



Policy: Work Experience, Internships, and Apprenticeships

Equality Statement

The Office of the Police and Crime Commissioner (OPCC) is committed to the principles of equality and diversity. No member of the public, member of staff, volunteer or job applicant shall be discriminated against on the grounds of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; or sexual orientation.

Introduction

1. The Police and Crime Commissioner offers opportunities for people to join the OPCC on a short term basis to gain knowledge or work experience to help them with their future education or career. This might take the form of:
 - 'shadowing' the Commissioner, Assistant Police and Crime Commissioners, a Strategic Police and Crime Board member, or members of staff; or
 - a project or set piece of work to complete over a defined period of time to the benefit of both the Commissioner and the individual concerned
 - the employment of one or more individuals to complete an Apprenticeship, comprising a qualification to sit alongside their workplace duties
2. The scheme is linked to the Police and Crime Plan ambitions and aims to give young people an opportunity to succeed by offering a meaningful experience of work and in the case of Apprenticeships study. Placements can be arranged by individuals directly or via organised programmes run by schools, colleges or other support organisations.
3. If the individual has a personal or familial connection with the Commissioner, any member of the Strategic Policing and Crime Board, or any member of office staff, this must be declared in the application. In most circumstances, such a connection will result in the work experience/placement being declined.

General

4. Placements can only be offered when the office has capacity to offer a meaningful experience without undue disruption to the day to day work.
5. During placements individuals are expected to dress in smart but casual clothing, and should conduct themselves in a business-like manner at all times.
6. Security vetting may normally be required before the work placement can be confirmed, depending upon what tasks are to be undertaken during the work placement, and the level of access to the premises and resources of the office or West Midlands Police.
7. A member of staff will be nominated to manage the individual during their placement. Working hours and tasks will be agreed either in advance or on the first day.
8. Travel expenses or out of pocket expenses will not be paid to individuals on work placement/experience to cover their journeys, car parking or meals during the normal

working day. Travel expenses and out of pocket expenses may be paid for costs incurred whilst undertaking work at the request of the office. In such cases, the travel policy in the staff handbook (available on the website) will apply.

9. The placement may be terminated at any point by the Chief Executive or his representative. In such a case the individual will be required to leave the premises forthwith. Termination may take place if the individual does not conduct themselves in a business-like manner, or if they act in such a way as to bring the Commissioner or the office into disrepute.
10. At the end of the placement, the manager will provide feedback to the individual. This will normally be done face to face in a meeting, but can be written on request. The aim of this is to assist with the learning and development of the individual.
11. After the placement, upon request, the office will provide written confirmation that the individual undertook the placement and that it was completed. The office cannot provide professional or character references for individuals.
12. Records relating to individuals will be kept by the office and disposed of in line with the requirements of GDPR and as outlined in our Information Records Management Policy (available on the website). Where photographs are taken in the course of the Commissioner's day to date role or for promotional reasons, consent will be sought in advance.

Work Experience

13. Work experience placements will generally last a week unless otherwise negotiated.
14. Applications may be submitted throughout the year and there is no closing date. Not all applications will be accepted. If there is competition for placements, we will assess applicants on the extent to which the placement will support both the individual applying and the objectives in the Police and Crime Plan.
15. Interested parties should complete an application form available on the website: <https://www.westmidlands-pcc.gov.uk/>
16. Normally, applications should be submitted at least three months before the requested start date for the work placement. This is to allow sufficient time for security vetting to be undertaken if required.
17. Applications will be considered and a decision made by the Chief Executive or his representative. The criteria for the decision shall be:
 - Capacity of the office to accommodate the individual during the given time frame
 - Application indicates that the individual has a genuine interest in the work of the Commissioner and the office and is likely to gain valuable experience
 - Application has been submitted in a neat and tidy manner, indicating a business-like approach
 - Work experience is appropriate to the individual's stated ambitions, and the work experience will add value for themIndividuals may be invited to attend an interview with a member of staff before a final decision is made.
18. If an individual is not accepted, constructive feedback will be provided.

19. A varied programme of activities will be provided, and the individual will have opportunity to produce some work for the office.
20. Work Experience Students may be invited to have their photo taken for the purposes of publicity relating to their time at the OPCC. The student or their parent will be asked to sign a consent form in advance of this.
21. A Designated Safeguarding Lead has been nominated for when there are Work Experience Students under the age of 18. The Designated Safeguarding Lead is the Head of Business Services will ensure that safeguarding is considered as follows:
 - a. Work Experience Students should not be expected to work alone either in the office or out on visits.
 - b. Work Experience students should not be left alone with one member of staff as far as possible.
 - c. If any concerns of a safeguarding matter are raised either by a work experience student or about a work experience student they should be discussed in confidence with the DSL who will decide whether a referral should be made.

Internships

22. An internship is an opportunity to spend a period of time in the office working on a specific project or projects. This is aimed at those either studying or developing their work related skills, who have a special interest in the work of the Police and Crime Commissioner. These placements can be targeted at those who would benefit from an opportunity to develop, and are suitable for individuals who have fewer opportunities than their peers or some measure of disadvantage - eg those previously involved in the criminal justice system.
23. All candidates will need to be vetted in accordance with our standard recruitment policies.
24. Placements will typically last between 1 and 3 months.
25. Remuneration may be available in the form of a daily rate and/or expenses.
26. Individuals interested in the placements should contact the office directly.

Apprenticeships

27. The Police and Crime Commissioner is committed to employing an apprentice in the who will be able to study for a qualification, learn on the job and Support and training provided for an individual to learn "on the job" and gain work experience within the organisation. A suitable qualification is offered, delivered through a local college or training provider.
28. One role is available at any given time and when vacancies arise they will be published on the WMPCC website.
29. Remuneration is at the level of the national living wage.

Version No	Date	Author	Post	Reason for issue	for	Date agreed by PCC	Review Schedule
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1.0	Sept 2018	Polly Reed	Head of Business Services	of	Revised programme in place	now	Binennial