



# TALENT AND RESOURCES

## Work Experience, Internships and Secondments Policy

**Document Number : CR-XRL-Z2-PCY-CR001\_Z-50018**

### Document History:

Revision	Prepared Date:	Author:	Reviewed by:	Approved by:	Reason for Issue

<b>Document Owner (if different to Author):</b>	
---	--

This document contains proprietary information. No part of this document may be reproduced without prior written consent from the chief executive of Crossrail Ltd.

Valid only if viewed through the CRL Management System Portal on Crossrail Connect

## **Contents**

<b>1</b>	<b>Introduction and background.....</b>	<b>3</b>
<b>2</b>	<b>Definitions.....</b>	<b>3</b>
<b>3</b>	<b>Work experience and work placements.....</b>	<b>3</b>
	<b>3.1 Work experience and taster sessions.....</b>	<b>4</b>
	<b>3.2 Work placements .....</b>	<b>4</b>
	<b>3.3 Remuneration and expenses .....</b>	<b>4</b>
	<b>3.4 Children and young people under the age of 19 .....</b>	<b>4</b>
	<b>3.5 Safeguarding.....</b>	<b>4</b>
<b>4</b>	<b>Organising work experience or a work placement .....</b>	<b>5</b>
	<b>4.1 Young Crossrail programme .....</b>	<b>5</b>
	<b>4.2 Requests from outside the organisation .....</b>	<b>5</b>
	<b>4.3 Requests from within the organisation .....</b>	<b>5</b>
	<b>4.4 Learning objectives .....</b>	<b>6</b>
	<b>4.5 Risk assessment.....</b>	<b>6</b>
<b>5</b>	<b>Internships.....</b>	<b>6</b>
<b>6</b>	<b>Secondments.....</b>	<b>7</b>
	<b>5.1 How it works .....</b>	<b>7</b>
	<b>5.2 Organising a secondment.....</b>	<b>7</b>
	<b>5.3 Learning objectives.....</b>	<b>7</b>
	<b>5.4 Training.....</b>	<b>7</b>
<b>6</b>	<b>Records and promotion .....</b>	<b>8</b>
	<b>Appendix A: Work Experience/Placement Request Form.....</b>	<b>10</b>
	<b>Appendix B: Work Experience/Placement Confirmation Form .....</b>	<b>11</b>

## **1 Introduction and background**

This document sets out the Crossrail Ltd (CRL) policy and approach to work experience, work placements, internships and secondments.

These programmes provide clear benefits to Crossrail, as well as, providing valuable opportunities for individuals to develop their skills and experience. In the current economic climate such experience is particularly valuable to young people seeking to improve their career prospects. Given this context, it is important that CRL demonstrates an approach that is in line with its values, providing an open, fair and consistent policy for all opportunities.

The work experience and placement programmes as well as internships support the delivery of the Crossrail Skills and Employment Strategy, an objective of which is to inspire future talent. This objective relates to motivating young people, students and local people to pursue careers in construction and engineering, and better preparing young people for work in the construction, rail and engineering industries.

## **2 Definitions**

For the purposes of this policy and CRL's approach, the following definitions apply:

Work experience is an opportunity for school students to experience the workplace and is for 10 working days or fewer. Often, one or two days are provided which are referred to as taster sessions.

A work placement is an opportunity for those who have left school to experience work within the construction/engineering industry and lasts up to 20 working days.

An internship is a paid opportunity for a student to undertake work as part of their course. Often, referred to as a sandwich placement, this opportunity comprises a full time role in the business for between three to six months and in some cases lasts up to a year.

A secondment is an opportunity for individuals already employed by an associate organisation to work on the Crossrail project for a period of usually six months while remaining an employee of their home organisation.

## **3 Work experience and work placements**

Work experience and work placements do not oblige an individual to perform work or an employer to provide work. These opportunities are unpaid and the individual should not be rewarded in benefits. Where an individual is being obliged to undertake work or is being paid, this is not work experience or a work placement. In such cases, this constitutes a job role and national minimum wage legislation and London Living Wage rules apply. It is important to note that titles such as internships, voluntary work or volunteering will not make any difference here. It is the actual circumstances of the arrangement which are relevant.

This underlines the importance of ensuring any work experience or work placement adheres to the CRL policy and delivers a benefit to the individual, by increasing their skills and employability in line with the Skills and Employment Strategy.

### **3.1 Work experience and taster sessions**

CRL work experience is aimed at school students wanting short term general work experience as part of their school studies. In general these school students will come from the communities along the route and the Young Crossrail partner schools.

Work experience will be for a maximum of 10 days and Young Crossrail will look for hosts to support this programme. This will be communicated and managed centrally by the Young Crossrail team, and hosts will receive training and additional support.

As part of this, taster sessions can also be provided to young people to spend one or two days with a Crossrail team to better understand the world of work.

### **3.2 Work placements**

CRL work placements are aimed at students - usually, though not exclusively, undergraduates studying a specialist technical area who are looking for experience that is relevant to their studies. Work placements are open to those who are working towards a qualification or accreditation with a professional institution and the work placement would support this.

CRL is particularly interested in supporting individuals studying courses that are critical to the project and industry's skills requirements. We also support, where we can, government-backed schemes which aim to provide individuals with a route back into employment.

Placements can last up to 20 working days either in succession or spread out over a number of weeks. Opportunities are managed centrally by the Young Crossrail team and support is provided to hosts.

### **3.3 Remuneration and expenses**

CRL does not pay for work experience or work placements. Travel expenses and lunch cannot be reimbursed - such expenses would normally be covered by the school, college, university or other organisation where appropriate.

### **3.4 Children and young people under the age of 19**

Children under the age of 13 are generally prohibited from any form of employment by law and will therefore be considered unsuitable for work experience placements. Children under 14 are not permitted to work more than 5 hours a day and children under 15 are not permitted to work more than 8 hours per day.

Given these practicalities, CRL will only consider applications for children and young people aged 14-19 and adults aged 19 plus. Work Experience for young people under the age of 14 will not be offered. Please note that Crossrail sites require individuals to be 18 or over and as such, opportunities on site can only be offered to those 18 or over.

### **3.5 Safeguarding**

Safeguarding the welfare of children and young people is extremely important. It includes promoting children's rights, keeping them safe and protecting their rights as well as protecting them from abuse.

For work experience placements the following safeguarding principles apply:

- There **must** be a named person who will act as the main contact/host for the young person.
- An enhanced Disclosure and Barring Services (formerly CRB) check on members of staff supervising young people aged 16-17 is **not** required. If a school requested a DBS check for a young person aged 14-15, please contact Young Crossrail.
- A model release form **must** be signed by the parent/guardian of any young person to give permission for taking photographs or filming young people.
- A young person **must** attend the standard corporate induction process at the start of their work experience placement
- A risk assessment **must** be completed for any young person taking part in work experience.
- To attend a site visit a young person **must** be over 16. Any visits are subject to site/project manager agreement and a site-based risk assessment.
- Clear arrangements regarding travel, both to the main work location and on any visits, **must** be agreed with the school or parent/guardian.
- Any concerns about the welfare of a young person **should always** be made know to your line manager or the Young Crossrail team. Any concerns will be handled appropriately with the Talent and Resources Director ultimately responsible for safeguarding issues.

More information about safeguarding can be found at <http://www.safenetwork.org.uk/>

## **4 Organising work experience or a work placement**

There are a range of pathways by which CRL receives requests for work experience and work placements. All requests for work experience and work placements should be sent to the Young Crossrail Team at [youngcrossrail@crossrail.co.uk](mailto:youngcrossrail@crossrail.co.uk) in Talent & Resources.

CRL encourages applications from individuals and organisations from a diverse range of backgrounds and, when considering requests CRL will demonstrate its commitment to equal opportunities and workforce diversity.

### **4.1 Young Crossrail programme**

Young Crossrail is the schools and young people engagement programme for Crossrail. As part of this work, Young Crossrail supports a structured work experience programme with its partner schools and other partners including community groups and charities. This supports a fair and transparent approach.

Young Crossrail actively seeks volunteer hosts from across the business to support the structure work experience programme.

## **4.2 Requests from outside the organisation**

Young Crossrail receives speculative requests from individuals who often do not have links to the project, looking for work experience or work placements. In these circumstances, Young Crossrail will contact individuals on the project who have expressed an interest in hosting a work experience or work placement student in a relevant field. If you are interested in hosting a work experience or work placement student, please complete the Request Form in Appendix A and return to Young Crossrail.

If a host is identified, they will be sent the Crossrail Work Experience and Work Placement Host Pack. Organising work experience or a work placement involves developing a programme of activities for the student and completing a confirmation form and a risk assessment form (which can be found in the Pack). These should be sent to Young Crossrail 10 days in advance of the date the individual is due to start. Young Crossrail can provide guidance in relation to these requirements.

If a suitable host cannot be identified, the details of the student will be held on file for future opportunities that may arise.

## **4.3 Requests from within the organisation**

Any member of staff can bring in a student over the age of 14 to work within their own team or another team if they identify a host and have the approval of the host's director or project manager. If you would like to bring in a work experience or work placement student, please complete the Confirmation Form in Appendix B and return to Young Crossrail.

Young Crossrail should be notified of the details of the work experience or work placement and will provide the line manager with the Crossrail Work Experience and Work Placement Host Pack. The risk assessment form must be returned to Young Crossrail 10 days in advance of the date the individual is due to start. Young Crossrail will then confirm with the line manager whether all preparation activities have been completed and will advise if any other requirements are to be completed.

## **4.4 Learning objectives**

In order to ensure the work experience or work placement is beneficial both to the individual and to CRL, all placements must have a programme of activity with clear learning objectives and evaluation built into the programme. The line manager will ensure that:

- The individual attends the Crossrail induction.
- Learning objectives are set with provision for feedback and evaluation at the end of the placement.
- Regular feedback is given.
- Feedback is given to the sponsoring organisation where required.
- Supervision is given by an employee who understands the objectives, benefits and learning outcomes of the placement.
- Opportunities for skills development and training are given where appropriate.

## **4.5 Risk assessment**

A risk assessment must be undertaken by the line manager before a child or young person is able to start work experience or a work placement. A blank Health and Safety Risk Assessment Form for completion can be found in the Crossrail Work Experience and Work Placement Host Pack. The Young Crossrail Team can assist with queries on this form.

On occasion, schools and colleges may require their own risk assessment, and a member of the Young Crossrail Team can provide assistance in completing this.

In the case of adults, aged 19+, the line manager should carry out and review the CRL office risk assessment and satisfy themselves that this covers the circumstances and the individual who is undertaking the placement. A further risk assessment will need to be carried out if the person is likely to be carrying out tasks which are not covered by the CRL office/workplace risk assessment. This should also be carried out before the placement begins.

Those joining the organisation for work experience or a work placement may also have specific access requirements to enable them to take full advantage of their work experience opportunity. Line managers should liaise with the Young Crossrail team to coordinate the provision of any practical reasonable adjustments directly with the individual or with the school, university or home organisation. This should include provision for emergency evacuation. Some adjustments can require additional planning and this should be taken into account when agreeing the time frame for placements.

## **5 Internships**

Internships tend to be provided for students, usually undergraduates, who are required to undertake a period of work in industry as part of their course. They tend to last between three and six months but can last up to a year in some cases.

Where such an opportunity is being provided and because internships are paid, approval must be gained to fund the role through CRL's IRG process. If the role can be progressed, HR will work with the appropriate manager to organise the internship, undertake a selection process and liaise with the home organisation or university. The successful individual will be treated as CRL staff and given a fixed term contract. No commitments should be given to any individuals by line managers.

Similar to work experience and work placements, CRL receives speculative requests for internships through Young Crossrail. In response, Young Crossrail will contact individuals on the project in a relevant field to determine whether an internship could be supported or otherwise recommend the option of a shorter work placement.

## **6 Secondments**

### **6.1 How it works**

Secondments are opportunities for individuals already employed by an associate organisation to work on the Crossrail project for a period of up to 6 months while remaining an employee of their home organisation.

Associate organisations for the purposes of this programme include TfL, Network Rail, the Civil Service and organisations working on the Crossrail project. Other organisations would be considered. The programme will benefit CRL by introducing new ideas, concepts and talent to CRL in return for the opportunity to gain practical experience of working on the project.

Trainees from associate employers who join CRL on secondment do so on an attachment basis, retaining all the terms and conditions of employment of their home organisation. They will report to a CRL line manager and be expected to abide by CRL policies, processes and requirements while they are working with CRL.

### **5.2 Organising a secondment**

HR receives requests from TfL and other associate organisations relating to opportunities for their staff within CRL. In these instances, HR contacts the relevant director or project manager to determine whether a secondment would be possible and of benefit to the team. If this can be progressed, HR will work with the appropriate manager to organise the secondment and liaise with the home organisation.

### **5.3 Learning objectives**

Learning objectives will be defined with each trainee and will be based on their progress on their particular scheme where relevant, any requirements of their home organisation or university, and the needs of CRL. These will take into account any professional accreditation requirements. Objectives will be agreed between the line manager and trainee and shared with the home organisation.

The line manager will ensure that:

- The individual attends the Crossrail induction.
- Learning objectives are set with provision for feedback and evaluation at the end of the placement.
- Regular feedback is given.
- Feedback is given to the sponsoring organisation where required.
- Supervision is given by an employee who understands the objectives, benefits and learning outcomes of the placement.
- Opportunities for skills development and training are given where appropriate.

### **5.4 Training**

CRL will provide and fund any training or development needed for the trainee to carry out duties that are specifically required for the placement with CRL in accordance with the Learning and Development Policy.

## **6 Records and promotion**

Young Crossrail requests information on individuals undertaking work experience, work placements and internships to keep a record of the opportunities the project provides and the individuals we engage with as part of our community engagement and outreach programmes.

CRL staff are encouraged to support and promote opportunities for students in their teams. Young Crossrail will communicate with staff to encourage volunteers from across the company to host these opportunities and can answer any related queries.

## Appendix A: Work Experience/Placement Request Form

Please complete this form if you are interested in hosting a work experience or placement and send a signed copy to Young Crossrail at [youngcrossrail@crossrail.co.uk](mailto:youngcrossrail@crossrail.co.uk)

<b>Name</b>			
<b>Job Title</b>			
<b>Department</b>			
<b>Crossrail office &amp; desk location</b>		<b>Telephone Number</b>	
<b>Are you looking to support:</b>	<input type="checkbox"/> work experience (< 10 days) <input type="checkbox"/> work placement (10-20 days) <input type="checkbox"/> professional placement (up to 6 mths)		
<b>What discipline are you looking for?</b>	[include any relevant school subject, college courses, university degrees]		
<b>Does this relate to a specific project/work?</b>	[If so, please provide details]		
<b>Date of request</b>			
<b>Preferred start date of experience/ placement</b>		<b>Duration</b>	
<b>Signature</b>			<b>Date</b>
<b>Director/Project manager signature</b>			<b>Date</b>

## Appendix B: Work Experience/Placement Confirmation Form

Please complete this form if you are hosting a work experience or placement student and send a signed copy to Young Crossrail at [youngcrossrail@crossrail.co.uk](mailto:youngcrossrail@crossrail.co.uk)

Please also attach a copy of the programme for the work experience/placement.

<b>Name of Line Manager</b>			
<b>Job Title</b>			
<b>Department</b>			
<b>Crossrail office &amp; desk location</b>		<b>Telephone Number</b>	
<b>Name of student/trainee</b>		<b>Date of Birth</b>	
<b>Which school/institution do they attend (if relevant)?</b>		<b>Gender</b>	
<b>Home borough</b>			
<b>Preferred start date</b>		<b>Duration</b>	
<b>Risk Assessment</b> Please Note: By signing this form you are confirming that you have reviewed the Crossrail office risk assessment and taken reasonable steps to identify any additional risks in the workplace for the placement candidate. You have also taken into account any reasonable adjustment requirements, where necessary.  By signing this form you are confirming that the risk assessment has been carried out in advance of the work placement and, where applicable the results have been notified to the parent/guardian of the child/young person. You have also taken into account any reasonable adjustment requirements, where necessary.			
<b>Signature</b>		<b>Date</b>	
<b>Director/Project manager signature</b>		<b>Date</b>	