



Macclesfield Town Council Work Experience Policy

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 considered on a first come, first served basis (pending interview) and we will accept a maximum of 2 placements per financial year.

However, to ensure that work experience placements are allocated fairly and to the most suitable candidates, all applicants will be required to take part in an informal interview before a placement is offered. The interview will be carried out by two Officers.

The interview will provide an opportunity for the Council to:

- Discuss the applicant's interests, expectations and learning objectives.
- Assess the applicant's suitability for the placement and the duties available.
- Explain the nature of the placement, including expected standards of conduct, attendance and health and safety requirements.
- Ensure that the placement is appropriate and beneficial for both the applicant and Macclesfield Town Council.

A work experience placement will only be confirmed following a satisfactory interview and subject to the availability of suitable placements.

The interview may take place at the Town Council offices or on Teams.

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.