



Young Crossrail

Corporate Work Experience Programme

Briefing for Hosts

**Rokeby School -
6th - 17th June 2016**

Thank You...

The Young Crossrail team works closely with nine schools, close to the Crossrail route, and as part of our commitment to the schools, we offer a small number of students an opportunity to gain exposure to and experience of work on the project.

Due to the limited number of placements Crossrail can offer, assessment sessions have been running over the last few months to “recruit” the most engaged and genuinely interested students on to the project. You may have attended one of these sessions already. Feedback has shown that by running these sessions in advance, makes for a much more mutually beneficial work experience placement for both student and host.

Without you, we would not be able to offer these students meaningful work experience on the project, so **THANK YOU** for getting involved!

About this pack...

This briefing pack is your go to guide for hosting your work experience student.

It contains information about the structured programme, including:

- Preparing for students arrival (induction, IT)
- Logistics for the first day
- Young Crossrail organised trips
- Risk Assessment
- Final Day Wrap up session
- FAQs



Preparing for students arrival

Induction

Young Crossrail will book all students on to the Monday morning induction, which takes place at 25 Canada Square.

Students will be given a visitors pass for Canada Square for the first week. If your student is based at Canada Square and is here for two weeks, please arrange a visitors pass for them for the second week of placement

IT

Young Crossrail can assist with setting up IT for your student. Please email Lauren Hillier prior to your student's arrival, if you would like the team to organise this for you.

Following information required:

- Name of student:
- Location of work:
- Desk location (if at CS):

If you are based on site, it may be easier to arrange IT requirements with your site admin.

Logistics for the first day

Induction

Students will arrive at Canada Square at 9am on Monday 6th June for the new starters induction. The induction finishes between 12:00 - 12:30.

After the induction, students will be escorted to the 28th floor breakout area. Lauren will be available on the day to introduce you to the correct student.

Students will be provided with a Work Experience which they should complete daily.

Please can you or someone in your team be available to meet your student from the 28th floor breakout area from 12:00

You will then be able to make your way back to your place of work with the student.

Working hours

Work experience students are not permitted to work longer than eight hours per day. At Crossrail, students on work experience placements tend to work between 9-4pm. This is flexible, providing they work no longer than eight hours.

Lunch

Students should be given a one hour lunch break

Crossrail cannot cover the cost of student lunch expenses - see Policy for more information

Travel

Crossrail cannot cover the cost of student travel – see Policy for more information

Students & hosts

Start date	End date	Student	Host name	Department	Location of work
06/06/2016	17/06/2016	[REDACTED]	[REDACTED]	IT	25 Canada Square, Canary Wharf
06/06/2016	17/06/2016	[REDACTED]	[REDACTED]	Technical - Systemwide	1 Westferry Circus, Canary Wharf
06/06/2016	17/06/2016	[REDACTED]	[REDACTED]	Delivery	Whitechapel Site
06/06/2016	17/06/2016	[REDACTED]	[REDACTED]	Delivery	Mile End Site
06/06/2016	17/06/2016	[REDACTED]	[REDACTED]	Delivery	Pudding Mill Lane Site
06/06/2016	17/06/2016	[REDACTED]	[REDACTED]	Delivery	Mile End Site
06/06/2016	17/06/2016	[REDACTED]	[REDACTED]	Delivery	Pudding Mill Lane
06/06/2016	17/06/2016	[REDACTED]	[REDACTED]	Delivery	Mile End Site

Trips

To ease commitment required by the host, the Young Crossrail team organise a couple of trips for students including a trip to the Tunnelling and Underground Construction Academy (TUCA) and a site visit to one of CRLs sites.

Hosts are not required to attend these trips.

Employability Skills session at TUCA – 10th June

- The Young Crossrail team will be running an employability skills session at TUCA. **This will take place from 13:00 – 16:00 on 10th June.**
- Students will also have the opportunity to see the facilities at TUCA on a guided tour
- A calendar invite will be sent, if not already, to remind you of this trip.
- During the TUCA trip, students will attend an Employability Workshop – the work they complete in the session will go towards a wider Employability Skills qualification
- **Please ask students to arrive at TUCA for a 1pm start.** You will also receive a reminder nearer the time.
- Lauren can travel with students who are based at Canada Square. Directions to TUCA will be provided for students.
- **Students can bring a packed lunch to TUCA if they would like to**



Site Visit, Farringdon – 14th June

- The Young Crossrail team will be taking the students on a site visit during their placement. The students will be able to hear from a colleague about their experiences of working on the project and what route they took into the industry. This will be followed by a question and answer session on the viewing platform.
- This trip will take place on 14th June 14:30 – 16:30
- A calendar invite will be sent, if not already, to remind you of this trip.
- **Please ask students to arrive at 2pm at Farringdon.** You will also receive a reminder nearer the time.
- Lauren can travel with students who are based at Canada Square. Directions to site will be provided for students.





During the placement

Hosts are responsible for planning a timetable for the students for the remaining time (minus the pre-organised trips).

Young Crossrail can make suggestions regarding tasks and have STEM resources/ activities available for students to use during the placement.

Suggested Activities

First day

- Crossrail induction
- Lunch - ensure the student knows where they can get lunch
- Office Induction – this should include showing the young person around the office and pointing out facilities. It is also useful to show them the nearest tube and DLR exits to the office and ask if they have any difficulties in finding their way around. Make sure they have your contact number and are clear about who else they should approach for help if you are not around, times of work, times of breaks, what to do if sick/running late.
- Team/ site induction – introduce student to members of the team, email wider directorate so they know you are hosting. This could also include a H&S briefing if the student is based on site.
- Role description including tasks, plan for the week, setting objectives, times of any meetings, 1:1s etc.
- Remind student to complete the Work Experience diary on a daily basis – this forms part of the Employability Skills qualification
- Complete Code of Conduct (further on in this pack)

Halfway through placement

- Build in time to sit down with the young person and review how the placement is going so that any necessary adjustments can be made to the programme.
- Students will attend a final day wrap up session on the last day with their host. Students will present back on their experience. Encourage student to begin thinking about the final day presentation – they should begin working on this during their placement.
- Practice presentation!

Final day

- Review and evaluate at the end of the placement – this is part of the final wrap up session.
- Thanks and acknowledgement of the student's effort is an important part of the placement experience.

Final day presentations – 17th June

- On the final day of placements, students and hosts will be invited to attend a final day wrap up session.
- The session will take place at Canada Square – diary invites have been sent
- Students will present back on what they have learnt/ what new skills they have acquired/ what they have enjoyed etc. (more info below).
- During the session – students and hosts will be asked to complete an evaluation form.
- Goodie bags and certificates are awarded to all students (Andrew Wolstenholme takes part in this part when his diary allows).

Presentation

- On the final day, students will present back on what they have learnt during their work experience placement.
- Presentations should last approximately 5-10 minutes per student and could include:

What they have learnt about the Crossrail project?
Particular tasks have they worked on/ completed?
What they have enjoyed/ found most interesting?
What new skills have they developed?
What they hope to achieve in the future?

Student Work Experience Diary

- Students will be working towards completing one module from the Level 2 OCR Employability Skills qualification.
- Students will be given a handbook/ worksheets at the start of their placement and there will be some involvement on your part in helping to complete the handbook. Young Crossrail will send you the handbook in advance so that you know what is expected of the student.
- If you have any questions once the placement has started please don't hesitate to contact Lauren Hillier.



Risk Assessments

- Further on in this pack, you will find a risk assessment (RA) form. The Young Crossrail team can complete a RA for students who are office based, however, if the student is based on site, please send a Site Based H&S Risk Assessment to the team before the student starts.

Model Release Forms

- Prior to the placement starting students will be given a model release form.
- Student's parents/guardians will sign the form if they are happy for their child to be photographed during the placement.
- Please refrain from taking photos of students with your own phone – taking photos of the student with the student's phone is permitted.

Evaluation

So that the Young Crossrail team can measure the impact of the Corporate Work Experience Programme, hosts will be asked to complete a couple of evaluation forms during the wrap up session:

1. **Student evaluation** – this will reflect on how you feel the student performed whilst on their placement with you. Young Crossrail sends this feedback directly to the schools so that the students can keep a copy in their "Record of Achievement" files.
2. **Host evaluation on programme** – this will reflect how you feel Young Crossrail performed/ supported the programme and will enable to team to make improvements to the programme.



Work Experience checklist

- Organise desk or workspace
- Alert all colleagues about the dates of the placement
- Discuss timetable with relevant colleagues and ask for input/tasks
- Introduce the student to colleagues
- Orientate student individual with toilets, fire exits, kitchen and discuss health and safety considerations
- Complete timetable
- Run through first day tasks (see timetable)
- Provide student with relevant new starter materials
- Complete a Risk Assessment
- Complete Code of Conduct with the student on arrival
- Run through guidelines on punctuality, attendance and behaviour (including breaks / lunch times)
- Agree supervision arrangements and replacement if a supervisor is out of the office
- Assist student with logging on to the relevant PC and systems

Dynamic / Non-Routine Situations.

Efforts should be made in advance of the activity taking place to prepare for potential emergency situations. These may be contained in the site Incident Plan. If, during this activity, changes occur which present previously unforeseen hazards then the following action should be taken:

- 1) Reassess the risks and implement necessary controls as appropriate.
- 2) Keep a record of changes that have occurred and the controls implemented to avoid risk from the changing circumstances. (Record details below).
- 3) Assess the reasons / causes of the changes and factor into future risk assessments. Additional training may be required as a result.

Name:	
Sign:	
Date:	
Time:	

Item no.	Work Activity	Changing Circumstances	Who or what was affected and how?	Detail existing control measures.	Initial assessment			Detail additional control measures implemented to avoid new risk.	Residual risk		
					L'hood	Severity	Risk Rating		L'hood	Severity	Risk Rating

Likelihood		Severity					Risk Rating	Minimum Action Required		
1 = Highly Unlikely	1 = No Injury	Likelihood		1	2	3	4	5	Low (1 – 4)	Acceptable risk rating but continual monitoring should occur. Periodic review of assessment should occur.
2 = Unlikely	2 = Minor First Aid Injury		5	M	M	H	H	H		
3 = Possible	3 = Injury causing Lost Time / Multiple Minor First Aid		4	L	M	M	H	H	Medium (5 – 12)	Consider implementing further controls to reduce the risk so far as is reasonably practicable. Where this cannot happen, the activity should be monitored and assessment reviewed regularly.
4 = Likely	4 = Major Injury / Multiple Lost Time Injuries		3	L	M	M	M	H		
5 = Highly Likely	5 = Fatality		2	L	L	M	M	M		
		1	L	L	L	L	M	High (13-25)	Do not continue with the activity until a documented safe system of work / permit to work is in place. This SSOW should be communicated to all staff involved in the activity and should be supervised.	

Briefing Record (NB: If the risk assessment is updated the briefing of the changes must be recorded.)

First name	Surname	Signature	Time	Date		First name	Surname	Signature	Time	Date

Guidance Notes: Remember – if you feel at risk at any time, you must stop work and seek advice

Typical Scenarios

What if...the young person is late and **does** notify the supervisor of the delay?

Action...thank the young person and push back arrangements accordingly.

What if...the student is regularly (more than twice) late but inform the supervisor?

Action...provide informal supervision: ask them what is causing the lateness and if they have a problem with public transport etc. Inform them that if it happens again you will have to inform the coordinating team; colleagues in Young Crossrail, who will inform the school. Refer to the signed code of conduct.

What if...the young person is late once and does not notify the supervisor of the delay?

Action...provide informal supervision: ask them why they did not notify you of the delay and refer to the signed code of conduct. Talk through causes of lateness.

What if...they are regularly late (3 times) and do not notify the supervisor?

Action...formal supervision: contact coordinating team; colleagues in the Young Crossrail team. Inform school coordinator.

What if...they do not attend, but provide notification?

Action...push back timetable/activities accordingly and inform coordinating team; colleagues in Young Crossrail will contact and inform the school.

What if...they do not attend, and do not provide notification?

Action...inform coordinating team; colleagues in Young Crossrail who will contact and inform the school. Provide informal supervision if they return, explain lines of communication.

What if...there is an instance of unacceptable behaviour?

Action...make a judgement on severity of behaviour, if appropriate issue a verbal warning in private. If the behaviour is then repeated issue a written warning and the coordinating team; colleagues Young Crossrail who will inform the school coordinator. If unacceptable behaviour still persists terminate the placement and inform school in advance.

What if...the young person is unengaged and lacking motivation?

Action...provide informal supervision: Ask why? Attempt to change type/range of activities within the placement if possible. If still poor performance inform coordinating team; colleagues in Young Crossrail who will contact the school coordinator.

NOTE: Young people may not be engaged/motivated all the time, the world of work may be a new experience for them.

It doesn't mean the placement isn't working, it may just be they are realising it's not the career for them. You could highlight skills which are useful in other industries and try and talk to them about different career options.

FAQs

Is the young person allowed off site at lunch?

- Yes, if other employees are. You will need to be clear with the young person regarding their lunch hours and make sure they return on time.

Do I have to pay for lunch or travel expenses?

- No. If you wish to reimburse lunch and travel expenses that is permitted but not mandatory. Students whose parents receive income support will be supported by the school regarding a meal or transport.

Does everyone need to be CRB checked if they are working with the young person?

- No. A CRB only becomes mandatory if the placement requires lone working. This would be discussed during the health and safety visit.

Can the placement start later than other staff?

- Yes. During the Crossrail corporate work experience season placement students are asked to begin at 09:00 and end 16:00 each day.

If there are any questions or query's during the placement – please contact Lauren directly

0203 197 5669