

Why is a Job Description Necessary

The job description not only provides an overview of the student's duties and working hours but also specific information in relation to health and safety issues. It is important that students, parents/guardians and teachers are aware of this information, as these details take into consideration insurance implications, the risk assessment and the student's health, welfare and well-being.

Description of duties:

An agreed summary of the work that student will do. This must take into account health and safety law, age, inexperience, and risk assessments. Often, in particular industries such as engineering and construction, the type of duties a young person can become involved in is necessarily limited due to the hazardous nature of the environment and equipment used.

Hours of work:

These are negotiated to reflect the nature of the skill area within the boundaries of Working Time Regulations. It is unrealistic to expect school hours within any workplace. On some occasions such as for a catering placement, a split shift or evening work may be required. Anyone going on placements in skill areas such as construction should be aware that travelling time is not included in their working day; this may result in an early start/late finish.

Additional information:

This section contains individual requirements and information such as travel arrangements.

Dress:

Most companies have an employee dress code that young people are required to comply with. It also helps the student feel part of the team. There are also specific requirements adhering to health and safety law and to the companies risk assessments. It is important to comply with this information as failure to do so may result in a student being removed from the placement.

Health and safety information:

Dependant on placement skill area, there may be numerous work areas and activities in which a student cannot become involved. Prohibitions and restrictions shown in the job description are intended to keep young people safe in an unfamiliar environment where there may be hazards that are not easily recognised by an inexperienced young person. In addition to considering the needs of young people, under health and safety law, Calderdale & Kirklees Careers also has a duty to the employers in ensuring the risk of any accident or incident, which may result in injury or damage, is reduced.

Risks:

Although safety measures and controls have been put in place to ensure students safety, there is always an element of risk remaining. This risk is identified in the job description.

Health factors:

The medical condition of students has to be taken into account as: the condition may be exacerbated in certain environments; specific first aid skill/knowledge may not be available within a company to meet a student's needs. In addition there are some placements where there is a higher risk of cross contamination from an infectious illness, for example work with children, the elderly or work with food. Under these circumstances it is essential the student discloses any recent illness and that suitable period of time elapses before the start of their work experience placement.

Please note: whilst on work placement students are classed as employees, therefore if their behaviour or non compliance with instructions leads to either accident or incident they may be held liable.