

Thinking Differently



Dudley

Clinic Clinical Commissioning Group

HONORARY CONTRACTS, WORK EXPERIENCE, APPRENTICE & GRADUATE PLACEMENTS POLICY

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REVIEWERS

This document has been reviewed by:

NAME	DATE	TITLE/RESPONSIBILITY	VERSION
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APPROVALS

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N.B: the version of this policy posted on the intranet must be a PDF copy of the approved version.

DOCUMENT STATUS

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RELATED DOCUMENTS

These documents will provide additional information.

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1.0 POLICY OVERVIEW

Widening Participation Policy

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1.1 Purpose

The CCG recognises that to remain successful and grow it must plan for the future workforce requirements. The policy covers guidance and procedures for:

- Honorary Contracts
- Work Experience
- Graduate Placements
- Apprentices

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1.2 Who this policy applies to

The policy applies to all staff and managers that engage individuals on Work Experience, Graduate Placements, Apprentices and Honorary Contracts.

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1.3 Key principles

All participants will be engaged under an Honorary Contract, unless otherwise specified.

All participants will be required to undertake Statutory Training in their first month of the placement.

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1.4 Legal Considerations

Under the Working Time Regulations 1998 (as amended), workers (including part-timers and most agency and freelance workers) have the right to a minimum amount of paid leave each year and the payment for untaken statutory leave entitlement on termination of employment.

- Safeguarding Vulnerable Groups Act 2006
- Children Act (2004) Every Child Matters
- Protection of Children Act (1999)
- Health and Safety at Work Act (1974)
- Health and Safety (DSE) Regulations (1992)
- Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations (1995)
- Apprenticeships, Skill, Children and Learning Act (2009)
- Employers Liability (Compulsory Insurance) Act (1969)

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2.0 SUPPORTING PRINCIPLES

Widening Participation Policy

As part of the development agenda, Dudley CCG will engage ~~in with the~~ local health economy in order to develop the knowledge and skills of future talent to support the organisation in becoming a learning organisation and an employer of choice. This can further prepare the organisation with their succession planning requirements.

Honorary contracts can be offered in the following circumstances, providing there is an organisational benefit in doing so:

- Undergraduate and Postgraduate students studying towards a professional health care qualification, in order to obtain professional experience to support their studies i.e. Nursing Hours
- Undergraduate and Postgraduate students studying a professional health care qualification as part of a NHS bursary scheme
- Hosting a student placement from the NHS Graduate Management Scheme
- Hosting a Graduate Placement upon completion of a relevant degree to support career development
- Undergraduate students requiring a “year in industry” as part of their studies
- Students aged 14-19 to support their work experience requirements
- Work experience placements to support studies, entrance to the labour market or career development
- Apprenticeship Placements

All placements will be required to demonstrate a level of support and guidance to participants whilst engaged at Dudley CCG and will be required to demonstrate the organisational return on investment (ROI) from hosting the placement.

All participants will be engaged under an Honorary Contract, unless specified otherwise. For the avoidance of doubt those engaged under an honorary contract will hold Worker status and will not be employees of Dudley CCG. Where there is a payment for services directly from the CCG to the individual, Honorary contracts will not be issued but rather the appropriate employment contract including fixed term contracts.

To ensure fairness to all placement requests, the CCG will adopt a consistent approach to all requests and will not display bias to their selected participants, i.e. where relatives are employed by the CCG.



3.0 THE POLICY

Widening Participation Policy

Placements are summarised within four sections:

- Work Experience
- Graduate Placements
- Apprenticeships
- Other Honorary Contracts

Preference should be given to placing people who live within the local community to encourage future employment within the area and to assist in ensuring the CCG services are representative of the local community. However this does not mean that requests from students living or studying outside of the local area will not be considered on their own merit and course being studied.

It is the responsibility of the hosting manager to ensure that students complete their statutory training in their first month. This legally protects the student and the organisation as laid out under the Employers Liability (Compulsory Insurance) Act 1969. Disciplinary proceedings may be invoked where managers have failed to ensure statutory training is completed. It is understood that those placements that are less than a month they will be shown the relevant policies on their first day.

3.1 Work Experience

Providing work experience is a good opportunity to give current students a positive image of the NHS and to encourage them to pursue a future career within the health service. Ideally, the work experience placement should expose the student to the job role as an employee would normally carry it out, i.e. where possible a 'hands on' approach, rather than just observing. The emphasis should be on learning and experiencing the NHS as a place to work.

Work experience can be provided for school children or young adults studying at University or College, or can be offered out to the local health economy to support their entrance to the labour market to support career development. All work experience is unpaid and expenses will only be paid with prior agreement for business need.

The minimum age that the CCG will take work experience students is age 14 (year 10). The majority of pre age 16 placements will last for approximately two weeks, but post age 16 placements may last for a longer period of time. Time scales must be pre-determined with placement end dates made clear at the outset of the placement.

Requests for work experience will be forwarded to the appropriate manager of the department where the student is interested in working. It is advisable that the manager speak directly with the individual to ascertain their reasons for the request and to better understand any specific requirements. If the manager is willing to facilitate the placement, the manager will then be responsible for coordinating the placement as laid out in this policy, ensuring that all necessary paperwork is completed.

Students are required to complete an application form (Appendix 2) prior to the placement being formally agreed. Where the student is aged 14-18 a school/college tutor/work experience co-ordinator signs to confirm that the work experience placement is suitable for them, i.e. that they have taken the correct subject options to enable them to enter that area of work, and a parent/guardian (if under age 18) is required to sign to confirm that they are aware of and in support of their child to attend a work experience placement with the CCG.

The work experience placement needs to be planned out beforehand to ensure that maximum benefit is gained and staff are adequately prepared. Each student should be given a local induction and have a clear rationale and objectives at the start of the placement.

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Risk assessments for students aged 14-18 should be carried out prior to the placement start date. In the interest of the Safeguarding Vulnerable Groups Act 2006, Protection of Children Act (1999) and the Children Act (2004) Every Child Matters, it is imperative that all students under the age of 18 are not left unaccompanied in the office and that no one-to-one situations occur. This may mean asking the student to work in a different area when there is no office cover. It is further advised that managers do not take the student off-site for any purpose unless express consent is provided by the parent/guardian. It is also recommended that managers and staff who work directly with students under the age of 18 updated their own statutory and mandatory training, including Safeguarding Children and Prevent training.

A Work Experience placement should be provided with the documents included in Appendices 1 – 5. In addition a work experience checklist should be completed by the Manager (Appendix 6). All placements under the age of 18 will be shown the Young Persons Procedure.

3.2 Graduate Placements

Graduate Placements can be offered to any Undergraduate, Graduate or Postgraduate that has a requirement to obtain professional work experience in accordance with their studies, obtain professional registrations or to encourage professional career development.

Dudley CCG aim to provide a scheme that will be of mutual benefit to the organisation and to recent graduates in providing valuable work experience, encourage the development of knowledge and skills and putting theory into practice, whilst enabling the organisation to benefit from the most up to date information, theory and guidance in each of our health care service areas and support a learning organisation culture.

Graduate Placements should follow the Work Experience protocols for the application process and facilitation. Duration of the graduate placement is flexible, but must be pre-determined with a clear end date provided upon commencement. These arrangements can be paid or unpaid depending on the nature of the placement as detailed below, and expenses will only be payable with prior agreement for genuine business requirements.

3.3 Undergraduate Work Experience

The CCG may be approached by a Graduate level individual requesting work experience during University or College breaks in order for them to complement their studies and gain real life experience in a work environment. These placements would normally be unpaid and for a short period of time (no longer than 3 months). However, throughout the year the CCG runs a paid undergraduate work placement programme where undergraduates who have a relative either employed by the CCG or within the CCG membership are given an opportunity for short term paid placements. This programme is centrally co-ordinated by the HR team and for paid placements Agenda for Change terms and conditions contract will be issued on a fixed term basis

3.4 Undergraduate Work Placements

For some degree programmes students are required to take a full academic year out of studies to work, these programmes are normally referred to as 'Sandwich Degrees'. These placements will be paid placements at a Band 3 and subject to a period of Fixed Term employment. An Agenda for Change Terms and Conditions contract will be issued for this scheme. Funding for the placements will be secured prior to any offer of employment

3.5 Post Graduate Placements

The payments for post graduate placements are the band based upon the role they are fulfilling. They will be subject to a period of Fixed Term employment. An agenda for Change Terms and Conditions contract will be issued for this scheme.

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3.6 Apprenticeships

For a placement to be deemed an official 'Apprenticeship' placement it must comply with the terms and conditions as laid out in the Apprenticeships, Skills, Children and Learning Act (2009). Extraordinary recruitment processes will need to be applied in order to qualify for Apprenticeship status.

Placements will be agreed by the senior management team of Dudley CCG as part of an agreed approach to the scheme. Managers and Apprentices will be required to adhere with the separate guidance and protocols laid out within the scheme guidance. These schemes will be paid placements and subject to a minimum placement period that will be determined by the completion of a specific qualification. Dudley CCG work in conjunction with Dudley Local Authority to facilitate Apprentices. An Apprentice Contract will be issued for any Apprentice placement which is separate to the Honorary contract.

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3.7 Honorary Contracts

Any request for work experience, or access to operate within Dudley CCG will be considered under the Widening Participation agenda and subject to issue of an Honorary Contract. Such instances include Undergraduate and Postgraduate students requiring information to support their Research Projects or Dissertations to complete their studies.

These placements will be unpaid, and will have an explicit time period stated for commencement and duration of the contract. Reference to what information the student will have access to will be cited within the contract along with the students declaration to comply with Dudley CCG confidentiality agreement. A template honorary contract is in Appendix 1.

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Appendix 1 – Honorary Contract Template

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HONORARY CONTRACT OF EMPLOYMENT BETWEEN

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<INSERT NAME>

AND

DUDLEY Clinical Commissioning Group (CCG)

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1. DUTIES/POST

This document sets out the details of your honorary appointment. This is not a contract of employment and no employer/employee relationship will arise between the trust and yourself by virtue of this appointment. In particular, both you and the trust recognise and agree that there is no mutuality of obligation between you. Outside this agreement which is made for the specific purpose of <INSERT ROLE>, there is no relationship between you and the CCG. You shall not be regarded as having been taken into the employment of the CCG at any time.

You will undertake the duties and responsibilities of the post as <INSERT POST>. A Summary of your duties will be provided to you by your supervisor

2. DATE OF APPOINTMENT

The contract is for the period of: <INSERT>

This will commence from: <INSERT>

The contract terminates on: <INSERT>

3. DURING THIS TIME YOU WILL BE UNDER THE SUPERVISION/ INSTRUCTION OF:

<INSERT>

4. DURING THIS TIME YOU WILL HAVE ACCESS TO THE FOLLOWING:

<INSERT>

5. CONDITIONS OF THE HONORARY CONTRACT

You are personally responsible for your actions whilst working at Dudley CCG and any claims, costs, damage, personal injury and/or any actionable financial or economic loss rising from unauthorised use, or misuse, of any equipment, except where such injury or damage results from negligence of the CCG, it's servants or agents.

The CCG agrees to indemnify you against any claim arising out of your work that can be directly attributed to the duties you undertake whilst working under this honorary agreement.

A condition of your working at the CCG is that you adhered to the procedures of CCG, although you do not have a contract of employment with the CCG. The following local policies and procedures should be adhered to:

- H&S procedure
- Lone Workers Policy
- Internet policy
- Disciplinary policy
- Grievance Policy
- Capability Policy
- Health & Safety at Work Act 1974
- Equal Opportunities Policy
- Harassment/Bullying at Work Policy
- Alcohol and Substance Misuse Policy
- Casual Gifts/Hospitality
- Young Persons Policy (if applicable)

6. CONFIDENTIALITY

In the course of your duty you will come into possession of information regarding patients and their illness, or confidential information relating to other members of staff, such information must be regarded as “in confidence” and as such not divulged to anyone who does not have the right to this information. Contravention of this will result in action being taken against you following the disciplinary procedure, which could lead to this agreement being terminated and/or prosecution under any current legislation, e.g. Data Protection Act.

7. ANNUAL LEAVE ENTITLEMENTS/GENERAL PUBLIC HOLIDAYS

Since the appointment is unpaid, this contract carries no entitlement to paid holidays and bank holidays.

8. SICKNESS/ABSENCE

You must call the <INSERT> to inform them of any absence. All absences, both medical and non-medical, should be reported to <INSERT>.

9. HEALTH AND SAFETY

Your attention is drawn to your responsibility under honorary arrangements under this Act, which states that: “it shall be the duty of every one whilst at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and as regards any duty or requirement imposed on their employer or any person by or under any of the relevant statutory provisions to co-operate so far as is necessary to enable the duty or requirement to be performed or complied with”.

If you suffer an accident at work, however minor, you must ensure that an accident form is completed. Forms may be obtained from the Occupational Health Department.

The CCG recognises its responsibilities under the Act and a policy statement outlining these and your responsibilities is enclosed.

10. DIVERSITY

The CCG is committed to managing diversity in the organisation. It recognises that discrimination is unacceptable and that it is in the best interest of the CCG and the population it serves to utilise the skills of the total workforce. Failure to comply with or adhere to the CCG’s Equality and Diversity Policy will be treated as misconduct under the CCG’s Disciplinary Policy/Procedure, which may result in dismissal.

11. HARASSMENT AT WORK

Harassment at work will not be acceptable in any form. Failure to comply with or adhere to the CCG Harassment and Bullying at Work Policy/Procedure may be treated as misconduct under the CCG's Performance and Conduct Policy, which may result in termination of this agreement.

12. EXTERNAL COMMUNICATIONS

You are not permitted to represent yourself as an authorised agent of the CCG in external communications or in contact with the media except in the course of the proper performance of your duties. When the Honorary contract ceases you must not hold yourself as an employee of the CCG or as representing its views. Failure to comply with these provisions will be regarded as unauthorised disclosure of information and the CCG reserves the right to take any necessary action.

INSERT SIGNATURE

Paul Maubach

Date:

I **(Please print name)** confirm that I have received and understand the details contained in the Honorary Agreement and that I have not been involved in any criminal convictions. (This information is required under the protection of Children, Disclosure of Criminal Backgrounds legislation's).

Signature Date.....

Reading:

For more detail regarding these items please refer to policies which are available from the intranet and your manager.

- Health & Safety at Work Act 1974
- Equal Opportunities Policy
- Harassment/Bullying at Work Policy
- Alcohol Policy
- Casual Gifts/Hospitality



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Work Experience Placement Registration Form

Name of student.....

Address.....

.....

Name and Address of School/College.....

.....

..... Telephone.....

Department where placement is based.....

Dates of placement:

Work Experience Placement Supervisor.....

Title:

Telephone Number:

Emergency Contact Details

Personal Contact (Parent/Guardian if under 18).....

Daytime Telephone Number

Mobile Number.....

School/College Contact Name:.....

Title.....

Telephone Number:.....



Appendix 3 – Supervisor Form

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Work Experience Placement Supervisors Report Form

Student's name:

Placement department:

Placement Supervisors' name/job title:

	Excellent	Good	Acceptable	Less than Acceptable
Attendance				
Punctuality				
Appearance				
Reliability				
Ability to work under supervision				
Ability to work on own				
Use of initiative				
Communicative ability				
Relations with staff				
Relations with client group				
Enthusiasm				

Comments:

Placement Supervisor's signature: Date:

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Work Experience Evaluation Form

To enable us to assess how useful you found your work experience placement within xxxxx, it would be very helpful if you would answer the following questions. This information may be used to develop programmes for future students.

1. What did you hope to learn from your placement with the xxxxx Department?

2. Has this been achieved? Yes/No

If no please explain why:

3. Do you feel your placement has given you a better understanding of how the xxxxxx department works and its different functions? Yes/No

If no please give details:

4. Do you feel your placement has given you a better understanding of the work that is undertaken in a xxxx? Yes/No

If no please give details:

5. Do you feel the structure of the program was: Satisfactory/Unsatisfactory

If unsatisfactory please give details:

6. Which part of the placement did you find most interesting?



7. Which part of the placement did you find least interesting?

8. Do you have any suggestions for how the work experience placement could have been improved? Yes/No

If yes please specify:

9. Do you feel it would have been useful to have been provided with any more information before your placement? Yes/No

If yes please give details:

10. Has your placement influenced your choice of career in any way? Yes/No

Give details

11. Please add any other comments you feel would be helpful:

Thank you for your help in completing this questionnaire. Please return to your Work Placement Supervisor.



WORK EXPERIENCE CERTIFICATE

This is to certify that

Name of student

Has successfully completed a work experience placement with the xxxxxx Department

Signed.....

Date.....

Insert name of Placement Supervisor
Insert Title

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Appendix 6 – Work Experience Checklist

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WORK EXPERIENCE BASIC - CHECKLIST

DBS (Disclosure and Baring Service) checks will not be needed for students under 18 on temporary placements, because they will be under supervision at all times during the work period. However, they will have to sign an Honorary Contract agreement which gives permission for the placement to proceed and binds students to certain standards of behaviour

The application process

1. Enquiry from a school, college or individual applicant is received into the CCG

Send:

- response letter
- application form
- summary of regulations and conditions
- outline of objectives

2. Application form received

Check:

- is the application acceptable?
- is the experience requested suitable for the applicant?
- does a suitable work experience opportunity exist?
- risk assessment undertaken
- identity checks in line with NHS Employment Check Standards.

3. Invitation to interview if required

Not all placements or recruiting manager may insist on interviews. Some, subject to a suitable application, may decide to fill places on a 'first come, first served' basis.

Interview

- interview form completed
- objectives discussed

Decision made on whether individuals are accepted/not accepted

Appointment

Send:

- two honorary agreement forms*
- placement information
- risk assessment and health and safety advice
- CCG Handbook
- evaluation form
- DBS check where required*.

The work experience programme

Work experience programmes range from a taster session of a few hours to an extended voluntary placement.

However, all or some of these elements should be in place:

- pre-placement visit to arrange uniform and photo identity badge
- induction programme in line with the CCG Induction Handbook
- exit interview
- student evaluation
- supervisor's report.

7. Follow up

Evaluation reports by students and staff form an important part of the work experience programme. Beyond this, it will be useful to student and employer to follow up the work experience some weeks later. Email offers an effective route for this follow-up.