



Work Experience and Placement Procedure 2023

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Work Experience and Placement Procedure

1. Introduction

Armagh City, Banbridge and Craigavon Borough Council recognises the value of providing work experience opportunities. They provide young people with the opportunity to gain a valuable insight into the world of work, knowledge of the types of jobs in the council and informs them of the knowledge, skills, qualities and qualifications required for a variety of careers. The work experience should provide the placement student/young person undertaking work experience with opportunities to gain new knowledge and learn new skills by work shadowing colleagues who are undertaking key tasks.

From the Council's perspective, it recognises that young people are our future potential workforce and it gives us the opportunity to invest in them and to contribute to our community.

Our aim is to provide relevant employability and skills development opportunities to assist people to prepare for the world of work by assisting with their development in becoming valued and successful members of a workforce.

2. Scope

This procedure refers to those, who are from an educational establishment or affiliated to an Employability Support organisation, and who have been approved by Council to participate in a work experience or placement of an agreed duration up to a maximum of one year.

It should be noted that work experience provided will be unpaid. However on occasions some University Placement Students may be paid. These will be formally advertised by Council and subject to a formal recruitment process.

3. Duration

Council will facilitate approved work experience requests for the range of up to one week to 3-6 months or a student in higher education (University/College) on a Placement year normally to a maximum of 12 months duration.

All individual work experience/ placements for those persons with a disability (physical, learning or mental health related) will also be of a maximum 12 months duration. This allows more work experience opportunities to be provided to a greater number of people.

4. Procedure

To ensure the safety of all those undertaking work experience/placements and to provide a valuable experience, the following procedures must be followed:

Application/Confirmation stage:

4.1 Student Requests

- All work experience/placement requests to be considered should be submitted directly to the individual department using its stated generic e-mail address included on the Work Experience page on the Council's website.

4.2 Organisational Responsibilities

- Each individual department must consider each individual request in respect of being able to accommodate:
 - The requested **timeframe** for hosting the work experience
 - Providing dedicated **supervision** of the work experience person
 - Developing a bespoke work experience **Placement Plan** to fulfil the request
- A reply must be provided from the Department to the requestor within five working days.
- If a number of requests are received they will be allocated on a first come first served basis in line with what can be accommodated operationally.

If the work experience/placement request is agreed to, in principle, the process set out below must be followed and the associated forms completed.

- Each individual department to forward the '**Work Experience Application**' form (Appendix One) to the prospective student requesting organisation/ for completion. This requests the following information:
 - School/College contact details
 - Work Experience/Placement student details including age; requested work experience/placement dates; preferred area of work; any support needs required
 - Emergency contact details
 - Medical information in respect of the work experience/placement student
 - Parental/Guardian consent (where required)
 - School/College consent

This must be returned, completed in full, and including both requesting organisation and parent/guardian signatures (where relevant), to the department concerned **at least four weeks** prior to the start of the placement.

NB: Failure to do so may result in the work experience/placement opportunity either being delayed or cancelled.

- Each Individual department to review the completed Work Experience Application Form. **If there is a medical condition that requires further investigation** this should be referred to HR&OD for advice and the prospective work experience/placement student will be given a list of duties, by the respective department, that they will be required to undertake whilst on work experience/placement.
- This list of duties must be given to his or her GP and he or she will be required to declare in writing if, in their opinion, the young person would be suitable for the tasks. (Any cost incurred will be at the expense of the work experience/placement student).
- On receipt of confirmation from the persons GP that he or she is suitable to undertake the necessary tasks, or if no medical conditions are highlighted at the outset, a risk assessment will be carried out by the appointed supervisor.
- A copy of the risk assessment will be retained on file by the hosting department (see section 6 below for more details on risk assessments).
- The department concerned, if requested, will supply a copy of the risk assessment and any identified applicable control measures to the parent or guardian directly or via the young persons' school or educational establishment/Support organisation.
- The findings of the Risk Assessment for persons under 18 years of age the findings of the Risk Assessment and any details of the identified control measure must be copied to, signed by the guardian or a responsible adult (on behalf of a person who has special educational needs), and returned to the department concerned.
- The findings of the risk assessment for persons over 18 years of age will not be required to be communicated to their parent/guardian unless required by the person's GP. However if a person is over 18 years of age and has special educational needs the findings will be communicated to their parent/guardian via the Educational Establishment/Employability Support Organisation.
- The hosting department will be responsible for completing work experience forms provided by the educational establishment. These typically include an Employer Consent Form setting out the work experience/placement details, employer responsibilities and a risk assessment checklist.

4.3 Prior to the start of the work experience/placement period:

The appointed placement supervisor will set out a work experience placement plan detailing:

- **who** will have overall responsibility for the student
- **proposed activities** for the duration of the work experience/placement
- **details** of who the student may be assigned to work with at different times during the placement

- **welfare and general housekeeping arrangements**, for example working hours, lunch and break arrangements, supervisor's contact details; PPE

4.4 During the work experience/placement period:

The placement supervisor must:

- ensure that the appropriate level of supervision is maintained
- provide adequate information, instruction and training which covers for example:
 1. the hazards and risks in the workplace
 2. the control measures put in place to protect their health and safety
 3. introduction to health and safety, for example first aid, fire and evacuation procedures.
- all the relevant knowledge and skills as set out in the induction and placement plan
- highlight the need for confidentiality
- ensure the young person or vulnerable adult is aware of their legal responsibility to take reasonable care of their own health and safety and that of others who may be affected by their actions
- ensure that they comply with the council's Health and Safety Policy at all times
- ensure the necessary rest breaks are provided (n.b. Young workers (above [school leaving age](#) and under 18) are usually entitled to a 30 minute rest break if they work more than 4.5 hours (if possible this should be one continuous break) daily rest of 12 hours and weekly rest of 48 hours
- arrange regular meetings to discuss progress
- provide assistance and support where appropriate

All staff that come in contact with the young person on work experience/placement must adhere to all aspects of this document.

5. Health and safety responsibilities for young people

A young person is described as someone who is under 18 years old. Under health and safety law, every employer must ensure, so far as reasonably practicable, the health and safety of all their employees, irrespective of age. As part of this, there are certain considerations that need to be made for young people.

For many reasons, young people may be at increased risk from their designated work activities compared to their colleagues, despite the current health and safety legislative control systems. These systems are designed to protect all employees, and any other people, from harm associated with those activities, regardless of their age, gender, disability, ethnic origin. Common factors which should be considered are the young person's inexperience, lack of awareness of health and safety risks and their maturity, both mentally and physically.

The nature and organisation of the work activities, particularly in relation to specific hazards are important along with the assessment and provision of health and safety training.

Additional measures will also be applied to ensure the safety of vulnerable adults undertaking work experience placements. For example a Personal Evacuation Plan

(PEP) should be developed for a person with reduced mobility. Liaison with the person's Supporting Organisation will be required to ensure all necessary arrangements are put in place.

6. Risk Assessments

Young Persons Risk Assessment Guidance

This Risk Assessment must take account of the individual's lack of experience, immaturity and their lack of assessing the risks to their health and safety. Account should also be taken of their unfamiliarity of the building(s).

There is no need for a new risk assessment to be carried out each time we host a young person for a period of work experience, as long as the department's current young person risk assessment takes account of the characteristics of young people and activities which present significant risks to their health and safety <http://www.hse.gov.uk/youngpeople/law/index.htm>.

If the young person is under 18 years of age the findings of the Risk Assessment must be copied to and signed by the guardian and returned to the Employer.

Rules must be carefully explained to the young person and rigorously enforced. Young persons will need to have induction, supervision, site familiarisation and provision of any protective equipment needed.

Young persons are **NOT** to be employed in work that is:

- Beyond their physical capacity
- Exposure to toxic or carcinogenic substances or cause any other chronic effects
- Any danger that they may not reasonably recognise due to their insufficient attention to safety, lack of experience, training or desire to please.

Specific Hazards/Materials and Operations

Young persons should not undertake:

- Working with carcinogens
- Working with lead / lead compounds
- Handling of fireworks/explosive devices
- Handling of equipment for storage or use of compressed, liquefied or dissolved gases
- Entering vats or tanks containing hazardous substances
- High voltage electricity
- Dangerous equipment

Completed Risk Assessments should be retained by the hosting Department.

The Safety and Resilience Unit can be contacted by line managers for assistance and advice.

Set out at Appendix Two is the **Work Experience Student Risk Assessment** template (to be used for office based/non-office based work experience/placements).

7. Insurance

Those on work experience/placements will be insured under Councils Employers Liability Insurance for Councils legal liabilities only. A copy of the annual Proof of Insurance is located in A-Z Forms on the Intranet in the Insurance Section.

Schools/Colleges or other requesting organisations may also provide a form of indemnity therefore providing cover for their student. There is no requirement for Council to request this but if they provide a form of indemnity that is acceptable.

All participating bodies will have to provide/disclose all relevant information as this could impact on how a student is managed on their placement be it short-term or long-term.

8. Safeguarding

Compliance with the Council's Safeguarding Policy is a key component of hosting work experience placement students given the age range of those gaining work experience, the areas they may work in, the activities they may undertake and those they may interact with during the course of his or her work experience placement.

Compliance with the Council Safeguarding Policy does not hinder or undermine the development of work experience placements but supports and enhances them by providing the necessary guidance to support/protect everyone involved and mitigate against harm.

Appendix 32 of the [Council Safeguarding Policy](#) provides specific work experience guidance.

Access NI checks will be conducted where appropriate (dependant on nature of role) including that of the Placement Supervising Council Officer. Advice should always be sought from the Council's Safeguarding Coordinator or a Designated Safeguarding Officer (DSO).

Where the child or young person on work experience placement is vulnerable, (including any form of physical or learning disability or mental health related), it is important the necessary support and guidance for both the child/young person and relevant staff, is built into the placement plan in advance of the placement being commenced. This must be completed on a case-by-case basis.

Council does not routinely permit work experience placements where one child/young person is working continuously in a one on one scenario with an adult. There will be work experience placements where to perform the function of the role the child/young person will need to be one to one with a specific adult. This could include within an office, travel to or from a location or time spent at locations outside Council. Where one to one work between the child/young person and an adult over a substantial period of time is essential to performing the function of the role, this must be risk assessed in advance of the commencement of the placement.

Personal Details should not be exchanged (phone numbers, social media accounts, etc.) for personal/private activities. Council recognises that a child or young person

will provide their personal phone number as a point of contact however this must only be used within the purpose of the work experience placement.

While children/young people on work experience placement should not routinely travel in a private vehicle, where it is essential to perform the function of the role, if travel is in a private vehicle it must only be for that specific work purpose and not involve any other personal/private activities. Journeys in these circumstances, with one adult is acceptable. Only persons directly connected to the completion of that function should be in the vehicle.

9. Facilitation of Work Experience/Placement requests

Armagh City, Banbridge and Craigavon Borough Council is under no obligation to facilitate/honour any request for a person to undertake work experience or a placement period. Such requests will be facilitated if operationally feasible.

10. Termination of Work Experience/Placement

Armagh City, Banbridge and Craigavon Borough Council reserves the right to terminate work experience/placements if the person on work experience/placement demonstrates unsatisfactory behaviour; poor attendance or fails to follow any work instruction or health and safety instruction. Line managers will be responsible for managing such situations with support provided where needed.



WORK EXPERIENCE APPLICATION FORM

Name of Student: Click or tap here to enter text.

The above student's request for work experience within Armagh City, Banbridge and Craigavon Borough Council has been received by the (*insert Department name*) Department. Please ensure this form is completed, by the student, the school/college and parent/guardian, where required, and return this form by e-mail to: (*insert department name*).

The Council will process information provided in this form for the purposes of implementing its Work Experience Procedure. The information will be shared with relevant departments within Council. All records relating to a young person who has participated in a work experience placement are retained for 6 years after they reach 18. All records relating to all others who have participated in a work experience placement will be kept for 6 years from the date the work experience finishes. This is in line with our Retention and Disposal Schedule.

If you have any queries, please contact (*insert department name*) Department:
Tel: 0300 0300 900 or
E-mail: (*insert departmental generic e-mail address*)

1. School/College Details

Name of School/College: Click or tap here to enter text.

Address: Click or tap here to enter text.

Contact Person: Click or tap here to enter text.

Telephone number: Click or tap here to enter text.

E-mail: Click or tap here to enter text.

2. Work Experience Student Details

Name of student: Click or tap here to enter text.

Date of birth: Click or tap here to enter text. Age: Click or tap here to enter text.

Dates of placement requested from: Click or tap here to enter text. to Click or tap here to enter text.

Preferred areas of work: Click or tap here to enter text.

Qualifications achieved to date, where relevant e.g. GCSEs- please list subjects:
Click or tap here to enter text.

Qualifications currently being studied: Click or tap here to enter text.

Please detail any Support requirements, where relevant Click or tap here to enter text.

3. Work Experience Outcomes

Please outline what you (the student) wish to achieve as a result of competing the work experience placement:

Click or tap here to enter text.

4. Parent/Guardian/Emergency Contact Details

Name: Click or tap here to enter text.

Tel No: (Home) Click or tap here to enter text. Tel No: (Work) Click or tap here to enter text.

Tel No: (Mobile) Click or tap here to enter text.

E-mail: Click or tap here to enter text.

5. Medical information/Health Declaration

Does the person seeking work experience/placement have a medical condition that Armagh City, Banbridge and Craigavon Borough Council should be aware of? Yes No

If yes, please provide details of any assistance or support he or she may require whilst on work experience/placement

Click or tap here to enter text.

Does the person seeking work experience/placement have a disability that Armagh City, Banbridge and Craigavon Borough Council should be aware of? Yes No

If yes, please state nature of disability

Click or tap here to enter text.

Please provide details any assistance/ reasonable adjustments he or she may require whilst on work experience/placement.

Click or tap here to enter text.

Does the person seeking work experience/placement suffer from any allergies?
(For example allergies to food, drink, medication, gloves, chemicals etc.) Y
 N

If yes, please provide details of the type of allergy and the medication used to control the Allergy Click or tap here to enter text.

6. Student Confirmation

I confirm that the answers I have given are correct to the best of my knowledge.

Signed: _____ **Date:** Click or tap here to enter text.

Print Name Click or tap here to enter text.

7: School/College Consent

School representative (Print Name) Click or tap here to enter text.

Job Title: Click or tap here to enter text.

Signature:

Date: Click or tap here to enter text.

8. Parental/Guardian Consent (if student is under 18)


I confirm that the answers given are correct to the best of my knowledge and I agree to the above named student:

- Being photographed for publication purposes
- Being given any emergency or medical treatment that they may require prior to my arrival in the event of an emergency and:
- I agree that any medical condition information provided may be shared with the placement supervisor for health and safety reasons only.

Signed: _____ Date: Click or tap here to enter text.

Print Name: Click or tap here to enter text.

N.B. Failure to complete and return this form at least four weeks prior to the start of the placement may result in the placement opportunity either being delayed or cancelled.

		Work Experience Student - Risk Assessment			
Directorate (Please tick)	Neighbourhood Services	Community and Growth	Chief Executive & Deputy Chief Executive	Strategy and Performance	
Department					
Activity to be Assessed:		Work Experience Placement			
Location:					
Name of Student:				Student Signature:	
Assessment completed by				Date Completed: (dd/mm/yyyy)	
Signature Line Manager:					
Review completed by (sign)				Date of last review (dd/mm/yyyy)	
Signature of reviewer					
Copy of RA provided to:					

Risk Assessment Scale

Severity	1	Minor (e.g. grazes / minor cuts)	Likelihood	1	Unlikely will happen	Risk Rating	1	Lowest
	2	Serious (e.g. broken bones)		2	Likely may happen			↓
	3	Major (e.g. paralysis / death)		3	Very likely will happen		9	Greatest

Risk Evaluation

Risk Rating	Action
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1-2	Acceptable – No further action but ensure controls are maintained
3-4	Tolerable – Look to improve
6-9	Undesirable – Further control measures put in place to help reduce Risk Rating

Hazard Identification List

Use the list below to help you identify any hazards that employees are exposed to. Focus on 'real hazards'.

	Hazard		Hazard
1	Slips and Trips	19	Toxic fluids / solids
2	Heating / Ventilation	20	Toxic gas /mist /fumes
3	Lighting	21	Dust
4	Access, egress, obstructions, working space, and traffic routes	22	Flammables / explosives
5	Fire safety	23	Biological
6	Services	24	Work at height
7	Pressure vessels	25	Confined spaces
8	Lifting equipment	26	Outdoor work
9	Workplace transport	27	Hot works
10	Machinery	28	Lone working
11	Hand tools	29	Violence and aggression
12	Electrical equipment	30	Driving
13	Display screen equipment	31	Contractors
14	Vibration	32	Stress
15	Noise	33	Working hours
16	Repetitive work	34	Sickness absence management
17	Radiation	35	Other?
18	Manual handling	36	COVID

Workplace Experience Placement (Office/Non-Office based duties)

HAZARD(S)	WHO MIGHT BE HARMED			CONTROL MEASURES IN PLACE	RISK ASSESSMENT S X L = R			ADDITIONAL CONTROL MEASURES REQUIRED
	Employees	Public	W/P Student		Severity	Likelihood	Risk	
				•				
				•				
				•				
				•				
				•				
				•				
				•				
				•				

Risk Assessment Signature(s)

I have read and fully understand the above Risk Assessment for: **Office Duties (Work Experience Placement)**

Name of Employee / Student	Signature	Date

Appendix Three: Department Checklist

Action	
Review work experience/placement request and consider if it can be accommodated.	√
Response must be provided to the requestor within five working days.	√
If the request can be accommodated issue the Work Experience Application Form to requestor for completion.	√
If the request cannot be accommodated advise the requestor of this.	√
If there is a medical condition stated on the completed form that requires further investigation liaise with HR&OD for advice initially. If required provide the prospective work experience student with a list of duties that they will be required to undertake whilst on work experience/placement to provide to his/her GP.	√
Receive written declaration from GP if, in their opinion, the young person would be suitable for the tasks. (Any cost incurred will be at the expense of the work experience/placement student).	√
On receipt of confirmation from the persons GP that he or she is suitable to undertake the necessary tasks, or if no medical conditions are highlighted at the outset, a risk assessment will be carried out by the appointed supervisor.	√
Access NI checks- will be conducted where appropriate (dependant on nature of role) including that of the Placement Supervising Council Officer.	√
Advice to be sought from the Council's Safeguarding Coordinator or a Designated Safeguarding Officer (DSO).	√
If all satisfactory to proceed advise the requestor in writing that the work experience placement is confirmed.	√
Complete and return the required forms for School/College/Other and provide a copy of the Council's Proof of Insurance (located in A-Z Forms on Intranet under Insurance category)	√
Develop a bespoke placement plan to fulfil the requirements of the work experience/placement request.	√
Complete a Risk Assessment and follow up on any actions needed from risk assessment outcome including a Personal Evacuation Plan, where relevant.	√
For work experience/placements for persons with a disability attend meetings with Employability Support Organisation representative, if the person is affiliated to an organisation.	√
Ensure the appropriate level of supervision is maintained	√
Ensure the required rest breaks are provided	√
Provide adequate information, instruction and training including the need for health and safety and compliance and confidentiality	√
Ensure person on work experience/placement is made fully aware of his/her responsibilities related to policy/procedure and work task compliance	√
Arrange regular meetings to discuss progress and provide constructive feedback	√
Provide assistance and support, where appropriate	√
Complete departmental work experience register with all relevant details	√

Appendix 4 Equality Screening Form

Policy Scoping

Policy Title:

Brief Description of Policy (please attach copy if available). Please state if it is a new, existing or amended policy.

The Work Experience and Placement Procedure is a new procedure.

The Procedure outlines how provision of work experience and placement opportunities are to be managed within Armagh City, Banbridge & Craigavon Borough Council.

Intended aims/outcomes. What is the policy trying to achieve?

To provide relevant employability and skills development opportunities to assist people to prepare for the world of work by assisting with their development in becoming valued and successful members of a workforce.

Policy Framework

Has the policy been developed in response to statutory requirements, legal advice or on the basis of any other professional advice? Does this affect the discretion available to Council to amend the policy?

No

Are there any Section 75 categories which might be expected to benefit from the policy? If so, please outline.

Not directly

The Procedure will facilitate equality of opportunity as work experience and placement opportunities will be open to students of educational establishments and recognised Employability Support Organisations irrespective of section 75 category.

The provision of work experience and placements will be governed by the criteria of need, relevance to organisational service provision and operational feasibility to accommodate requests.

Who initiated or wrote the policy (if Council decision, please state). Who is responsible for implementing the policy?

Who initiated or wrote the policy?	Lisa Rogan, Organisational Development and Performance Manager
Who is responsible for implementation?	HR OD and all departments

Are there any factors which might contribute to or detract from the implementation of the policy (e.g. financial, legislative, other)?

Financial- Departmental budgets will need to meet the costs of hosting any paid placements e.g. Industrial Placements.

Main stakeholders in relation to the policy

Please list main stakeholders affected by the policy (e.g. staff, service users, other statutory bodies, community or voluntary sector, private sector)

Educational Establishments-Schools, Colleges, Universities
Employability Support Organisations; staff

Are there any other policies with a bearing on this policy? If so, please identify them and how they impact on this policy.

Health and Safety- Risk Assessment aspect for young persons under 18 years of age and persons over 18 undertaking work experience or placement
Insurance- Provision of Councils Employers Liability Insurance
Safeguarding Policy- Compliance with this policy is key given the age range of those gaining work experience, the areas they may be placed in, the activities they may undertake and those they may interact with during the course of the work experience placement

Available Evidence

Council should ensure that its screening decisions are informed by relevant data. What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories. For up to date [S75 Borough Statistics](#)

Section 75 category	Evidence
Religious belief	The Procedure will affect all school, college and university students, and those persons who are part of an Employability Support Organisation regardless of what equality category they fall within
Political opinion	The Procedure will affect all school, college and university students, and those persons who are part of an Employability Support Organisation regardless of what equality category they fall within
Racial group	The Procedure will affect all school, college and university students, and those persons who are part of an Employability Support Organisation regardless of what equality category they fall within

Age	The Procedure will affect all school, college and university students, and those persons who are part of an Employability Support Organisation regardless of what equality category they fall within
Marital status	The Procedure will affect all school, college and university students, and those persons who are part of an Employability Support Organisation regardless of what equality category they fall within
Sexual orientation	The Procedure will affect all school, college and university students, and those persons who are part of an Employability Support Organisation regardless of what equality category they fall within
Men and women generally	The Procedure will affect all school, college and university students, and those persons who are part of an Employability Support Organisation regardless of what equality category they fall within
Disability	The Procedure applies to Employability Support Organisations who support persons with a disability and who also may be aligned to another equality category
Dependants	The Procedure will affect all school, college and university students, and those persons who are part of an Employability Support Organisation regardless of what equality category they fall within

Needs, experiences and priorities

Taking into account the information gathered above, what are the different needs, experiences and priorities of each of the following categories in relation to this particular policy/decision?

Section 75 category	Needs, experiences and priorities
Religious belief	N/A
Political opinion	N/A
Racial group	N/A
Age	N/A
Marital status	N/A
Sexual orientation	N/A
Men and women generally	N/A
Disability	Awareness of individual needs to be accommodated through a reasonable adjustment, where necessary.
Dependants	N/A

Screening Questions

1. What is the likely impact on equality of opportunity for those affected by this policy for each of the Section 75 categories?

Category	Policy Impact	Level of impact (Major/minor/none)
Religious belief	The Procedure will affect all school, college and university students, and those persons who are part	Positive Minor

	of an Employability Support Organisation regardless of what equality category they fall within.	
Political opinion	The Procedure will affect all school, college and university students, and those persons who are part of an Employability Support Organisation regardless of what equality category they fall within.	Positive Minor
Racial group	The Procedure will affect all school, college and university students, and those persons who are part of an Employability Support Organisation regardless of what equality category they fall within.	Positive Minor
Age	The Procedure will affect all school, college and university students, and those persons who are part of an Employability Support Organisation regardless of what equality category they fall within.	Positive Minor
Marital status	The Procedure will affect all school, college and university students, and those persons who are part of an Employability Support Organisation regardless of what equality category they fall within.	Positive Minor
Sexual orientation	The Procedure will affect all school, college and university students, and those persons who are part of an Employability Support Organisation regardless of what equality category they fall within.	Positive Minor
Men and women generally	The Procedure will affect all school, college and university students, and those persons who are part of an Employability Support Organisation regardless of what equality category they fall within.	Positive Minor
Disability	The Procedure applies to Employability Support	Positive Minor

	Organisations who support persons with a disability and who also may be aligned to another equality category	
Dependents	The Procedure will affect all school, college and university students, and those persons who are part of an Employability Support Organisation regardless of what equality category they fall within.	Positive Minor

2. Are there opportunities to better promote equality of opportunity for people within the Section 75 categories?

Category	If yes, provide details	If no, provide reasons
Religious belief		N/A
Political opinion		N/A
Racial group		N/A
Age		N/A
Marital status		N/A
Sexual orientation		N/A
Men and women generally		N/A
Disability		N/A
Dependents		N/A

3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion, or racial group?

Category	Details of Policy Impact	Level of impact (major/minor/none)
Religious belief	N/A	None
Political opinion	N/A	None
Racial group	N/A	None

4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Category	If yes, provide details	If no, provide reasons
Religious belief		
Political opinion		
Racial group		

Multiple Identity

Generally speaking, people fall into more than one Section 75 category (for example: disabled minority ethnic people; disabled women; young Protestant men; young lesbian, gay and bisexual people). Provide details of data on the impact of the policy on people with multiple identities. Specify relevant s75 categories concerned.

Procedure applies to all persons irrespective of Section 75 Category
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Disability Discrimination (NI) Order 2006

Is there an opportunity for the policy to promote positive attitudes towards disabled people?

The Procedure is inclusive of providing work experience and placements to persons with disabilities through educational establishments and Employability Support Organisations

Is there an opportunity for the policy to encourage participation by disabled people in public life?

N/A

Screening Decision

A: NO IMPACT IDENTIFIED ON ANY CATEGORY – EQIA UNNECESSARY

Please identify reasons for this below

Work experience and placement opportunities are open to all school, college and university students, and those persons who are part of an Employability Support Organisation (persons with a disability) regardless of what equality category they fall within.

The provision of work experience and placements will be governed by the criteria of need, relevance to organisational service provision and operational feasibility to accommodate requests.

B: MINOR IMPACT IDENTIFIED – EQIA NOT CONSIDERED NECESSARY AS IMPACT CAN BE ELIMINATED OR MITIGATED

Where the impact is likely to be minor, you should consider if the policy can be mitigated or an alternative policy introduced. If so, an EQIA may not be considered necessary. You must indicate the reasons for this decision below, together with details of measures to mitigate the adverse impact or the alternative policy proposed.

C: MAJOR IMPACT IDENTIFIED – EQIA REQUIRED

If the decision is to conduct an equality impact assessment, please provide details of the reasons.

Timetabling and Prioritising

If the policy has been screened in for equality impact assessment, please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3 with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Policy Criterion

Effect on equality of opportunity and good relations
Social need
Effect on people's daily lives

Rating (1-3)

Choose an item.
Choose an item.
Choose an item.

The total rating score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the council in timetabling its EQIAs.

Is the policy affected by timetables established by other relevant public authorities? If yes, please give details.

Monitoring

Effective monitoring will help the authority identify any future adverse impact arising from the policy. It is recommended that where a policy has been amended or an alternative policy introduced to mitigate adverse impact, monitoring be undertaken on a broader basis to identify any impact (positive or adverse).

Further information on monitoring is available in the Equality Commission's guidance on monitoring (www.equalityni.org).

Identify how the impact of the policy is to be monitored

To be reviewed by HR OD and Departments on an ongoing basis.

Approval and Authorisation

A copy of the screening form for each policy screened should be signed off by the senior manager responsible for that policy. The screening recommendation should be reported to the relevant Committee/Council when the policy is submitted for approval.

Screened by	Position/Job title	Date
Lisa Rogan	Organisational Development and Performance Manager	20/01/2023
Approved by	Position/Job Title	Date
Niamh Shannon	Acting Head of Human Resources and Organisational Development	20/01/2023

Please forward a copy of the completed policy and form to:

mary.hanna@armaghbanbridgecraigavon.gov.uk

who will ensure these are made available on the Council's website.

The above officer is also responsible for issuing reports on a quarterly basis on those policies "screened out for EQIA". This allows stakeholders who disagree with this recommendation to submit their views. In the event of any stakeholder disagreeing with the decision to screen out any policy, the screening exercise will be reviewed.

Appendix 5 Rural Needs Impact Assessment (RNIA)

SECTION 1

Defining the activity subject to Section 1(1) of the Rural Needs Act (NI) 2016

1A. Name of Public Authority: Armagh City, Banbridge & Craigavon Borough Council

1B. Please provide a short title which describes the activity being undertaken by the Public Authority that is subject to Section 1(1) of the Rural Needs Act (NI) 2016.

Work Experience and Placement Procedure

1C Please indicate which category the activity specified in Section 1B above relates to:

- | | |
|-----------------------------|--------------------------|
| Developing a | Policy |
| Adopting a | <i>Choose an item.</i> |
| Implementing a | Policy |
| Revising a | <i>Choose an item.</i> |
| Designing a Public Service | <input type="checkbox"/> |
| Delivering a Public Service | <input type="checkbox"/> |

1D. Please provide the official title (if any) of the Policy, Strategy, Plan or Public Service document or initiative relating to the category indicated in Section 1C above

Work Experience and Placement Procedure

1E. Please provide details of the aims and/or objectives of the Policy, Strategy, Plan or Public Service

To provide relevant employability and skills development opportunities to assist people to prepare for the world of work by assisting with their development in becoming valued and successful members of a workforce.

The Procedure outlines how provision of work experience and placement opportunities are to be managed within Armagh City, Banbridge & Craigavon Borough Council.

1F. What definition of 'rural' is the Public Authority using in respect of the Policy, Strategy, Plan or Public Service?

- Population Settlements of less than 5,000 (Default definition)
- Other Definition (Provide details and the rationale below)
- A definition of 'rural' is not applicable

Details of alternative definition of 'rural' used

Rationale for using alternative definition of 'rural'.

Reasons why a definition of 'rural' is not applicable.

SECTION 2

Understanding the impact of the Policy, Strategy, Plan or Public Service

2A. Is the Policy, Strategy, Plan or Public Service likely to impact on people in rural areas?

Yes No If response is No go to 2E

2B. Please explain how the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas.

The Procedure will impact people from all areas, including rural areas, if they are attending an educational establishment or are affiliated with an Employment Support Organisation.

2C. If the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas *differently* from people in urban areas, please explain how it is likely to impact on people in rural areas differently.

N/A

2D. Please indicate which of the following rural policy areas the Policy, Strategy, Plan or Public Service is likely to primarily impact on.

- | | |
|---|-------------------------------------|
| Rural Businesses | <input type="checkbox"/> |
| Rural Tourism | <input type="checkbox"/> |
| Rural Housing | <input type="checkbox"/> |
| Jobs or Employment in Rural Areas | <input type="checkbox"/> |
| Education or Training in Rural Areas | <input checked="" type="checkbox"/> |
| Broadband or Mobile Communications in Rural Areas | <input type="checkbox"/> |
| Transport Services or Infrastructure in Rural Areas | <input type="checkbox"/> |
| Health or Social Care Services in Rural Areas | <input type="checkbox"/> |
| Poverty in Rural Areas | <input type="checkbox"/> |
| Deprivation in Rural Areas | <input type="checkbox"/> |
| Rural Crime or Community Safety | <input type="checkbox"/> |
| Rural Development | <input type="checkbox"/> |
| Agri-Environment | <input type="checkbox"/> |
| Other (Please state) | <input type="checkbox"/> |

If the response to Section 2A was YES GO TO Section 3A.

2E. Please explain why the Policy, Strategy, Plan or Public Service is NOT likely to impact on people in rural areas.

N/A

SECTION 3

Identifying the Social and Economic Needs of Persons in Rural Areas

3A. Has the Public Authority taken steps to identify the social and economic needs of people in rural areas that are relevant to the Policy, Strategy, Plan or Public Service?

Yes No If response is No go to 3E

3B. Please indicate which of the following methods or information sources were used by the Public Authority to identify the social and economic needs of people in rural areas.

- Consultation with Rural Stakeholders
- Consultation with Other organisations
- Published Statistics
- Research Papers
- Surveys or Questionnaires
- Other Publications
- Other Methods or Information Sources (include details in Question 3C below)

3C. Please provide details of the methods and information sources used to identify the social and economic needs of people in rural areas including relevant dates, names of organisations, titles of publications, website references, details of surveys or consultations undertaken etc.

3D. Please provide details of the social and economic needs of people in rural areas which have been identified by the Public Authority?

If the response to Section 3A was YES GO TO Section 4A.

3E. Please explain why no steps were taken by the Public Authority to identify the social and economic needs of people in rural areas?

The Procedure relates to people from all areas (rural and urban) who attend an educational establishment or are affiliated to an Employment Support Organisation.

The Procedure will be implemented via such organisations. However, the Council has facilities in both urban and rural locations which will potentially suit a wide range of residents including those living in rural areas

SECTION 4

Considering the Social and Economic Needs of Persons in Rural Areas

4A. Please provide details of the issues considered in relation to the social and economic needs of people in rural areas.

N/A

SECTION 5

Influencing the Policy, Strategy, Plan or Public Service

5A. Has the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, been influenced by the rural needs identified?

Yes

No

If response is No go to 5C

5B. Please explain how the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, has been influenced by the rural needs identified.

If the response to Section 5A was YES go to 6A.

5C. Please explain why the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or the delivery of the Public Service, has NOT been influenced by the rural needs identified.

The Procedure relates to people from all areas (rural and urban) who attend an educational establishment or are affiliated to an Employment Support Organisation. The Procedure will be implemented via such organisations. However, the Council has facilities in both urban and rural locations which will potentially suit a wide range of residents including those living in rural areas.

SECTION 6

Documenting and Recording

6A. Please tick below to confirm that the RNIA Template will be retained by the Public Authority and relevant information on the Section 1 activity compiled in accordance with paragraph 6.7 of the guidance.

I confirm that the RNIA Template will be retained, and relevant information compiled.

Rural Needs Impact Assessment undertaken by:

Position:

Department / Directorate:

Signature:

Date: 20/01/2023

Rural Needs Impact Assessment approved by:

Position:

Department / Directorate:

Signature:

Date: 20/01/2023