



Student Opportunities Framework

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Strategic Alignment
<p>Plan for North Lanarkshire Priorities met:</p> <ul style="list-style-type: none"> • Improve economic opportunities and outcomes • Enhance participation, capacity, and empowerment across our communities • Improve North Lanarkshire's resource base <p>Ambition statement addressing:</p> <p>(23) Build a workforce for the future capable of delivering on our priorities and shared ambition</p>

Consultation and Distribution Record	
Consultation Process	CMT POD Trade Unions
Stakeholders	Heads of Service, Managers.
Distribution	Will be held on myNL as operational procedure

Change record	
Date	Note: an update will be made as soon as a national guidance is received.
Author	
Change made	insert details of changes made

Student Opportunities Framework

North Lanarkshire Council (NLC) are committed to attracting, retaining and developing a workforce for the future, recognising the challenges in workforce demographics, skills gaps and hard to fill roles. Student opportunities allow students to gain valuable work experience in a large public sector organisation and help NLC build employer brand loyalty across roles and services.

Introduction

Students are a valuable part of the NLC workforce and student placements are already well established in areas such as health and social care and protective services. NLC is keen to increase the scope and range of student opportunities across job roles, job families and services to enhance awareness of public sector opportunities.

Opportunities for students whilst they are still studying or soon after graduation provide them with invaluable experience in a workplace environment, linking real work activity and practice to the theory of their qualification. It can also help them to understand the challenges facing public sector organisations and gives them the ability to explore the different roles and careers the council can offer. In some cases, student opportunities can continue throughout their studies, with options to build continuous service and pension contributions whilst they finish their further or higher education course.

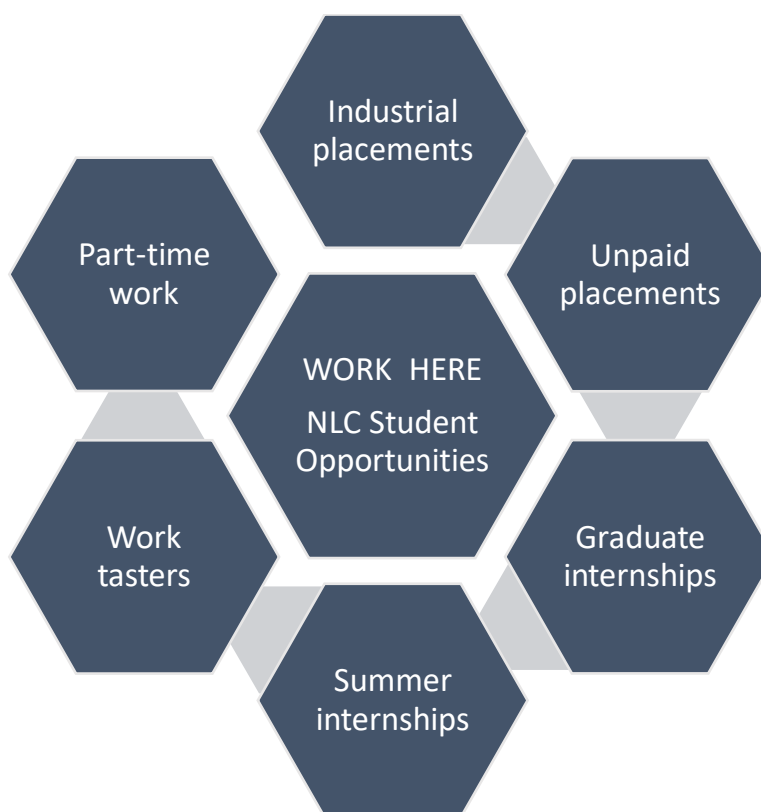
Offering various opportunities for students allows NLC to build loyalty to the council which can enhance recruitment candidate pools for hard to fill and growth roles. It can also enable increased student employability within its local communities, supporting school, college and university graduates to secure employment quickly and retaining them within the North Lanarkshire communities.

Types of Student Opportunities

There are a range of student opportunities for services to access and these are offered across multiple further and higher education establishments as well as school aged children in the latter years of their school education.

In order to understand the best options for the service, early discussions should take place with your service OD Business Partner. The main opportunities are noted in diagram1 below.

Diagram 1



Student opportunities can be paid or unpaid and can range from as little as 2 weeks up to 48 weeks or in the case of offering part-time work during studies, fixed term or permanent options may be available.

A description of each of these opportunities is noted below:

Opportunity	Description	Duration
Industrial Placement	Paid placement providing work experience and undertaking a relevant project and course work throughout the year.	Up to 48 weeks generally undertaken in the 3rd year of studies
Unpaid Placement	Unpaid placement during the course of the studies, providing work experience and undertaking a relevant project.	20-30 days between June and April
Graduate Internship	Paid placement providing work experience in a relevant subject following the conclusion of the course.	12 weeks
Summer Internship	Paid internship providing work experience during the summer break.	Generally 12 -16 weeks

Work tasters	Unpaid placement undertaken at any point for either school pupils or students to gain a taste of work in a particular field, role or department.	Generally 1-4 weeks
Part-time work	Recruitment opportunities across NLC could be highlighted to students across school, further and higher education to be undertaken alongside and around their studies.	Fixed term or perm vacancies of any length

Roles and Responsibilities

Supporting student opportunities is a partnership approach involving the People and OD Service, Service Managers and Staff, Schools, Further and Higher Education providers and the students themselves.

The key roles and responsibilities of each group are noted below:

The People and OD Service

- Support service to identify appropriate roles suitable for student placements in line with particular hard to fill or growth demands. Support the development of role profile, job evaluation and budget allocation.
- Gather details of all student opportunities across service in line with agreed timeframes and liaise with further and higher education providers to advertise opportunities.
- Ensure paid part-time work opportunities are open to all.
- Encourage applications from those who are care experienced, winter leavers and those with protected characteristics.
- Coordinate responses from students and support services with the application process to ensure it is fair and transparent in allocating students to opportunities.
- Ensure student opportunity agreements or industrial placement/internship contracts are generated and signed by the student prior to start date.
- Check in with services during the placement to ensure appropriate support is provided to the student.

Service Managers

- Identify student opportunities in line with hard to fill and growth area roles, considering the future workforce requirements of their service in line with their workforce plans.
- Ensure financial and HR governance processes are in place to take on a student, within the timeframes required.
- Identify line management/support provision, provide an induction and a plan for the student opportunity so that students feel welcomed, supported and have a worthwhile NLC experience.

- Ensure applicants for student opportunities are considered fairly and appropriate processes are followed to agree which students receive the opportunities available.
- Ensure relevant documentation is completed as necessary from the school, further or higher education provider, such as a health and safety checklist and learning contract.
- Where required, facilitate opportunities for the student to undertake research into an agreed topic
- Review opportunities at regular intervals ensure support continues to be provided and the experience is beneficial for all involved.
- Offer relevant travel expenses to students who are undertaking unpaid placements.

Schools, Further and Higher Education Providers

- Advertise student opportunities to all students on behalf of NLC
- Provide identified supervisors/support to the students during their opportunity
- Liaise with the People and OD service to ensure the fairness and transparency of the process and to flag further opportunities that might be worth pursuing
- Supervisor/allocated support check in with service manager/supervisor with NLC as required.

Students

- Be open and transparent when applying for any student opportunities with NLC, completing any relevant documentation
- Undertake student opportunities that do not disrupt course activities
- Show willingness in taking on the student opportunity and engaging with all relevant people, stakeholders and activities
- Take responsibility for all relevant expenses incurred during the opportunity (unless detailed otherwise in a paid placement or internship contract)
- Adhere to all relevant policies and procedures as described to them by NLC including those related to occupational safety and wellbeing, confidentiality and data protection.
- Undertake any relevant research as agreed between their NLC and Course Supervisor and ensure agreement on how this will be conducted is given prior to commencement.

Feedback and review

On conclusion of each student opportunity, a review will be undertaken via a standard proforma, and feedback collated by People and OD. Any learning from placements will be captured and reviewed in order to continually improve the process.