



Macclesfield Town Council

Work Experience policy



DOCUMENT VERSION CONTROL

Document Title: Work Experience policy

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1	09/05/2023		New policy to be adopted at Full Council - 12/06/23



Contents

1. Introduction
2. Allocation of placements
3. Placement details
4. Guidance for staff



Introduction

Work experience introduces young people to the work environment. It can be a valuable part of their education.

Young people in Macclesfield are the future workforce. It is of great value to us, as a local employer, to encourage and support them.

The aims of work experience placements with us are to:

- Enhance the students' knowledge
- Help them to gain an insight into the work of a local council and the careers available

Allocation of placements

Placements will be allocated on a first come, first served basis and we will accept a maximum of 2 placements per financial year. The placements will be at the discretion of the Town Clerk. During busy periods, it may not be possible to accommodate a placement.

The 2 placements may take place at the same time.

Placement details

Following acceptance of a placement, the necessary forms will be completed by one of the town council officers and returned to the student.

Working hours for students will be 9:30am until 3:30pm. Students may be invited to attend evening council meetings. If so, they will be offered the chance to take their time back the following day.

Students will be given one set task/project per week, alongside meeting with staff and councillors, as well as smaller tasks. If there are 2 students attending, they may be asked to work on this together.

One device will be provided for use by the students.

Guidance for staff

The officer who is the main point of contact for the school will inform the staff team of work experience placement dates to ensure that the office is staffed throughout their time with us.



All officers will be asked to allocate time to spend with the student to share more about their role within the town council.

The point of contact will inform all councillors of the placement before it takes place. They will also offer the opportunity for councillors to schedule time to meet with the student.

If staff would like to take the student to an external or internal meeting, they must first seek permission from the chair or organiser of the meeting.