

## Letter of Understanding

Dear Employer,

### **Understanding between the Local Authority and Employer providing an experience of work**

#### **This agreement relates to Work Experience, Work Shadowing and Project based activity**

In order that the implications of these activities and arrangements between the Employer and the Education Authority are fully understood, the following essential points are set out here:

1. An experience of work placement should, as far as possible, be open equally to all students regardless of gender, race, and cultural and religious beliefs.
2. The students will carry out meaningful work during their placements. The work will be planned by a responsible person and the students will be given appropriate instruction before, and supervision whilst, operating any machinery or equipment.
3. The employer will observe all relevant Health & Safety legislation, **paying particular attention to Health and Safety at Work (Young Persons) Regulations (1997), Management of Health & Safety at Work Regulations 1999, The Health & Safety (Training for Employment) Regulations 1990, The Employment of Women, Young Persons and Children Act 1920 and the Equality Act 2010.**
4. The employer takes responsibility for the care and safety of the student under the provision of Section 2 of the Health & Safety at Work Act (1974). The employer will ensure that the student is not required to operate any hazardous machinery, to work in any hazardous environment or to carry out work of an unsuitable or objectionable nature. The employer will supply any special or protective clothing required by each student whilst performing the work. Students will have responsibility towards themselves and other employees under Section 7 of the Act.
- ❖ **The employer has received and will comply with Safeguarding/Child Protection Guidance for Placement Providers.**
5. The employer confirms that all tasks asked of each student conform to the laws governing the Employment of Young Persons and Work Experience (as defined in the 1973 Act) **and that any other statutory obligations to the students are being observed.** The company is registered with the appropriate enforcing authority as applicable.
6. The employer will designate one person to be responsible for the well being of each student.
7. The student will not receive any payment for this work but the employer may make a contribution, directly to the student, towards the cost of meals and/or travelling.
8. The student will normally work between the hours of 07.00 - 19.00 for a maximum of 8 hours, inclusive of breaks, except by agreement with parents, school and the Council Work Experience Co-ordinator. Post-16 students may work for a maximum of 9 hours, inclusive of breaks, between 07.00 and 22.00.
9. The student's parents/carers will confirm that he/she is not suffering from any complaint that may create a hazard either to the student or to those working with him/her.
10. The teacher will be expected, in consultation with the employer, to visit the student during the course of the placement.
11. In case of any accident, sickness or unacceptable behaviour on the part of the student, the employer will notify, by telephone and without delay, the designated teacher of the student's school and the student's home if a number is given. The student will be allowed to use whatever first aid facilities the employer provides for employees.

12. The employer will confirm that the appropriate Employers and Public Liability Insurances are in place to cover accident or injury to the student in accordance with **The Employers Liability Compulsory Insurance Act 1969**.

**N.B. The Association of British Insurers, the British Insurance and Investment Brokers Association and Lloyd's of London have agreed that as a matter of convention students on work experience which conforms with the 1973 Act should be treated as employees for the purposes of insurance against personal injury, i.e. they will be covered by the Employer's Liability Policy, provided always that the insurer has been notified.**

13. The employer confirms that they comply with the General Data Protection Regulations (GDPR) 2018

I should be most grateful if you would confirm that this letter of understanding is acceptable to your understanding.

Yours faithfully,



Karen Harris  
Work Experience Officer  
020-8921 5683  
Email: Work-Experience@royalgreenwich.gov.uk

**PLEASE COMPLETE AND RETURN THIS TO THE ADDRESS BELOW**

I confirm that I have read this Letter of Understanding and that all the points are acceptable to my organisation/company.

**Name (block capitals):** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Branch/Post Code:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Are you happy to be contacted regarding future work experience placements or work related learning activities?**

**Letter:**  **Email:**  **Telephone:**

**To opt-out at any time, please email: [work-experience@royalgreenwich.gov.uk](mailto:work-experience@royalgreenwich.gov.uk) or call 020-8921 5683**

**For more information regarding work experience, work related learning or to download a work experience offer form please visit: [www.royalgreenwich.gov.uk/workexperience](http://www.royalgreenwich.gov.uk/workexperience)**

**Data Protection**

Your company and staff information, including these placement details, will be stored in a database or data retrieval system for the purposes of administration and tracking of work-related learning or work experience placement schemes. Your data will only be available to the Education and Skills Funding Agency (ESFA), internal departments, partner agencies, work experience brokers, schools/colleges/training providers, funding organisations and students (and their parents) to whom you offer placements. Your information may also be shared with third parties for education, training and employment and well-being related purposes; including research. This will only take place where the law allows it and the sharing is in compliance with Data Protection Legislation.

Records will be held at: Royal Borough of Greenwich, The Woolwich Centre, Wellington Street, SE18 6HQ

Work Experience Team, Employment & Skills, 5<sup>th</sup> Floor, The Woolwich Centre, 35 Wellington Street, Woolwich, London SE18 6HQ  
For more information please visit: [www.royalgreenwich.gov.uk/workexperience](http://www.royalgreenwich.gov.uk/workexperience)