

Aimhigher Healthcare Strand East of England 14-19 Work Experience Toolkit (June 2010)

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Introduction

Rapid and constant change in healthcare service provision in order to respond to increasing life expectancy and associated morbidity, technological change, availability of new drugs and treatment regimes, health policy etc require a flexible and skilled workforce fit for the future. Working for the NHS needs to be a career of choice, attracting the young looking for challenge and reward.

In addition, the demographic profile within Trusts often does not reflect that of the local community and, in particular, the age profile of the workforce needs to be addressed in terms of succession planning. It is important, therefore, to build relationships with young people and support local communities to ensure that the NHS attracts and continues to attract a workforce that can support future service needs.

The government's agenda for **young people** (work-related learning, **diplomas** and **apprenticeships**), together with initiatives aimed at getting young people into work, mean that there are a range of opportunities for employers to engage with young people by offering work experience programmes that meet the needs of young people and employers themselves.

Varying opportunities are currently offered to young people dependent on the policies within Trusts and the individual circumstances of local health employers.

Many NHS trusts within the East of England region do not offer any work experience for those under 18, whilst some are very engaged with young people and have well developed programmes. For a snapshot of activity across the region - see **Project Briefing Paper** which features highlights from case studies across the East of England (to access the full case studies see below). See also the East of England Work Experience Survey report - **click here**.

Structure










This 'Work Experience Toolkit' provides information and practical resources to support the provision of work experience and is divided into seven sections:

- 1. **General links**
- 2. **Marketing**
- 3. **Pre-placement Activity**
- 4. **On placement**
- 5. **Review of Experience**
- 6. **Frequently Asked Questions**
- 7. **Key to acronyms**

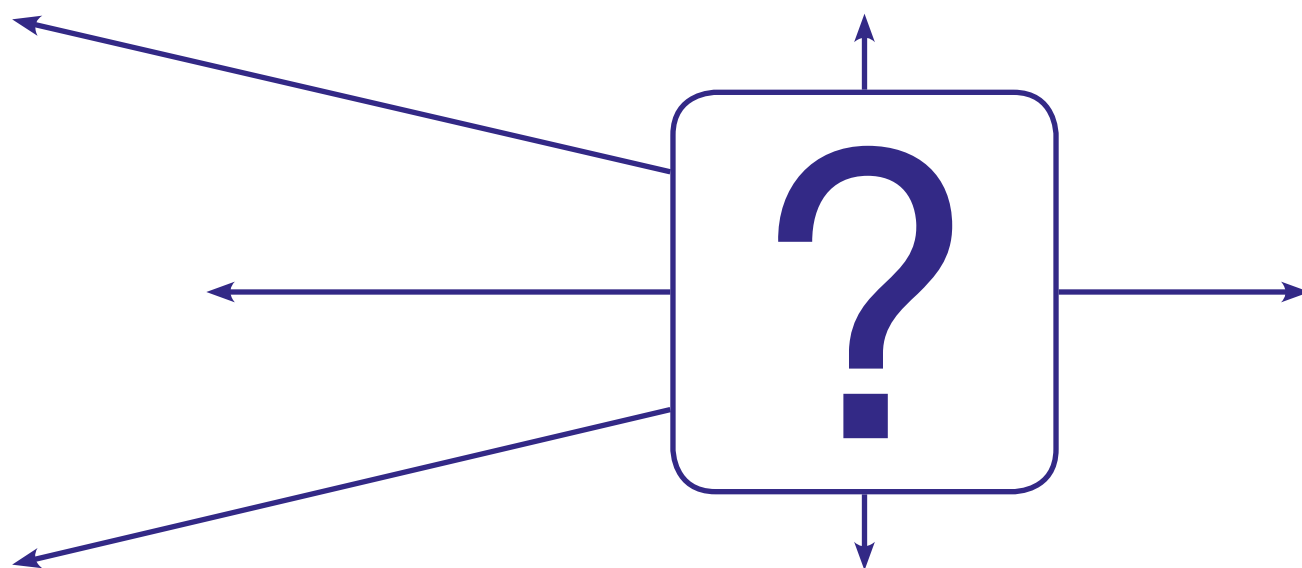
To go to a specific section, click on the relevant section (see the schematic on the next page for details of what is in each section).

The information and web links provided via these web pages are examples found from around the UK. AimHigher (Healthcare strand) and Skills for Health do not claim any responsibility for the accuracy of contents and workings of other websites. It is purely a sharing of examples sources from working in the Healthcare sector.

Symbols used in this document

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14-19 Work Experience Toolkit - Structure



Section 1 - General Links

Resource	Description	Developed by	Link
14-19 education	14-19 Reform - main link to the 14-19 reform agenda. From here, you can access information from different perspectives, e.g. employers, and policy initiatives.	DCSF	<p>➤ http://www.dcsf.gov.uk/14-19. This site has been replaced by the DfE site from May 2010:</p> <p>➤ http://www.education.gov.uk</p> <p>Employers link - ➤ http://www.dcsf.gov.uk/14-19/index.cfm?go=site.home&sid=47</p>
	14-19 Learning - provides a gateway to all information on QCDA content relevant to 14-19 learning	QCDA	➤ http://www.qcda.gov.uk/phases-of-education-and-training/92.aspx
Work experience	Work Experience and Work Related Learning (all sectors)	DCSF	<p>➤ http://www.dcsf.gov.uk/14-19/index.cfm?go=site.home&sid=47&pid=440&ctype=None&ptype=Contents</p> <p>Work Experience and how employers can get involved booklet (2008) - ➤ Click here</p>
	Building on the Best: Final Report and Implementation Plan of the review of 14 - 19 Work-related Learning (2007) - following the 2005 14-19 Education Skills White Paper, the sets down an action plan to raise the standards of work related learning	DCSF	➤ Click here
	Quality Standard for Work Experience (2008) - sets down the standard for work experience which has six components: policy; roles and responsibilities; planning; delivery; review; systems and processes.	DCSF	➤ Click here
	NHS work experience placements	NHS Employers	➤ http://www.nhsemployers.org/RecruitmentAndRetention/DomesticRecruitment/Pathways-to-employment/Pages/Work-experience.aspx
		NHS Careers	➤ http://www.nhsemployers.org/RecruitmentAndRetention/NHS-Careers/work-with-students/Pages/NHSCareers-WorkExperience.aspx and http://www.nhscareers.nhs.uk/workexperience.shtml

Resource	Description	Developed by	Link
	Young people - Finding work experience in the NHS	Step into the NHS (NHS Careers)	http://www.stepintothens.nhs.uk/work-experience.aspx
	Information and advice for young people - Work - temporary and seasonal work - work experience	Connexions direct	http://www.connexions-direct.com/index.cfm?pid=77&catalogueContentID=125&gclid=CNrqnY7FuqACFUoi3wodM0TwSw
	Work placement guides: <ul style="list-style-type: none"> • for employers (2009) • for students (2009) • for teachers (2009) 	Skills for Care	http://www.skillsforcare.org.uk/entry_to_social_care/recruitment/Work_placement_guides.aspx
	Work experience	Institute for Education Business Excellence - The IEBE brings together brokers, educationalists and employers to support and develop opportunities for young learners to develop skills.	http://www.iebe.org.uk/index.php/work-experience
	Employers - information on how to find and attract placement students	National Council for Work Experience	http://www.work-experience.org/ncwe.rd/employers.jsp
	What is work experience? Why get involved?	NHS Yorkshire and Humber work experience toolkit	http://www.yorksandhumber.nhs.uk/what_we_do/workforce_education_and_training/education_and_training/work_experience_toolkit
	What is to be gained through partnerships? Exploring the value of education-employer relationships (March 2010) - Chapter 5 focuses on the benefits for employers	Education and Employers Taskforce	Click here

Resource	Description	Developed by	Link
Apprenticeships	Employers link to a wide range of information on apprenticeships	National Apprenticeships website	🔗 http://www.apprenticeships.org.uk/Employers.aspx
	Young Apprenticeships in health and social care	National Apprenticeships / Skills for Health / Skills for Care	🔗 http://www.yahealthandsocialcare.org.uk . See also the Skills for Health website on Young Apprenticeships - 🔗 http://www.skillsforhealth.org.uk/workforce-design-development/workforce-strategy/developing-your-workforce-for-the-future/qualifications/youth-young-apprenticeships.aspx
The Diploma	Provides information on the new qualification and the options available		🔗 http://yp.direct.gov.uk/diplomas/?gclid=CLWm1d7EuqACFRpBIAodeFRaTQ and http://www.education.gov.uk/
Society Health and Development (SHD) Diploma (Employers)	Provides information for employers on the diploma, including case studies and FAQs.	Skills for Health	🔗 http://shd.skillsforhealth.org.uk/page/partnerships-with-employers/why-should-we-be-involved Employers leaflet - 🔗 Click here

Section 2 - Marketing

Resource	Description	Developed by	Link
Case studies	You can access case studies on a wide range of subjects relating to the 14-19 reform agenda including apprenticeships, diplomas and employer engagement	DCSF	http://www.dcsf.gov.uk/14-19/index.cfm?go=site.CaseStudiesConsortia&sid=53&pid=422&ctype=TEXT&ptype=Single
	Guys and St Thomas' NHS Foundation Trust case study		Click here
	SHD Diploma case studies	Skills for Health	http://shd.skillsforhealth.org.uk/page/partnerships-with-employers/why-should-we-be-involved
	Avoiding discrimination when offering work experience opportunities (case study in Powerpoint)	NHS Yorkshire and Humber work experience toolkit	http://www.yorksandhumber.nhs.uk/what_we_do/workforce_education_and_training/education_and_training/work_experience_toolkit
	Work Experience project briefing paper , including summaries of case studies and links to detailed case studies	Aimhigher	Click here
	Simulation – an alternative approach for 14–18 year olds	Cambridge University Hospitals NHS Foundation Trust	Click here
	Volunteer placements for young people aged 16-19	Cambridge University Hospitals NHS Foundation Trust	Click here
	Developing a formal work experience programme in partnership between a Foundation Trust and PCT	James Paget University Hospitals NHS Foundation Trust and NHS Great Yarmouth and Waveney	Click here
	Provision of short term internships for young people in a PCT setting	North East Essex PCT in partnership with Colchester Institute	Click here

Resource	Description	Developed by	Link
	Supporting Disability - Project SEARCH in the East of England	Norfolk and Norwich University Hospitals NHS Foundation Trust	Click here
	Working with the Princes Trust	Norfolk and Norwich University Hospitals NHS Foundation Trust	Click here
	Supporting the 14-19 Schools curriculum	Princess Alexandra Hospitals NHS Trust	Click here
	Young People aged 14+ on placement in clinical settings	Princess Alexandra Hospitals NHS Trust	Click here
	Work placements for Young Apprenticeships within a Mental Health Trust	West Suffolk College / Suffolk Mental Health Partnership NHS Trust	Click here
Employer leaflet	Breaking down barriers to work experience within Health and Social Care	Aimhigher South East	Click here
Employer Guide(s) to work experience	General		
	Work Experience: A guide for secondary schools (February 2002) - general guide covering all sectors giving information on legal responsibilities, insurance and H&S issues.	DfES	http://www.teachernet.gov.uk/_doc/5882/work%20experience%20a%20guide%20for%20secondary%20schools.pdf
	The Work-Related Learning Guide Second Edition (2009) - this is the latest guide from the DCSF providing up-to-date information on work placements / work-related learning, including health and safety, standards and employment law.	DCSF	Click here
	Employing young people - includes information on workers under 16, workers aged 16-17, workers over 18, diplomas for 14 -19, creating opportunities for young people and apprenticeships	Business Link	http://www.businesslink.gov.uk/bdotg/action/layer?topicId=1074003265&site=210&r.s=e&r.lc=en&r.i=5001557436&r.t=ONEOFFPAGE

Resource	Description	Developed by	Link
	Bright Futures, Positive Influence (2007) - a guide for third sector organisations interested in work experience placements. Note that there is a charge for this publication.	NCVO	http://www.ncvo-vol.org.uk/products-services/publications/bright-futures-positive-influence
	NHS in England		
	Work Experience in the NHS for 14-19 year olds A Good Practice Guide (April 2006) - highlights the benefits, staffing and resources available, planning, health & safety, managing the student experience and further information.	London NHS	Click here
	Work experience toolkit - provides information and resources, including templates and case studies) on providing quality work experience placements	NHS Yorkshire and Humber	http://www.yorksandhumber.nhs.uk/what_we_do/workforce_education_and_training/education_and_training/work_experience_toolkit
	Enabling work experience in the NHS (March 2008) - emphasises the importance of work placement for NHS employers and provides information on the process including templates.	NHS Careers	Click here NHS Careers has also produced a toolkit for teachers and work placement organisations - http://www.nhscareers.nhs.uk/workexperience.shtml
	The Opportunity to engage: work experience and our future workforce (Briefing Issue 40, February 2008) - places the onus on NHS trusts to get involved in work experience programme as part of recruitment and workforce planning	NHS Employers	http://www.nhsemployers.org/Aboutus/Publications/Pages/OpportunityToEngageWorkExperience.aspx
	NHS in the other nations		
	Enabling Work Experience in the Health Sector in Wales	Careers Wales / Skills for Health / Jobcentre Plus / National Leadership and Innovation Agency for Healthcare	http://www.skillsforhealth.org.uk/~/_/media/Resource-Library/PDF/Work-exp-in-Wales-English.ashx

Resource	Description	Developed by	Link
Student information	Work Experience What's in it for me? (2006) - includes background of the Health and Social Care sectors and types of placement	Lambeth and Southwark NHS organisations	Click here
	Work Experience opportunities available in the NHS	NHS Yorkshire and Humber work experience toolkit	http://www.yorksandhumber.nhs.uk/what_we_do/workforce_education_and_training/education_and_training/work_experience_toolkit
	Your Guide to Work Experience at Southampton University Hospitals NHS Trust	Southampton University Hospitals NHS Trust	Click here

Section 3 - Pre-placement activity

The NHS Careers document - [🔗 Enabling work experience in the NHS](#) (March 2008) - provides information on the process (section 6) and templates / forms (Section 8). The individual forms can be accessed from the NHS Employers website at [🔗 http://www.nhsemployers.org/RecruitmentAndRetention/NHS-Careers/work-with-students/Pages/NHSCareers-WorkExperience.aspx](http://www.nhsemployers.org/RecruitmentAndRetention/NHS-Careers/work-with-students/Pages/NHSCareers-WorkExperience.aspx) . The individual links are shown in the relevant sub-sections below.

Resource	Description	Developed by	Link
Placements procedure	Procedure for arranging and planning for work experience placements including accountability and conduct.	The Queen Elizabeth Hospital King's Lynn NHS Trust - Work Experience Policy and Procedure (this document also included the associated forms etc)	🔗 Click here
Placements policies	Containing provision of placements, assessment of students, assuring H&S and volunteer agreement. Includes as appendices: Profile for placement areas, student induction, Placement Charter for students, volunteer agreement and application form.	Placement Policy - Hertfordshire PCTs	🔗 Click here
		Work Experience Policy - PAHT	🔗 Click here
	Policy - Work Experience Placements Guidance for Managers	Cambridge University Hospitals NHS Foundation Trust	🔗 Click here
	Work Experience Policy	E&N Hertfordshire NHS Trust	🔗 Click here
		West Hertfordshire Hospitals NHS Trust - Work Experience Placements Policy (March 2010)	🔗 Click here
	Sample work experience policy	NHS Employers	🔗 Form 1: Sample work experience policy
Sample policy	NHS Yorkshire and Humber work experience toolkit	🔗 http://www.yorksandhumber.nhs.uk/what_we_do/workforce_education_and_training/education_and_training/work_experience_toolkit	
Gateways to the Professions: Growing our own professionals for the new NHS 6a - Workplace learning: a checklist	Thames Gateway Project	🔗 http://94.236.27.18/resource-library/~/_media/Resource-Library/PDF/6-a-checklist-web-160709.ashx	

Resource	Description	Developed by	Link
Health & Safety	The Right Start Work Experience for young People: Health and safety basics for employers - first published September 2002. The leaflet provides guidance to placement providers on assessing the risks to young people in the workforce, including those on placement.	Health and Safety Executive	<p>🔗 Click here</p> <p>See also - 🔗 http://www.hse.gov.uk/youngpeople/workexperience/placeprovide.htm/</p>
	This website provides guidance to employers on the health and safety of those under 18 and undertaking work experience - Young People in the Workplace	Healthy Working Lives	🔗 http://www.healthyworkinglives.com/advice/employee-issues/young-people.aspx
	The Work-Related Learning Guide Second Edition (2009) - the latest DCSF guide includes information on health and safety.	DCSF	🔗 Click here
	Helping to secure a safe environment - CRB checks and Vetting and Barring Scheme	DCSF	<p>🔗 http://www.dcsf.gov.uk/14-19/index.cfm?go=site.home&sid=47&pid=440&lid=554&ctype=Text&ptype=Single and 🔗 http://www.education.gov.uk/</p>
	This website contains health and safety and quality information for both learners and providers/employers delivering Government funded programmes	Learning & Skills Council Safe Learner website	🔗 http://www.safelearner.info
	Care First Careers - CRB briefing note	DH / Jobcentre Plus	🔗 http://www.skillsforcare.org.uk/carefirstcareers
	The Vetting and Barring Scheme	Business Link NHS Employers	<p>🔗 Business Link Vetting and Barring Scheme Guide</p> <p>🔗 Form 4: Risk assessment form</p> <p>🔗 Form 5: Notification of risk - school students in the workplace</p> <p>🔗 Form 6: Checklist for schools of employer's risks covered</p>
	Work experience health and safety risk assessment questionnaire	NHS Yorkshire and Humber work experience toolkit	🔗 http://www.yorksandhumber.nhs.uk/what_we_do/workforce_education_and_training/education_and_training/work_experience_toolkit
	Placement Survival Guide website - for students and teachers but contains FAQs for Employers	Trident Edexcel	🔗 http://www.placementsurvivalguide.com
HR policy - Young People's Health and Safety	Cambridge University Hospitals NHS Foundation Trust	🔗 Click here	

Resource	Description	Developed by	Link
Legal	Work Related Learning and the Law Guidance for schools and school-business link practitioners (June 2006)	DCSF	http://publications.teachernet.gov.uk/default.aspx?PageFunction=productdetails&PageMode=publications&ProductId=DFES-0340-2006 To subscribe, contact: @ tonyjohns@enterprise.net
	14 - 19 Work-related Learning and Safeguarding - free monthly newsletter		
	Work experience and the law	NHS Yorkshire and Humber work experience toolkit	http://www.yorksandhumber.nhs.uk/what_we_do/workforce_education_and_training/education_and_training/work_experience_toolkit
Letter with offer of placement	Invitation letter - Simulation Programme	Cambridge University Hospitals NHS Foundation Trust	Click here
	Confirmation letter - placement / honorary contract	PAHT	Click here
	Code of conduct	NHS Yorkshire and Humber work experience toolkit	http://www.yorksandhumber.nhs.uk/what_we_do/workforce_education_and_training/education_and_training/work_experience_toolkit
	Student booklet given to all school pupils prior to work experience	NHS Yorkshire and Humber work experience toolkit	http://www.yorksandhumber.nhs.uk/what_we_do/workforce_education_and_training/education_and_training/work_experience_toolkit
	Informative Guide to Work Experience at Cambridge University Hospital	Cambridge University Hospitals NHS Foundation Trust	Click here
Student reference request	Work placement student reference	PAHT	Click here
Confidentiality consent form	Declaration of Confidentiality - for signature by Work Placement Student	Cambridge University Hospitals NHS Foundation Trust	Click here
		NHS Employers	Form 3: Confidential pre-placement questionnaire

Resource	Description	Developed by	Link
Health questionnaire	Confidential Pre-placement Health Questionnaire	PAHT	Click here
	Health Questionnaire for use with Student Placements	WHHT	Click here
	Medical questionnaire	NHS Yorkshire and Humber work experience toolkit	http://www.yorksandhumber.nhs.uk/what_we_do/workforce_education_and_training/education_and_training/work_experience_toolkit
Student, Parent and Teacher agreement	Consent form		See further Application form(s) sub-section below
Application form(s)	For students to complete who are interested in either: a) General NHS work experience (age 14+) b) Shadowing/Observation of specific medical career (over 16 years of age)	PAHT - Work Experience / Observation Placement PAHT - Medical Shadowing Placement The Leeds Teaching Hospitals NHS Trust	Click here Click here http://www.leedsth.nhs.uk/sites/nvq/Workexperience.php and http://www.nhseac.co.uk/
	Application form for Work Experience Placement	Cambridge University Hospitals NHS Foundation Trust	Click here
	Work Experience Inquiry letter - covering letter for requesting application form to be completed	Cambridge University Hospitals NHS Foundation Trust	Click here
	Work Experience Pre-Placement Interview Questions	Cambridge University Hospitals NHS Foundation Trust	Click here
	Work Experience Application Form	WHHT	Click here
	Covering letter for Application Form	WHHT	Click here
	Student work experience application form	NHS Employers NHS Yorkshire and Humber work experience toolkit	Form 2: Application for work experience placement http://www.yorksandhumber.nhs.uk/what_we_do/workforce_education_and_training/education_and_training/work_experience_toolkit

Resource	Description	Developed by	Link
Job Descriptions	• Catering	PAHT	Click here
	• EBME Engineering		Click here
	• Estates		Click here
	• General Clerical		Click here
	• Nursing Assistant (16+)		Click here
	• Nursing Assistant (under 16)		Click here
	• Physiotherapy Department		Click here
	• Radiology Department		Click here
	• Therapy Department		Click here
	Work Experience job description (ward placements)	WHHT	Click here
	Examples of what students can do whilst on work experience (in Finance, ICT, cardiology respiratory, PCT)	NHS Employers NHS Yorkshire and Humber work experience toolkit	Form 13: Suggested clinical tasks for work experience students http://www.yorksandhumber.nhs.uk/what_we_do/workforce_education_and_training/education_and_training/work_experience_toolkit
Process	Covers guidance on every aspect of the process with flowcharts explaining stages involved.	PAHT - Work Experience Application Process	Click here
	Work experience process flowchart	NHS Yorkshire and Humber work experience toolkit	http://www.yorksandhumber.nhs.uk/what_we_do/workforce_education_and_training/education_and_training/work_experience_toolkit
	Work Experience Programme - Summary of Student Numbers / Placements for year	WHHT	Click here
	Work Experience Placement - summary notification sheet for Ward Sister / Clerk	WHHT	Click here

Resource	Description	Developed by	Link
Honorary Contract / placement contract	Covering terms and conditions of placement to be signed by the student	PAHT	See Confirmation letter - placement / honorary contract
	Work Experience Placement contract letter	Cambridge University Hospitals NHS Foundation Trust	Click here
	Agreement for Work Experience Placements	E&N Hertfordshire NHS Trust	Click here
	Offer of work experience letter	WHHT	Click here
	Work Experience notes for students	WHHT	Click here
	Letter declining work experience	WHHT	Click here
	Honorary contract	NHS Employers NHS Yorkshire and Humber work experience toolkit	Form 7: Honorary contract http://www.yorksandhumber.nhs.uk/what_we_do/workforce_education_and_training/education_and_training/work_experience_toolkit

Section 4 - On placement

The NHS Careers document - [🔗 Enabling work experience in the NHS](#) (March 2008) - provides information on the process (section 6) and templates / forms (Section 8). The individual forms can be accessed from the NHS Employers website at [🔗 http://www.nhsemployers.org/RecruitmentAndRetention/NHS-Careers/work-with-students/Pages/NHSCareers-WorkExperience.aspx](http://www.nhsemployers.org/RecruitmentAndRetention/NHS-Careers/work-with-students/Pages/NHSCareers-WorkExperience.aspx). The individual links are shown in the relevant sub-sections below.

Resource	Description	Developed by	Link
Induction booklet	Work Experience Induction Booklet	PAHT	🔗 Click here
	Induction Checklist for Work Experience Placement	Cambridge University Hospitals NHS Foundation Trust NHS Employers	🔗 Click here 🔗 Form 9: Induction checklist
	Induction checklist	NHS Yorkshire and Humber work experience toolkit	🔗 http://www.yorksandhumber.nhs.uk/what_we_do/workforce_education_and_training/education_and_training/work_experience_toolkit
Student Diary	Guidance lines on all aspects of working in a trust. Also blank pages for learner reflection and checklists for managers to sign off aspects of observation/learning.	PAHT - Work Experience Placement Diary	🔗 Click here
		PAHT - Medical Shadowing Placement Diary	🔗 Click here
		NHS Employers	🔗 Form 8: Placement information sheet
		NHS Employers	🔗 Form 10: Daily diary
Pre, on placement and evaluation material	Work placement guide for students (2009)	Skills for Care	🔗 http://www.skillsforcare.org.uk/entry_to_social_care/recruitment/Work_placement_guides.aspx

Resource	Description	Developed by	Link
Example Programmes	<p>Content of placement programme with intended learning outcomes and skill development activities for the following list of courses:</p> <ul style="list-style-type: none"> • Applied GCSE Unit 1 GP Surgery • Applied GCSE Unit 1 Day Centre for the Elderly • Applied GCSE: Unit 1 ~ Early Years Centre / Nursery • BTEC National: Unit 1 ~ Residential home for adults with special needs • BTEC National: Unit 3 ~ Supported living scheme / residential home for the elderly • BTEC National (Health Studies) Unit 10 - various Hospital Depts • BTEC First: Unit 1 ~ Supported living scheme / residential home for the elderly • BTEC First: Unit 7 ~ Hospital Rehabilitation Setting • BTEC First: Unit 8 ~ Day Centre for the Elderly 	LSN	<p>🌐 http://www.lsnlearning.org.uk</p>
	Society Health and Development (SHD) Diploma		<p>🌐 http://shd.skillsforhealth.org.uk</p>

Section 5 - Review of experience

Resource	Description	Developed by	Link
Manager's Checklist		PAHT	🔗 See Work Experience Placement Diary - section 4 of this toolkit
Supervisors Report		PAHT	🔗 See Work Experience Placement Diary - section 4 of this toolkit
	Work Experience Report	WHHT	🔗 Click here
	Supervisors report form	NHS Employers NHS Yorkshire and Humber work experience toolkit	🔗 Form 12: Supervisor's report 🔗 http://www.yorksandhumber.nhs.uk/what_we_do/workforce_education_and_training/education_and_training/work_experience_toolkit
Student evaluation of placement	Medical Shadowing Programme - Post Placement Questionnaire	PAHT	🔗 Click here
	Work Experience - Post Placement Questionnaire	PAHT NHS Employers	🔗 Click here 🔗 Form 11: Evaluation form
	Student evaluation template	NHS Yorkshire and Humber work experience toolkit	🔗 http://www.yorksandhumber.nhs.uk/what_we_do/workforce_education_and_training/education_and_training/work_experience_toolkit
Follow-up Evaluation (Questionnaire and report)	Report on the Work Experience Programme 2010	PAHT	🔗 Click here
Dept/Ward Appreciation Certificate	Certificate of Appreciation	PAHT	🔗 Click here

Resource	Description	Developed by	Link
Research Report(s)	Gender equality in work experience placements for young people (2004)	Institute for Policy Studies in Education, London Metropolitan University	http://www.londonmet.ac.uk/research-units/ipse/research-projects/completed-projects/p27.cfm
	Does Work Experience at the Princess Alexandra Hospital NHS Trust information the career decision of the Students undertaking the placements?	PAHT	Click here
	Exploring the impact of formal work experience and term-time paid employment using longitudinal data from England (2003-2007) (February 2010)	Christian Percy	Click here
	Capital Skills Social Final Report - involved the development of work experience materials and trialling at two schools in Newham and Redbridge.	Business Education	http://www.skillsforhealth.org.uk/Search-Results.aspx?searchQuery=Capital+Skills+Social+Final+Report

Section 6 - Frequently Asked Questions

Resource	Description	Developed by	Link
FAQs	List of common queries from an Employer perspective, associated with having a student on work experience	PAHT	Click here
	Work experience toolkit - responses to frequently asked questions	NHS Yorkshire and Humber	http://www.yorksandhumber.nhs.uk/document.php?o=382
	SHD Diploma employer FAQs	Skills for Health	http://shd.skillsforhealth.org.uk/page/partnerships-with-employers/employer-faqs
	Young Apprenticeships in health and social care - Employer FAQs	National Apprenticeships / Skills for Health / Skills for Care	http://www.yahealthandsocialcare.org.uk/employer-faq
	FAQs about 14 - 19 work experience	DCSF	http://www.dcsf.gov.uk/14-19/index.cfm?go=site.home&sid=47&pid=379&ctype=None&ptype=Contents
	FAQs - Health and Safety	Placement Survival Guide - Trident Edexcel	http://www.placementsurvivalguide.com/employers/default.asp

Section 7 - Key to acronyms

DCSF	Department for Children, Schools and Families	http://www.dcsf.gov.uk . From May 2010, the DCSF became the Department of Education - http://www.education.gov.uk
DfES	Department for Education and Skills	From 2007, the DCSF and Department for Business, Innovation and Skills took over its role
DH	Department of Health	http://www.dh.gov.uk
NCVO	National Council for Voluntary Organisations	http://www.ncvo-vol.org.uk
PAHT	Princess Alexandra Hospital NHS Trust	http://www.pah.nhs.uk
QCDA	Qualifications and Curriculum Development Agency	http://www.qcda.gov.uk . The QCDA is to be abolished.
WHHT	West Hertfordshire Hospitals NHS Trust	http://www.westhertshospitals.nhs.uk

Skills for Health (Head Office)

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Website: www.skillsforhealth.org.uk

Aimhigher...
healthcare strand

Skills for
Health