

COMPANY NAME:

Hillcrest

POLICY NUMBER:

OD 03

POLICY TITLE:

Work Experience and Placement Policy

This document can be produced in different formats, for example, in larger print or audio-format, and in other languages, as appropriate. We promote equality through seeking to eliminate unlawful and unfair treatment on the ground of any protected characteristic, as appropriate.

Policy: Underpinning and Supporting Documents

This policy should be read in conjunction with the following documents:

Other Policies:

- Health and Safety 3.13 Young Persons Safety
- HR10 Recruitment and Selection Policy
- HR38 Volunteering Policy

Compliance:

- N/A

Legislation:

- Health and Safety at Work Act (1974)
- Working Time Regulations 1998

Best Practice:

- ACAS
- Brightmine

1. Policy Statement

Hillcrest recognises the importance of providing opportunities to our communities and young people, in particular, to experience the work environment and acquire new skills and experiences. This policy outlines Hillcrest's approach and commitment to offer work experience and placement opportunities across our business. Hillcrest will provide a supportive and inclusive environment where individuals can gain experience and develop valuable skills.

It is also recognised that Hillcrest may benefit from offering work experience opportunities allowing Hillcrest to continue to develop excellent relationships with local schools, colleges, voluntary organisations and universities. By offering these opportunities to local individuals we continue to raise our profile in the community while giving individuals the valuable experience needed while exploring potential career pathways.

Hillcrest welcomes approaches from universities, colleges and similar educational and, or statutory and voluntary organisations, for the placement of individuals who wish to undertake a defined period of work experience, or a placement with defined learning or development objectives. Hillcrest may also choose to directly recruit for a specific placement utilising the principles detailed within the Recruitment and Selection Policy, thereby ensuring our commitment to Equal Opportunities is met.

Definition of Work Experience and Placement

For the purposes of clarification, the following definitions are used:

- **Work Experience:** Usually refers to a short-term placement for an individual to gain an insight into a particular sector or industry. The primary focus is to experience a real working environment they see as a potential career path and adjust to the habits of working life. This allows an individual to develop a better understanding relevant to their career aspirations while being supported by and learning from experienced staff.
- **Work Placement:** Usually refers to a more formal arrangement for an individual who would like a more structured and longer-term opportunity. This allows the individual to develop skills relevant to their studies or career aspirations while meeting agreed outcomes beneficial to both the individual and organisation. This can include a student placement or internship and will enhance the individual's employability and professional development

Other Relevant Policies and Procedures

Hillcrest Futures Student Placement Procedure; Hillcrest Futures Permitted Work Placement Procedure; School Pupil Placements.

2. Policy: Principles

Work experience can have a significant impact on an individual's introduction or return to the work environment. Work experience or placements are structured and provide valuable insight into the work carried out by Hillcrest. The opportunity should enable the attendee to experience the variety of the role and may include physical tasks, work shadowing or observation, visits to stakeholders and participation in work-based projects.

- Hillcrest will ensure that work experience and placement opportunities are available to everyone regardless of gender, background, ethnicity, disability or any other protected characteristic.
- Reasonable adjustments will be made for individuals to attend work experience or placement, where required, to ensure equality of opportunity.
- All work experience placements will be structured and include clearly defined roles and expectations.
- A meaningful induction will be provided by our Young Workforce Development Partner and the line manager at the start of a placement to outline the duration, tasks, objectives and goals.
- A Work Experience Logbook will be provided on day 1 of the placement for the attendee to record their experience and progress.
- A Work Experience and Placement Agreement (Appendix 2) will be in place prior to the commencement of the term, outlining the terms of the placement.
- Clear lines of communication will be established between the attendee and their mentor.
- Regular check ins and workloads will be scheduled throughout the duration of the placement with both the Supervisor and Mentor and Young Workforce Development Partner.
- Attendees will be treated with the same level of respect, dignity and professionalism as everyone else.
- Attendees are required to treat all members of staff and stakeholders with respect, dignity and professionalism. Attendees will be advised of Hillcrest Values and Code of Conduct and expected to adhere to these.
- Attendees will be provided with any relevant mandatory training prior to commencing the placement.
- Hillcrest will ensure fair and reasonable practice for all work experience and placements while adhering to the relevant laws and guidelines

3. Policy: Responsibilities

Human Resources

- The HR and Organisational Development Teams will work hard to build relationships in the community to ensure that Hillcrest is recognised as a provider of work experience and placements.
- Will ensure that any work experience or placements are compliant with legislation and regulations including the Health and Safety At Work Act (1974) and Working Time Regulations.

Managers and Young Workforce Development Partner

- Will ensure that all work experience and placements are planned, recorded and in line with the procedure below.
- Will ensure the individual has a point of contact who will supervise and support the person during their placement.
- Will support the individual to complete the placement documentation and induction.
- Will ensure that staff within the team are clear about the role the individual is undertaking and support the team to foster good working relationships with the placement.
- Ensure that a meaningful and varied experience is provided.
- Facilitate attendance at external meetings where appropriate.
- Support with and make sure authorised expenses are submitted and paid on time
- Provide a reference for the individual if requested at the end of placement or later date.
- Feedback any issues with the individuals conduct in the workplace.
- Ensure Health and Safety guidance is explained and adhered to.

The Individual on Placement

- Attend any pre-placement meetings to discuss the opportunity in more detail while agreeing working arrangements and objectives.
- Engage fully with the process, ensuring that personal and organisational objectives are met.
- Familiarise themselves with the organisations Code of Conduct and always adhere to this.
- Maintain confidentiality and compliance with GDPR.
- Follow absence reporting guidance at all times.
- Adhere to the terms of the placement at all times.
- Ensure any agreed work is completed on time or see help if required.

- Take responsibility for Health and Safety matters.
- Treat our staff, tenants and people we support with respect at all times.
- Any written work must be approved by a line manager before being sent out on behalf of the organisation.

Policy Document Governance and Management

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COMPANY NAME:

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Work Experience and Placement Procedure

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1. Introduction

It is important to have in place, a process for requesting, recording and evaluating Work Experience and Placements.

This procedure details the process for requestors and managers to follow when seeking or facilitating a work experience or placement.

Line Manager

1. A line manager who wishes to advertise a work experience or placement should consult with the Young Workforce Development Partner and HR Business Partner to ensure the opportunity follows the Recruitment and Selection Policy and compliant with relevant legislation.
2. Prior to commencement, the host department must ensure that a Disclosure or PVG check has been undertaken if required. The cost of this check will be borne by the individual or placement organisation.
3. Contact names and numbers will be exchanged by both the placement provider and the Line Manager to ensure both parties have a named link person.
4. Upon commencement, the placement should have an induction experience where any relevant company policies and procedures can be discussed. The Work Experience Log Book should be provided to the attendee.
5. The Line Manager will ensure an appropriate induction programme commences on day 1 of the placement and will continue until the induction programme is complete. Any reasonable request for relevant training and, or resources to help the induction be achieved will be provided. The completed induction paperwork will be forwarded to the HR Business Partner.

6. The Line Manager will ensure adequate protected time is given to complete any paperwork that may be required for placements portfolio and evidence bank etc. – this will be agreed and recorded in advance of the placement commencing.
7. The Line Manager will ensure any meetings arranged by the external provider are attended by the placement.
8. The Line Manager will ensure all expense are submitted and paid on time.
9. At the end of the placement, the Manager will ensure that all work undertaken is documented and that the placements file is held for a period of 2 years. A reference reflecting the work undertaken should be completed to ensure any future reference requests can be accommodated.
10. The Line Manager is responsible for ensuring that the attendee completes an evaluation form at the end of the placement.

Procedure (The Individual on Placement)

1. Individuals seeking a placement should complete a Request for Work Experience of Placement Form (Appendix 1). This form is submitted to the Young Workforce Development Partner, a minimum of 4 weeks prior to the requested placement date.
2. If accepted, individuals are required to attend a pre-placement meeting to discuss the placement. This meeting will allow the placement and the Line Manager to discuss and agree supervision arrangements, agreed objectives and negotiate working arrangements.
3. Individuals must comply with requests for Disclosure, PVG and any other checks required to commence the placement.
4. Prior to commencing with the organisation, the placement should make the Line Manager aware of any projects and, or case studies to be completed if applicable.
5. On commencement with the organisation the placement must familiarise themselves with the Organisation's Staff Code of Conduct and adhere to it at all times. The placement must also familiarise themselves with the Organisation's policies deemed relevant, for example Health and Safety, Risk Management. It is also an agency responsibility to ensure health and safety procedures are understood and adhered to.
6. The Placement will be responsible for completing all allocated work and ensuring learning outcomes are met. The Placement shall also ensure that clients and tenants' confidentiality is maintained at all times.

7. Written work will be approved by the Line Manager before being sent out on behalf of the Organisation.
8. Hillcrest will pay for any travel expenses incurred by the placement. The placement will be responsible for ensuring expense paperwork is completed and submitted on time.

2. Responsibilities

1. Each department and, or service will allocate an appropriately experienced supervisor who will be responsible for the ongoing supervision of the placement and will liaise with any external body involved with the placement. Both parties are required to arrange and attend regular reviews and supervision meetings. The purpose of these meetings is to ensure ongoing support is available.
2. Based on information gathered at the pre-placement meeting and through discussions, a working agreement will be agreed collectively and produced by the Line Manager. The working agreement will outline the placements needs, the work they will undertake, support arrangements, Health and Safety issues and what to do if they are experiencing any difficulties.
3. The Line Manager will ensure the placement completes their induction programme.
4. The Line Manager will organise working times to maximise any potential learning experiences to ensure the placement is as beneficial as possible.
5. The Line Manager will ensure protected time with the placement is utilised appropriately. The placement and, or Manager will be responsible for highlighting any difficulties they are experiencing. If situations such as this occur the HR Department will be contacted and will meet with the placement and, or Manager to discuss how the difficulties can be overcome.
6. The Line Manager will write a reference to evidence the learning outcomes achieved by the placement.
7. Confidentiality - the Line Manager will be responsible for ensuring confidentiality is maintained and will observe and, or read paperwork to ensure they are written in an appropriate manner by the placement. The placement will ensure they maintain the appropriate behaviours as required by any member of staff within the company.

Procedure Document Governance and Management

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WORK EXPERIENCE AND PLACEMENT REQUEST FORM

To be completed by Individual and Work Experience Placement Coordinator	
Applicant Name:	
Applicant Address:	
Applicant Contact Number:	
Applicant Email Address:	
Applicant Age and Date of Birth:	
Please detail the type of work experience or placement you are requesting:	
Location/Department Requested:	
Hours per week:	
Hourly rate if applicable (internships)	
Requested Start Date:	
Estimated placement length (weeks):	
Please provide a short explanation of why you wish to attend a work experience placement at Hillcrest and what you hope to achieve from it:	
How did you hear about Hillcrest?	
If you are a student, or supporting a student with this request, please provide details below:	
Learning Provider/College/University Name:	
Course Name/Year:	
Contact details of lecturer/supervisor/Teacher:	
Applicant Signature:	
Date:	



STUDENT PLACEMENT REQUEST FORM

PART A - To be completed by Manager responsible for placement

To be completed by Manager/Placement Coordinator:	
Placement requirement	Work Experience
Base/location of placement:	Hillcrest Enterprises - Maintenance Department Tom Johnston Road Dundee
Hours per week:	39 hours
Hourly rate if applicable (internships)	Not applicable
Start Date of student:	
Line Manager:	
Estimated placement length (weeks):	1 Week
Learning Provider supporting student College/University/School	
Has placement been discussed and approved by Head of Department or Service? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Please attach each of the following: <ul style="list-style-type: none"> • Learning experience required by student • Plan to support learning experience 	
Student Learning Provider Information	
Course Name:	
Placement Supervisor/Responsible lecturer:	
Contact details of lecturer/supervisor	
Information checks	
Emergency Contact Details	Yes <input type="checkbox"/> No <input type="checkbox"/>
Any allergies or medical conditions that we should be aware of?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Any adjustments required in the working environment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Approved by Head of Service:	Date:
Supported by Young Workforce Development Partner:	Date:

Work Experience Placement Form

PART B - To be completed by Attendee

Personal details:

Title:	
Forename(s):	
Surname:	
Date of birth:	
Address:	
Postcode:	
Contact number:	
Email Address:	

Emergency contacts:

Title:		
Name:		
Address:		
Relationship		
Home tel no:		
Work tel no:		

Please detail any medical conditions that you think we should be aware of or any adjustments you require in the work environment:

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Student signature:

Date: