

Work Experience - 2012/2013 Service Level Agreement

College: [College], [Address]

School: [School], [Address details]

1. Partnership Responsibilities

- 1.1. Schools and Colleges will work together in area to plan a programme of Work Experience for each Academic Year in order to maximise Work Experience opportunities for students in West Sussex.
- 1.2. Schools and Colleges will meet annually to review current academic year and plan for the next academic year.

2. [School] are committed to:

- 2.1. Providing advice and guidance to all prospective pupils due to be undertaking Work Experience, including a Health and Safety briefing.
- 2.2. Identifying with the pupil appropriate Work Experience placements in West Sussex using the Area College database. Schools wishing to undertake a placement within an adjoining county should initially contact their Area College.
- 2.3. Liaising with employers to identify specific risks for individual pupils undertaking work placement with them.
- 2.4. Ensuring School based organisers have as a minimum undertaken Risk Assessment training. If required the College can provide this training for a charge.
- 2.5. Having a system in place to ensure that parents provide information to the school about pupil health or other factors which may be relevant to the placement risk assessment
- 2.6. Passing on information to employers related to a pupil's health or any other factors which might affect the placement
- 2.7. Ensuring that, at all times, issues or concerns regarding Health and Safety are responded to immediately
- 2.8. Contacting the Employers to schedule Work Experience placements in line with the online directory
- 2.9. Only using work experience placements that have been approved by the colleges prior to commencement of the placement
- 2.10. Informing parents of the significant risks at the placement and provide them with all relevant practical information related to the placement
- 2.11. Issuing relevant paperwork to the parent/carer of students undertaking Work Experience
- 2.12. Ensuring both parent/carer and employer agreement forms are signed and returned before Work Experience placement commences where required.
- 2.13. Providing monitoring of placements

- 2.14. Providing monitoring staff with training for carrying out visits and provide a copy of the risk assessment and any PPE required to undertake the monitoring visits.
- 2.15. Notifying colleges of requirements for Work Experience placements a minimum of 28 days in advance unless exceptional circumstances, agreed by both parties, occur.
- 2.16. Providing a contact number for employers so that school can be contacted at any time while students are on work experience (including outside school hours)
- 2.17. Providing a CRB check or other additional arrangements for individual students
- 2.18. Providing information for employers on hosting work experience – HSE Guide The Right Start
- 2.19. Ensuring that any personal protective equipment necessary for the placement, such as safety footwear, will be provided either by parent/carer or school
- 2.20. Feeding back concerns from monitoring staff to placement organisers.
- 2.21. Reporting incidents and accidents to WSCC Health & Safety Team and college organisers

3. [College] are responsible for:

- 3.1. Providing a single point of contact for Work Experience within the College.
- 3.2. Maintaining and publishing a list of HASP certified Work Experience placements accessible online via the college website for employers offering Work Experience placements
- 3.3. Undertaking training for School staff, where required, on use of the online directory
- 3.4. Visiting identified employers to carry out pre-placement visits in line with HSE established guidelines to ensure that placements are suitable in terms of welfare, health and safety
- 3.5. Informing the relevant school, partner colleges and West Sussex County Council in the event that placements have not met the criteria at this time on the HASP form via the system
- 3.6. Working with employers and college partners within area to increase employer participation for Work Experience placements.
- 3.7. Carrying out HASPs for new placements identified by a school on request.
- 3.8. Providing schools with documentation specific to Employers on request at an agreed charge.
- 3.9. Undertaking HASPs within 10 miles of the Area border. Exceptions may be made where employer links may exist further afield.
- 3.10. Providing details of the Out of County contacts for schools.
- 3.11. Providing schools or Out of County Agents from outside of Areas A, B or C requesting a placement within Area with a HASP for an agreed fee.
- 3.12. Sharing requests for new places with partner colleges where geographically their areas overlap.
- 3.13. Hosting an annual review and planning meeting with Schools Work Experience Coordinators

4. Local Authority, where school is still under WSCC, are responsible for:

- 4.1. Assessing and assuring the competency of school-based organisers carrying out pre-placement checks
- 4.2. Monitoring the work experience procedures in schools through the school audit process
- 4.3. Ensuring accidents and incidents on work experience are reported and investigated
- 4.4. Providing information, advice and guidance for Schools and Organisers via the West Sussex Grid for Learning

5. Academy Governing Body / Charitable Trust are responsible for:

- 5.1. Providing schools with information on Health & Safety requirements to meet the schools public liability insurance
- 5.2. Ensuring accidents and incidents on work experience are reported and investigated

Please note: when the school is not under the authority of the County Council, you need to ensure the school public liability insurance is in place to cover Work Experience activities away from school premises

6. Duration of Agreement

- 6.1. This Service Level Agreement shall commence on 1st September 2012 and will continue until it expires on 31st July 2013. This Agreement will be renewed annually.

7. Responsible and Authorised Persons

- 7.1. [College] – [Named Person] [Job Title] will have overall responsible for the agreement whilst [Second Named Person] [Job Title] will act as the responsible person at the College in respect of day to day operations.
- 7.2. The school will nominate a named individual to be responsible for all liaisons with the College in terms of the Work Experience programme

8. Monitoring and Evaluation

- 8.1. The College will ensure that all staff undertaking HASPs are qualified in Health and Safety and have received Safeguarding training.
- 8.2. Any issues arising in placement relating to Health & Safety will be reported back to the West Sussex County Council

9. Payment Schedule and Procedure

- 9.1. [School] agrees to pay £10 registration for each student undertaking a Work Experience placement.
- 9.2. £5 will be charged, in addition to the registration cost, for every new placement that is required for companies not on the online work experience directory within Area, or to renew an out of date HASP.
- 9.3. An additional £10 will be charged for a revisit to check that any action plan recommendations for Health & Safety Compliance have been implemented where the school still wishes to go ahead with that placement.
- 9.4. Upon receipt of a request for HASP information for students entering placement the college will invoice on production of that cohorts HASPs
- 9.5. Cost of out of County Visits will be met by the schools.

10. Review

- 10.1. This agreement will be reviewed annually in respect of Work Experience delivery across West Sussex.

11. Termination/Variation

- 11.1. Either party can terminate this Agreement if after consultation; it has reason to believe that the objectives of the Agreement cannot be achieved within the time frame or the finances available by giving three months’ notice in writing to other party.
- 11.2. Both parties may jointly agree to omit any part of the service or to provide additional services or vary temporarily or permanently any part of the service. Any such agreement must be in writing and signed by both parties.

Signed by: Date:
 [Named Person] [Job Title]

For and on behalf of [College]

Signed by: Date:
 [Name] [Job Title]

For and on behalf of [School]