SCHEDULE OF TERMS OF PLACEMENT – PAID WORK EXPERIENCE

GENERAL INFORMATION:

1. PURPOSE

The purpose of this document is to provide you with all the information you need while on a work experience placement. It describes what support we will give to help you to achieve your goals, and also what we expect of you in return.

You will find details of the rules and procedures that apply to you during the fixed term of your placement. This includes what you'll be paid, what holidays you will get and what you need to do if you fall ill.

It is important that you keep this document while you are on placement with us as from time to time you will need to refer to it. Any changes to this document will be advised in writing.

2. EQUALITIES AT WORK

The Council is proud to be an equal opportunities employer and works hard to recognise everybody's worth, respecting others and being an understanding employer. It is the Council's policy that no one is discriminated against because of:

- Age
- Gender Reassignment
- Race
- Sex
- Marriage and Civil Partnership
- Disability
- Pregnancy and Maternity
- Religion or Belief
- Sexual Orientation

TERMS OF PLACEMENT:

1. CONDITIONS OF SERVICE

The rules governing your work placement are in accordance with:-

(a) Youth Employment Scotland Fund Rules;

(b) Certain additional terms and conditions determined by South Ayrshire Council; and

(c) any special conditions referred to in the covering letter.

Further details at (a) and (b) above are available from Human Resources.

2. LENGTH OF WORK PLACEMENT

Your placement is for a maximum period of 26 weeks.

During this time you are expected to gain relevant practical skills. If you fail to achieve the standard of work required, we will assess the reasons for this which may lead to your subsequent removal from the programme.

3. PLACE OF TRAINING

Your place of training is outlined in your offer of work experience. You will be expected to remain in your placement throughout the duration of your work experience, however we reserve the right to transfer you to another location. Your supervisor will discuss this with you if applicable.

4. HOURS OF WORK

You will normally work a minimum of 26 hours per week. The actual hours of work will be dependent on the requirements of the service in which you are placed. You will be provided with more details of this at the appropriate time.

5. PAY FREQUENCY

You will be paid fortnightly by credit transfer into your bank account.

6. OVERPAYMENTS

In the unlikely event that you receive an overpayment due to any error, this will be recovered directly from your pay in line with the Council's agreed repayment process. You should notify your workplace supervisor straight away if you suspect there has been a mistake with your pay. At the end of your placement, the Council reserves the right to recover any amount due from your final pay.

7. HEALTH AND SAFETY

You have a duty to take reasonable care for the health and safety of yourself and others while on placement.

8. HOLIDAYS AND TIME OFF

8.1 ANNUAL LEAVE AND PUBLIC HOLIDAYS

1. You will be entitled to a proportion of 28 days leave (pro rata based on the length of your placement and the days and hours you work) and inclusive of any public holidays applicable to the service area in which you are placed.

2. For service of less than a year, the table below shows entitlement based on up to one year's training. A 'complete month' means the period between a date in one month and the immediately preceding date in the following month (e.g. 15 February to 14 March inclusive).

Leave Entitlement:

Completed Months of Training	1	2	3	4	5	6	7	8	9	10	11	12
Entitlement (28 days incl. of Public Holidays)	2	5	7	9	12	14	16	19	21	23	26	28

3. The following public holidays are recognised by the Council:-

   1 and 2 January (or the first 2 normal working days of the New Year)
   Good Friday
   Easter Monday
   First Monday in May
   Last Monday in May
   September (Gold Cup) Friday and Monday
   Christmas Day or next working day
   Boxing Day or next working day

   You will be notified of the arrangements for public holidays within the service in which you are placed.

   If you are placed in a school or other term time establishment your public holidays will be set in accordance with the arrangements in the establishment.

4. Application for holidays **must** be submitted to your workplace supervisor for approval at least one week in advance by completing the Holiday Request Card.

9. OTHER LEAVE PROVISIONS

You may take time off to go to interviews with South Ayrshire Council or to meet with your supervisor for reviews. Time off for these purposes will be granted in line with the operational needs of the business. You need to ask permission from your workplace supervisor first and you may be asked to provide proof of attendance. You should make any appointments such as with your doctor, dentist or optician outwith working hours.

10. ATTENDANCE

10.1 MAXIMISING ATTENDANCE POLICY

1. We have a framework for Maximising Attendance at Work which seeks to promote fairness, consistency and good practice. We have targets for attendance within the Council's service areas. A Return to Work interview will be held with you after any period of absence. To help us to manage your attendance at work we may ask you to attend the Council's Occupational Health Service at any point during your placement.

2. The framework has been adapted to ensure it is relevant to short term funded work experience programmes. Amendments to the application of the managing attendance procedure are laid out in the *"Framework for Managing*

Work Experience and Apprenticeship Programmes" available from Human Resources.

3. Absence will be dealt with on a case by case basis and consideration will be given to both internal and external factors which could impact on attendance at work. To facilitate this there will be no set trigger points. Every effort will be made and recorded by management to support you to maintain your place on the work experience programme and to address any ill health issues which are impacting on attendance. However, where there is a failure to maintain an acceptable level of attendance and absence is identified as having an impact on conditions of funding or compliance, consideration must be given to terminating the work experience programme.

10.2 REPORTING ABSENCE

1. If you are unable to attend your place of training, for any reason, you **must** make contact with your workplace supervisor in line with local arrangements on your first day of absence, within an hour of your normal start time. If you are unable to do so, you must get someone to do this for you.

2. If you are still absent on the second day, and any day thereafter, you must contact your link worker and report your reason for absence on each day of absence. If you are off for 7 days or less, you will have to complete a self-certificate absence report and send it to your link worker as soon as possible. Where your absence extends beyond 7 days you will also be required to provide your link worker with an assessment of fitness for work from your Doctor. In situations where there is no indication on a fit note that a return to work is possible or indeed imminent, consideration must be given to terminating the work experience programme.

10.3 SICK PAY

If you are off sick, you will not qualify for Council's sickness allowance scheme as you will not have accrued enough continuous service. You may however qualify for Statutory Sick Pay and you will be advised of this at the appropriate time.

11. DISCIPLINE

The Council has a Discipline and appeals procedure in place to ensure that everyone is treated in a fair and consistent way. This procedure has been adapted to ensure it is relevant to short term funded work experience programmes and complies with the ACAS Code of Practice. Amendments to the application of the procedure are laid out in the *"Framework for Managing Work Experience and Apprenticeship Programmes"* available from Human Resources. Any unsatisfactory standard of performance and behaviour will be dealt with under this framework document.

As a work experience trainee, you will have the right to appeal against any disciplinary action taken against you up to and including dismissal, to the Organisational Development Manager.

12. GRIEVANCE

The Council has a Grievance procedure in place to ensure that everyone is

treated in a fair and consistent way. This procedure has been adapted to ensure it is relevant to short term funded work experience programmes and complies with the ACAS Code of Practice. Amendments to the application of the procedure are laid out in the *"Framework for Managing Work Experience and Apprenticeship Programmes"* available from Human Resources.

It is expected that most complaints are resolved as quickly and as informally as possible and you should raise any issues in the first instance with your supervisor. Your final recourse will be to the Organisational Development Manager.

13. COMMUNICATIONS POLICY AND USE OF ICT

The Council has produced guidance and policy documents on the use of Social Media and ICT. You will be advised on the Council's rules for Computer, Email and Internet use so as you can avoid getting into difficulty by breaking the rules or being in breach of the Council's Code of Conduct. To ensure that the Council's ICT systems are not open to abuse, individual usage and content will be monitored. Where this inspection reveals a breach of procedure, it will be dealt with under the Disciplinary procedure.

Expected Standards of conduct when using Social Media:

The Council does not allow access to social networking sites for personal use from our computers at any time. These websites are added to a list of restricted websites. The Council recognises that you have the right to express yourself freely when using social media. If you identify yourself as a work experience trainee with South Ayrshire Council, you are expected to act in a manner which does not bring the Council into disrepute and act in a way that is consistent with the Council's values. You should be aware that the posting of certain information or comments even in your own time and using your own equipment may be in breach of the Council's Code of Conduct. This could result in disciplinary action up to and including dismissal in accordance with the Disciplinary policy and procedure detailed in paragraph 11. For information the Council's Code of Conduct will be issued to you at the start of your placement.

14. TRAVEL AND SUBSISTENCE

Travelling expenses may be reimbursed for specific training events and you will be notified when this is applicable.

15. NO SMOKING IN THE WORKPLACE

The Council, in recognition of the health risks associated with smoking, not only for smokers but also for passive smokers, operates a no smoking policy. This policy applies to all workplaces, public buildings and Council vehicles. Full details of the policy are available from your workplace supervisor.

16. CHANGE OF HOME ADDRESS/TELEPHONE NUMBER

Any alteration to your home address and/or telephone number must be notified to your workplace supervisor who will in turn notify Human Resources. This information will also be sent to HMRC.

17. PAYMENT OF COUNCIL TAX

The Council has a duty to protect the public funds it administers and to this end, may use the information you have provided for payroll purposes within the authority to ensure proper and appropriate control of public funds.

Consequently, Finance will wish to match records from the payroll system to the unified benefits system and to Council Tax records for which warrants have been issued.

18. DATA PROTECTION

The Data Protection Act 1998 ensures the protection of individuals whose personal data is held or processed by the Council. During your placement you may have access to personal information in the course of your duties. In terms of the Act, you are bound to process all personal information fairly and lawfully and in accordance with the statutory rights of the individual. You must ensure that no personal information is disclosed unless a legitimate right of access exists. If you are unsure as to the correct method of dealing with a request for personal information, you should seek the advice of your workplace supervisor. Under no circumstances should you disclose personal information unless either you are satisfied that a legitimate right of access exists.

19. CODE OF CONDUCT

The Council has a Code of Conduct which sets out the minimum standards expected of all trainees. It is a condition of your placement that you comply with the Code, in particular, you must report any criminal convictions you may incur and should you be charged with any criminal activity which might be detrimental to the work you are undertaking on your placement, or which might bring the Council into disrepute, you must inform your workplace supervisor as soon as possible. Any serious breach of the Council's Code of Conduct will be dealt with under the Disciplinary policy. Should you have any difficulties in meeting the standards of the Code you should approach your workplace supervisor or your Assessor for advice and assistance.

20. NOTICE PERIODS

If you wish to end your placement, you are required to give the Council 1 weeks' notice.

If the Council decided to end the placement for any reason, (notwithstanding dismissal for gross misconduct) this will be done giving one weeks' notice. On termination of your placement, you have the right to appeal this decision to the Organisational Development Manager.

- support you through your training; and
- Provide you with all the materials you need to complete your qualification;
- Provide a range of employability training interventions.

21. PERFORMANCE ASSESSMENT

You are expected to show commitment to your placement and your progress will be regularly assessed and reviewed. If you fail to progress satisfactorily then we will provide you with extra help and support.

After the first 8 weeks of your placement, we will review your attendance level, disciplinary record and progress and consider whether you need further support. Any failure to achieve the required level of performance may result in your placement being terminated.

22. PERSONAL APPEARANCE

The way you look and dress for work can be just as important as the way you perform and behave. Whatever your role, you are representing the Council and it is important that you are always smart, clean and tidy, pay particular attention to personal hygiene and wear any uniform or protective clothing when provided. Your workplace supervisor will give you details of the appropriate dress code.

23. SUPPORTING YOU

If you have any problems to do with your placement or wish to discuss it in any way, you should speak to your supervisor.

24. AT THE END OF YOUR PLACEMENT

Throughout your placement we will help you to secure employment as you will gain access to approved vacancies.

If you apply for a vacancy, your application will be assessed in line with our normal Recruitment and Selection Policy and Procedure. Please note that you are not automatically guaranteed an interview.

South Ayrshire Council gives no guarantee of continued employment on completion of your placement.

The above summary of the rules and procedures that apply to your work experience programme is prepared for guidance only and reference should also be made to conditions as detailed in paragraph 1.

Please note that we reserve the right to make changes to this agreement throughout the terms of your work experience programme.