

What Makes The Difference? TOOLS and RESOURCES

NAME OF TOOL/RESOURCE:

Work Experience Partnership Protocol

NAME AND REGION OF AGENCY/ORGANISATION THAT DEVELOPED THIS TOOL/RESOURCE:

Tower Hamlets Leaving Care Service

Purpose and Brief Description of Tool/Resource:

An example of a protocol that can be used between a service and a work experience provider. It sets out the responsibilities of each partner clearly.

Publication Date: not known

Contact details for further information about this tool/resource

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Evidence for the effectiveness/ impact of this tool/resource

Positive impact of this tool/resource:

1. Enables all parties to see clear expectations from the process, including the young person.

-----and London Borough of Tower Hamlets, Leaving Care Service
Partnership

Working Protocol – Good Practice Guidelines

Application forms with compliment slip to ----- asap.

What ----- will offer the young person from the Leaving Care Service:

- Work opportunities
- Work experience opportunities
- Opportunity to participate in group interviews and feedback on the real environment
- Each young person will have a sponsor (mentor)
- An insight into working with the public and into the retail industry
- Variety of working opportunities within the store
- To work in a setting where the ethos is very different to that of other retailers
- ----- retain the right to withdraw any offers of work/work experience if the young person does not comply fully with the staff/organisation handbook
- Possibility of future career in retail

What the Leaving Care Service will offer ----- and the young people:

- The Leaving Care Service will ensure that there will be a named person with whom there will be regular contact – currently, Lin Chappell (contact arrangements to be agreed)
- Lin Chappell will with, guidance and support begin the interview preparation process with the young person in advance of meeting with ----- staff
- Lin Chappell to screen prospective employees and offer support appropriately
- Ensure that the young person abides by organisational rules and regulations, in particular behaviour through structured support
- Lin Chappell will support the young person from the Leaving Care Service outside of the ----- environment, for example; issues around personal appearance, timekeeping and general attendance
- Lin will be in regular contact with ----- to ensure a seamless transition into the working environment as is possible
- Share appropriate information about the young person's particular skills and/or specific needs with ----- to assist with the development of a good working relationship for both the young person and employer. This will only be done with the knowledge and permission of the young person and as a means of support for the young person and employer

What the Young Person will gain from their experience:

- Opportunity for 'supported' work experience
- To work with the public
- To work in a structured and supported environment
- To develop further life skills

- To develop work skills and knowledge that will carry them forward in the world of work
- Opportunity to experience a mock interview/workshop allowing the young person to take risks
- Opportunity for the young person to identify their skills and build on them
- Possibility of future employment with the organisation
- A link person at the Leaving Care Service

Generally the young person will also have one or any of the list below:

- A completed application form with a summary of skills and needs from their personal adviser if appropriate
- A personal statement stating their own skills, perhaps by using an example of any activity that they may have been involved in and/or organised
- Details about what may have been learnt from any previous work experiences
- What would each yp. like to change about themselves (opportunity for yp. to reflect on their life experiences and make changes)
- What will ----- and Tower Hamlets, Leaving Care Service gain from the partnership?
- Opportunity for ----- to have corporate/community links
- Potential employees in the longer term
- Employment/Local Authority shared support for local citizens (LCS yp.)
- Positive working relationships with each other
- Working opportunities for Leaving Care Service yp. that otherwise may not have been available

Review:

Agree to review the working partnership quarterly to assess the pilot scheme outcomes

Review possible change to enable the project to continue to benefit the young people of Tower Hamlets and ----- partnership¹
