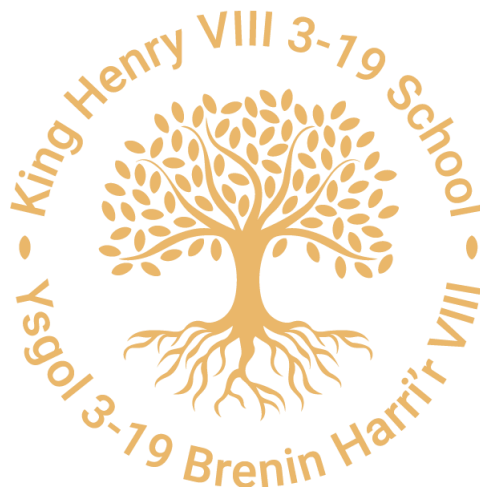


# Work Experience Policy (Joint)



## King Henry VIII 3-19 School Ysgol 3-19 Brenin Harri'r VIII

We believe in the limitless capacity for everyone to achieve great things.

Effective from: October 2025

Approved by Governors: October 2025

Next Review Due: October 2027



monmouthshire  
sir fynwy

# Work Experience (Joint) POLICY





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# 1. Policy Brief – When do I use this policy?

1.1 Monmouthshire County Council is committed to its obligations in relation to supporting and encouraging work experience/placement opportunities for the local community. Additionally, as a Disability Level 2 employer, Monmouthshire County Council will endeavour to provide a work experience programme that can safely support disabled people. As well as creating opportunities for people to come into the organisation, Monmouthshire County Council also wants to create (where possible) the architecture for existing colleagues to gain experiences within different service areas. This policy can be used to support the creation of such opportunities.

1.2 Implementing a Work Experience Policy for the Council aligns with our values of:

- **Openness:** We are open and honest. People have the chance to see the work that goes on in the Council and are able to get involved.
- **Fairness:** We will aim to (where safe to do so) offer placements to those that request them and provide them with a meaningful opportunity for learning.
- **Flexibility:** We will be flexible with the way opportunities are presented and will try to tailor opportunities to individuals so that we are able to meet their needs.
- **Teamwork:** We will work with individual, partners and stakeholders to support, inspire and motivate others to create opportunities throughout the Council.
- **Kindness:** We will show kindness to all those we work with, putting the importance of relationships and connections we have with one another at the heart of all interactions.



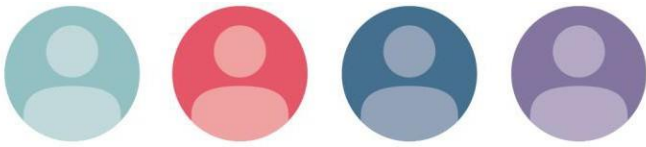
1.3 Monmouthshire County Council recognises its responsibilities under the following legislation:

- Health & Safety at Work Act 1974
- Human Rights Act 1998
- Equality Act 2010

1.4 Monmouthshire County Council provides the following options (definitions set out in the related guidance):

- Meet the mentor/professional
- Work Shadow
- Work Taster
- Work Placement/Intern
- Paid Placement
- Internal Placement

1.5 Work experience is not to be confused with volunteering, although volunteering will count as work experience. The main differences are that a volunteer would have more flexibility and can set their own hours, as its normally 'in your own free time', whereas a work experience placement is for an agreed period of time and usually with an agreed itinerary and specific tasks/functions to perform during said time.



## 2. Policy Scope – What does this policy cover?

2.1 This policy applies to all Monmouthshire County Council colleagues.

2.2 This policy should be read in conjunction with the Council's:

- Work Experience (Joint) Guidance
- Recruitment & Selection (Safer Recruitment) Policy
- Equality, Diversity and Inclusion Policy

2.3 This policy and its accompanying guidance can be used to help support managers when dealing with requests for work experience. Work experience requests typically come via the individual, however, can also come via educational settings, requests from parents, existing colleagues and other channels. When requests come in, please refer to the policy and its guidance. On completion of a successful placement, depending on desired outcomes, please complete an exit interview and keep feedback for future improvements. All documents to be retained by the recruiting manager; please keep Workforce Development Team updated with all requests and starters.

2.4 Benefits for the participant, Council, community and local people:

Benefits to the student/participant	Benefits to the Council
Brings the working world to life and get to try things out, this is especially true for school leavers who are at a loss as to what they should do next	Placements will enable the Council to access a wider range of talent, allows for teams to develop their own management skills
Makes you more employable leading on from the previous point, gaining an understanding of the ins and outs of a	An active work experience programme demonstrates the values of an organisation, reflecting on how it is viewed by the wider community. This positive image also impacts



sector or company will certainly give you an edge over the competition	on employees, as they develop respect and loyalty for their employer
Can relate to your studies and will allow you to put theory to practice in the world of work	Brings in new energy, creativity
Improves your employability by developing transferable skills such as communication, teamwork and time management	Contributes to recruitment strategy, workforce planning, talent acquisition and skills succession and providing access to a better qualified workforce
Great networking opportunities for you to get to meet with people who can shape future career plans	Creates learning opportunities to develop existing colleagues as mentors or buddies
Increases awareness of careers within public sector and encourages a person to consider local government as a career pathway	Creates talent pipelines for the future, opens doors and creates connections/networks with external partners
Creates opportunities for individuals who may not have had an opportunity nor considered work for a local authority	Increases workforce diversity and enriches the work environment, increasing productivity



### 3. Eligibility

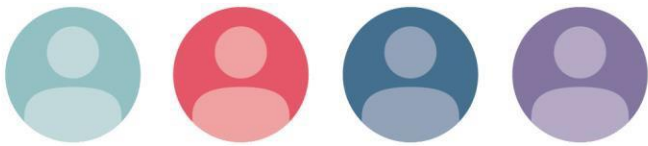
- 3.1 Anybody over the age of 14 is welcome to apply for work experience opportunities. However, the service area manager has the final discretion as to whether a placement and opportunity is suitable, depending on the applicant's age.
- 3.2 This policy is designed to support managers when considering placement opportunities. The policy aims to assist in developing and encouraging a working and learning environment and a culture where Monmouthshire County Council can 'grow our own talent', developing the workforce and future-proofing skills.
- 3.3 Anyone under the age of 18 years must have the signed consent of their parent or guardian before a work experience placement can proceed. This is obtained via the placement agreement, which can be found within the related guidance and toolkit.
- 3.4 Some roles may require a DBS or references, this can be discussed with the recruiting manager, who should refer to safer recruitment or their HR Business Partner.

### 4 Support – who can I contact?

Organisation Workforce Development Manager - [work4@monmouthshire.gov.uk](mailto:work4@monmouthshire.gov.uk)

Head of Organisation and Workforce Development

HR Colleagues - [HumanResources@monmouthshire.gov.uk](mailto:HumanResources@monmouthshire.gov.uk)



## Version Control

<b>Title</b>	Work Experience Work Policy (Joint)
<b>Owner</b>	Organisation & Workforce Development
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<b>Date</b>	January 2025
<b>Version Number</b>	1. Work Experience Policy (2025)
<b>Review Date</b>	2027 – 2029
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