dress code and accepted standards of behaviour; and
- to participate fully in the placement.

PRINCIPLE 5: END OF PLACEMENT ARRANGEMENTS: REVIEW OR 'EXIT' MEETING

If the trainee's work schedule has been regularly monitored, there should be no unforeseen issues arising from the final review ('exit') meeting. It is considered best practice to arrange a final review meeting to provide the opportunity to discuss and feedback:

- What has been learned – how has trainee progressed or developed during the placement?
- How did trainee get on with others in the organisation?
- Evaluation – what aspects of placement worked well & what area(s) to improve on?
- Trainee views of the organisation as a suitable placement.

I agree to provide the trainee with a Work Experience Placement in accordance with the Work Experience Agreement outlined above:

Signed for Employer: _____ Date: _____

Position in Organisation: _____

I agree to participate fully in the placement and to abide by the Work Experience Agreement outlined above:

Signed (Trainee): _____ Date: _____

Acknowledgements

This document has drawn extensively on the excellent research listed below without which this piece of work would not have been possible in its current form:

- Business In The Community ('BITC'), (Undated),

Lift Off: A Work Experience Guide for Schools & Businesses.

- Chartered Institute of Personnel and Development ('CIPD'), (April 2012),

Work Experience Placements That Work.

- Council of the European Union, (10 March 2014),

Council Recommendations on a Quality Framework for Traineeships.

- Duggan, C., et al, (Feb. 2015),

Lessons From The Ballymun Youth Guarantee Pilot.

Appendix 1

Example - Work Plan/Schedule Template

NOTE – Daily Morning Break: 11.15am-11.30am/Lunch: 1pm-2pm/Time with mentor.

DAY	MORNING/TIME		AFTERNOON/TIME	
MONDAY	9.30 am	Induction: Welcome to firm. (Supervisor) Issue of ID badges/H&S (Ms. A) Overview of business/tour (MS.A)	2.00pm – 2.45pm	Operations – an overview (Mr B)
	11.15am-11.30am	Break		
	11.30am – 12.15pm	Meeting – Junior Marketing staff	2.45pm – 3.30pm	Corporate video & website
	12.15pm – 1pm	Meeting – Junior Administration staff	3.30pm – 4.30pm	Meeting with mentor. Q&A
TUESDAY	9.30am -11.15am	Marketing Dept (Mr C & staff)	2pm-4.30pm	Sales Dept. (Mr D & staff)
	11.15am-11.30am	Break		
	11.30am-1pm	Marketing Dept (Mr C & staff)		
WEDNESDAY	9.30am-11.15am	Finance Section (Mrs E & team)	2pm-4.30pm	Supply chain (Mr F & staff)
	11.15am-11.30am	Break		
	11.30am-1pm	Finance Section (Mrs E & team)		
THURSDAY	9.30am-11.15am	Information Management (Mr G & team)	2pm-4.30pm	Human Resources (Mrs H)
	11.15am-11.30am	Break		
	11.30am-1pm	Information Management (Mr G & team)		
FRIDAY	9.30am-11.15am	Customer Services (Ms I & staff)	2pm-4pm	End of placement (Exit) Meeting (Mentor & Supervisor)
	11.15am-11.30am	Break		
	11.30am-1pm	Customer Services (Ms I & staff)		