**APPENDIX 2**

**Work Experience checklist**

**Name of student:**

**Name of person completing checklist:**

**Date:**

|  |  |  |
| --- | --- | --- |
| **Activities** | **Guidance section** | **✓** |
| **Prior to the work experience placement commencing** | | |
| Ensure student is eligible to undertake work experience | **7.2** |  |
| Ensure the suggested placement hours are permitted in line with legislation for children and young persons | **7.5** |  |
| Agreement to placement offer given by HoD/Division etc. | **5.4** |  |
| Consider any points relevant to offering the placement | **5.5** |  |
| Formalise arrangements with school/college or confirm any unofficial arrangements with student and parent/guardian as | **5** |  |
| Issue the Workplace Agreement and provide a campus map/link | **5.2** |  |
| Carry out a Right to Work check if the student is 16 years of age or over | **7.3** |  |
| Ensure any DBS checks, if required, are in place | **7.4** |  |
| Ensure that the placement complies with the Imperial College’s [Child Protection and Safeguarding Policy,](https://www.imperial.ac.uk/human-resources/compliance-and-immigration/safeguarding/policy-and-code-of-practice-/) | **8.1** |  |
| Carry out a risk assessment, which should include:   * The working environment and any health and safety aspects that need be considered * The level of confidentiality the student should have access to | **8.2** |  |
| Draw up a mini induction based on your department’s normal induction process, e.g. where the person will sit, who will greet them on first day arrival, activities they can undertake, who will supervise them, who their buddy will be etc. | **9.1** |  |
| Forward a copy of the Work Experience Placement form to Student Recruitment and Outreach ([outreach@imperial.ac.uk](mailto:outreach@imperial.ac.uk)), for their records, if the student has agreed to this on the Work Agreement form. | **8.4** |  |
| Add any other local arrangements here |  |  |
| **On the student’s first day** | | |
| Give an orientation to the working area, e.g. toilets, coffee machine and a short tour around the building if appropriate. Providing a campus map may be helpful (if not previously given) | **9.1** |  |
| Introduce the student to their buddy (who will be able to let them know about campus facilities/eateries etc) |  |  |
| Introduce the student to other local staff |  |  |
| If applicable give the student a short list of names and contact number for those they me need to interact with during the placement |  |  |
| Explain the activities they will undertake etc. during their placement and let them know who to go to with queries. Provide them with a short list of contacts and telephone numbers they may need | **9.1** |  |
| Get any IT access arranged, and ID card issued |  |  |
| Explain how the student’s personal information will be handled by Imperial College, you may share the [Privacy Notice for Staff and Prospective Staff](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/legal-services-office/public/data-protection/Privacy-Notice-for-Staff-and-Prospective-Staff-(003).pdf). The student will also have been provided with a link to the [Student Recruitment and Outreach Data Privacy Notice](https://www.imperial.ac.uk/be-inspired/schools-outreach/about-outreach-team/outreach-data-privacy-notice/) within the Workplace Agreement. | **8.4** |  |
| Carry out the [Day One Health and Safety Induction](https://www.imperial.ac.uk/staff/new-staff/guidance-for-managers/safety/) | **9.2** |  |
| Explain expectations in relation to confidentiality, behaviour, health and safety etc.  For informal placements, Give the student the Work Experience Agreement document and explain the ‘Responsibilities’ section contained within | **9.4** (for confidentiality) |  |
| Carry out any other mini induction processes locally agreed |  |  |
| Arrange when you will next meet with them |  |  |
| Add any other local arrangements here |  |  |
|  |  |  |