

Work Experience Placement Agreement

We're really excited to offer you a work experience placement! You'll be paired up with a fantastic organisation that's committed to supporting young people like you. Your organisation has worked really hard to make your experience as useful and as exciting as possible. It'll be a unique opportunity to connect with professionals and learn what it's really like to be in a work environment. We want to keep you safe, and make sure you have a great experience. To help us do this, you'll need to read through this agreement, and make sure you're happy with what's expected of you.

What to do before you attend your placement:

Keep your organisations details to hand.

We'll email you the dates of the placement, as well your organisations key details like its name, location, and your main contact. Familiarize yourself with:

- a. Where the placement is,
- b. Your first-day schedule
- c. And the names of people you'll be meeting.

Stay responsive to messages from both your Programme Lead/University Coordinator and your organisation

Find out more about your organisation.

Look at their website and, find out the type of work they do, and see if there's anything newsworthy. To give you an insight into the people who work there, you could read employee biographies. It might give you ideas about the questions you could ask during your placement too.

Share your most up to date details with your Programme Lead/University Coordinator.

To make sure you, and your organisation have a smooth experience, we'll share your CV, contact details, emergency contact details, dietary, access and religious requirements, and, if they need to send you any physical materials, your address. Don't worry—your information is in safe hands and will be deleted after the placement.

Plan what to wear

It's a chance to dress smart and professional! We'd recommend wearing something like a plain shirt or blouse with skirt or trousers, and smart, comfortable shoes – your school uniform would work just fine. When you're at the placement, make sure you take your coat off when your indoors.

We don't recommend wearing jeans, t-shirts or trainers. And you definitely shouldn't wear pyjamas, sportswear, or clothing that has inappropriate wording, slogans or swearwords on them. If you're worried about the dress code, or don't think you have anything suitable, please contact your Programme Lead/University Coordinator.

What to bring with you

- A notebook and pen
- A rucksack or tote bag
- Any materials you've been sent in advance.

What's provided

- Your travel costs to and from your organisation's office
- Usually, a complimentary lunch and refreshments, like tea and coffee. If one isn't provided, you'll know before you arrive.

What to do during your placement

Communication with your organisation

Your employer will already have your contact details as part of you agreeing to the placement and signing this form, but please do not share any additional personal details with anyone from your organisation, even if they've asked you to.

When your placement has finished, if your organisation wants to keep in touch with you, for example, they want to invite you to a separate event, or email you with future placement opportunities, they might ask you if it's okay to send emails using the contact details they already have. This is absolutely okay, if it's okay with you – it's completely your choice.

Attend the whole placement

Your attendance at your placement is recorded, and it counts towards your overall programme attendance. However, we understand life happens so communicating with your organisation, and your Programme Lead/University Coordinator is key! If you're going to be late, need to leave a placement early if you have an emergency, or you're too ill to go to your placement – let both the main contact at your organisation, and your Programme Lead/University Coordinator know as soon as possible.

We'd also recommend being 5-10 minutes early for each day of your placement, as being on time is highly valued in the workplace.

Be confidential

During your placement, you might come across some sensitive information, for example if you're placement is at a legal firm. That's why some organisations may ask you to sign a confidentiality agreement. Just to let you know, it's a standard practice, and helps to make sure everyone's on the same page. It's really important you follow the agreement, as it's a legal document. If you don't follow it, you might be removed from the programme.

If you don't want to sign the agreement, which isn't a problem and is completely your choice, we will do our best to find you an alternative placement.

Be safe

Take a moment to familiarise yourself with what the health and safety procedures of your organisation are, like where the fire escape is. And if there's an emergency, you'll need to follow your organisations procedures.

Follow the workplace behaviour guidelines

Remember, it's a professional environment, but it's also a learning experience. Be yourself, be respectful, and soak in all the knowledge. These are the workplace behaviour guidelines you should follow during your placement:

- Be polite and respectful with everyone you meet.
- Be enthusiastic and give every task your best shot.
- Actively engage in all the sessions – share your thoughts, ask questions, and be involved.
- Complete any work you've been assigned
- Switch off your mobile phone, and any other devices.
- Don't use any sexist, racist, homophobic, or ableist language
- Don't bring or consume alcohol, or illegal substances at the placement



- You should never be in a 1:1 situation with employees. If this happens, politely excuse yourself from the session, and email your organisation and Programme Lead/University Coordinator to let them know.
- Don't arrange a separate meeting with any employees you meet during the placement, unless it has been arranged by your Programme Lead/University Coordinator. If there's a particular employee you do want to meet with, let your Programme lead/University Coordinator know and they may be able to help you arrange it.
- If you're unsure about anything, make sure you ask to help make things clearer.

During in-person placements:

- Be respectful of the office space and the employees:
 - Keep your voice down in communal and public spaces
 - Treat the rooms, furniture, and facilities with care.
- Always be in a group with at least three people - you plus two others.

During online placements:

- Use your camera, microphone, and the chat functions. If you can't use or don't have a camera or microphone, let your Programme Lead/University Coordinator know before you start the placement, as we may be able to provide you with this equipment.
- Be mindful of your background on camera. We'd recommend using a virtual background and/or headphones.
- Don't act in a way that's unsafe, unkind, intimidating or could be seen as bullying. For example, don't share any threatening or illegal online content.
- Don't record or take screenshots of the sessions.

Your agreement: It's essential you follow these guidelines and attend your whole work experience placement

If your work placement organisation, the Sutton Trust or your university doesn't think you've met these expectations during your placement, you may not be eligible to complete your programme.

By completing this form, you confirm you:

1. Understand what's expected from you
2. Agree to follow these guidelines
3. Agree that your contact details can be shared with your organisation.

Name: _____

Signature (initials): _____

Date: _____

Once you've completed the form, email a copy to your Programme Lead/University Coordinator.