

# Work Experience Policy

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## 1. Introduction

This policy outlines the University's approach to providing work experience opportunities.

For the purpose of this policy, a work experience placement is defined as a specified period of time that a person spends with the Open University during which they have an opportunity to learn directly about working life and the working environment, where they may have the chance to try their hand at particular tasks or simply have the opportunity to watch and learn.

## 2. Scope

This policy applies to all staff who arrange or are involved in work experience placements.

## 3. Policy

The University allows short-term (maximum 2 weeks) work experience placements for young people of school-age (15-18 years of age).

The University does not operate a formal work experience placement scheme and therefore there is no central co-ordination of work experience arrangements. However, the University does support the philosophy of assisting the development of skills and attitudes needed to succeed in the workplace and as such individual Units are encouraged to support requests for work experience where feasible.

Work experience is part of the child's education; it is not employment and there will be no payment for tasks or duties performed or expenses paid.

University staff may receive enquiries from a number of sources including schools, parents or young people themselves. These enquirers should be directed to the specific Unit or Department whose business activity is most relevant to the person's work or career interests.

All work experience placements must be arranged in line with the Work Experience Guidance which outlines legal obligations as well as best practice guidelines.

#### **4. Equality, diversity and inclusion**

Policies are inclusive of all Open University staff, regardless of age, care experience, caring status or dependency, civil status, disability, family status, gender, gender expression, gender identity, gender reassignment, marital status, marriage and civil partnership, membership of the Traveller community, political opinion, pregnancy and maternity, race, religion or belief, sex, sexual orientation, socio-economic background or trades union membership status.

#### **5. Useful references**

Work Experience Guidance