



Policy on Work Experience and Placements

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 Commissioner would like to offer 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, one the Strategic Policing and Crime Board members, or a member of staff;
 - a period of work experience arranged through an educational establishment
 - a work placement or secondment organised by the individual themselves or by their current employer or support organisation.
2. If the individual has a personal or familial connection with the PCC, any member of the Strategic Policing and Crime Board, or any member of OPCC staff, this must be declared in the application. In most circumstances, such a connection will result in the work experience/placement being declined.
3. Work experience and placements can only be offered when the OPCC has capacity to offer a meaningful experience without undue disruption to the day to day work of the OPCC. To help with this, the OPCC will aim to accommodate an average of 5 individuals each financial year.
4. 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 (see paragraph 12 below).
5. The requested length of work placement/experience should be made clear in the application. The OPCC will consider lengths of time to suit the needs of the individual, but would normally expect shadowing to last between one day and one week, and other placements to last between one and four weeks.
6. Applications may be submitted at different times of the year and there is no closing date. However, the capacity to offer placements is limited, and some applicants may not be accepted for this reason.

7. If there is competition for placements, we will assess applicants on the extent to which the placement will support the objectives in the Police and Crime Plan.
8. Interested parties should complete an application form (available on the PCC's website) and return it by email to wmpcc@west-midlands.pnn.police.uk
9. 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 OPCC 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 OPCC, and is likely to gain valuable experience
 - Application has been submitted in a neat and tidy manner, indicating a business-like approach
10. Individuals may be invited to attend an interview with a member of staff from the OPCC before a final decision is made.
11. If an individual is not accepted, constructive feedback will be provided.
12. Security vetting will normally be required before the work experience/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 OPCC or West Midlands Police.
13. A member of staff within the OPCC will be nominated to line manage the individual during their work placement/experience.
14. During the period the work experience/placement, the individual is expected to dress in smart but casual clothing, and should conduct themselves in a business-like manner at all times.
15. 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 OPCC. In such cases, the OPCC Travel Allowances and Expenses Policy will apply. This policy can be viewed on the OPCC website: [WMPCC website](#)
16. Working hours and tasks will be agreed with the nominated line manager.
17. The work experience/placement may be terminated with immediate effect by the Chief Executive of the OPCC or his representative. In such a case the individual will be required to leave the OPCC 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 OPCC into disrepute.

18. At the end of the work placement/experience, the line manager will, if requested, provide a constructive performance report for the individual. The report will normally be delivered verbally at the end of the placement. The aim of the performance report is to assist with the learning and development of the individual.
19. After the work placement/experience has finished, upon request, the OPCC will provide written confirmation that the individual undertook the placement/experience and that it was completed. The OPCC cannot provide professional or character references for individuals who have undertaken work placements/experience.