

House of Lords

Work Experience Placement Scheme

Notes for Guidance

Policy

1. All placements are subject to availability and demand.
2. We only offer office based work experience placements to school students aged between 15 – 18 years old. Applicants may apply when they are still 14 years old but must have reached their 15th birthday by the time of the agreed placement. Applicants who are aged 18 when applying, but will have reached their 19th birthday before the end of the placement period are not eligible to be considered.
3. Each successful applicant will be offered a placement period of one week or less. Placements are only available during June and July; students must state their preferred dates within this period.
4. Only one placement per student is on offer. Students who have previously obtained work experience in Parliament are not eligible to be considered.
5. Individual members of staff have no authority to organise work experience placements. Any application for work experience in the House of Lords must be made to the Human Resources Office under the terms of this scheme.
6. As a small and busy organisation, the House of Lords Administration is unable to offer interviews to students seeking work experience. Before applying, please ensure that this policy is acceptable to your educational establishment.
7. The House of Lords Administration is a public organisation and, therefore, we are not obliged to hold Employer's Liability Insurance. A parent or guardian and the education establishment which the student attends will both be required to sign an indemnity form confirming that they are aware that the House of Lords do not have such insurance. Please check that our insurance status is acceptable to your parent or guardian, and to the educational establishment you attend, before applying for a place on the scheme.
8. Any offer of a placement in the House of Lords Administration is subject to security clearance. All successful applicants will be required to complete a security questionnaire and a parental/guardian permission statement. If clearance is not granted, then any offer made will be withdrawn.
9. The application period opens 10 October 2011 and closes on Friday 6th January 2012. Late applications will not be accepted. An application form and instructions are available on www.parliament.uk.
10. Applicants are asked to provide a *maximum* of 150 words per question. Forms that are incomplete, lack detail or exceed 150 words per question will be rejected.
11. The remaining applications will then be separated by office preference requests. Each office will be approached and asked how many students they are able to accommodate. If there are more applications for a particular office that there are spaces available, a ballot will be held to fill the spaces.

12. Both successful and unsuccessful candidates will be contacted by the Human Resources Office. Offers for work experience placements will be made by the end of February 2012. Please note, that due to the volume of applications, we are unable to provide feedback for unsuccessful candidates.
13. Daily working hours will vary from office to office, especially those whose work is subject to business in the Chamber. Students will not be asked to work for longer than 8 hours per day.
14. Each successful applicant will be allocated a permanent member of staff as a mentor for the duration of the placement.
15. Assessments by teachers during a work experience placement must be previously arranged with the mentor. It is the student's responsibility to ensure that their educational establishment has the appropriate contact details.
16. The House of Lords Administration does not provide travel expenses, food expenses or vouchers.
17. The dress code is smart-casual (no denims or trainers may be worn).
18. Our current Health & Safety Policy is available upon request at humanresourcehol@parliament.uk. All House of Lords Offices offering work experience placements have been risk assessed by trained staff within our organisation.
19. Upon arrival, all students will be introduced to their colleagues, shown nearest amenities and facilities, taken through Fire Safety procedures and shown how to handle equipment that may be used correctly and safely. If necessary, a Display Screen Equipment assessment will be completed.
20. The House of Lords Administration is politically neutral. Students seeking political work experience should look elsewhere.
21. The House of Lords Administration reserves the right to terminate a placement at any time, and will do so in case of inappropriate conduct.

Application Form

Please read information above before completing the application form. It is important to ensure that you are able to meet our requirements before applying.

To avoid your application being sifted out and removed from the selection process, please ensure the following:

- Complete the application form, in its entirety, in a brief and informative manner.
- Clearly state your two offices of preference. Please do some research, and decide which offices are of greatest interest to you. *Please note, the Finance Office do not offer work experience placements and Parliamentary Archives do not offer placements to school aged students.*
- Please indicate your preferred dates.
- Sign and date your application form.

Use the check list in of Section 8, to ensure that all categories of the application form have been completed.

Once an offer is made, successful candidates will be asked to complete a security questionnaire, a parental/guardian consent form and a Public/Employers' Liability Insurance indemnity form. We ask that all paperwork is returned and completed within 2 weeks of receipt. Without security clearance, access to the Palace of Westminster estate will not be granted and any offer made to you will have to be withdrawn.

The closing date for the Work Experience Scheme 2012 is Friday 6th January 2012. Applications received after this date will not be accepted.