



## **WORK EXPERIENCE HR33**

### **POLICY STATEMENT**

Channel Four is committed to investing in people and giving opportunities to those just starting out in the working world. The channel offers a limited amount of un-paid, short-term, Work Experience placements each year. The channel's aim is to equip candidates with valuable knowledge and skills through vocational experience within the departments of the channel and in turn, gives the candidate a greater insight into the Broadcast Industry.

### **SCOPE**

1. All candidates wishing to fill a work experience placement within Channel Four.
2. Staff wishing to offer a work experience placement within their department.

### **GUIDING PRINCIPLES**

1. The purpose of a work experience placement is to give the individual "work experience". Placements should never be a substitute for experienced staff.
2. Unpaid work experience placements should be between 1 – 4 weeks in duration.
3. The Channel will pay up to £40 per week for travel expenses but only if valid receipts are submitted. This should be charged back to the individual's departmental budget.
4. The selection of work experience personnel should comply with the channel's equality and diversity policy.
5. Departments wishing to take on a work experience person, must, for insurance purposes, inform the Work Experience Co-ordinator before the person arrives at the Channel.
6. Work placements for T4 must be aged 18 or over.
7. Work placements within the channel under 16 years old must submit a written consent from their parents/guardian or school
8. Health and Safety Insurance information MUST be sent out to each work experience person (see appendix 1) in advance of the commencement of the placement.

## **RESPONSIBILITIES**

### **Work Experience Co-ordinator**

The Work Experience Co-ordinator is responsible for ...

1. Selecting work experience candidates for T4.
2. Sending out a confirmation letter, timetable (see appendix 2) of the first day, map and Health & Safety insurance details, to selected candidates before their placement commences. This must be copied to the Health & Safety Advisor and the person responsible for the candidate.
3. Keeping a record of all work experience placements throughout the channel.
4. Responding to letters, e-mails & telephone calls from people requesting work experience.
5. Meeting candidates every Monday morning and taking them to the cinema for their Health & Safety Induction.

### **Potential Candidates**

A potential candidate is responsible for...

1. Applying in writing with a covering letter stating why you wish to take a work placement at Channel Four. A current CV should accompany this and be sent to:

"Work Experience" @ Channel Four Television  
Human Resources  
124 Horseferry Road  
London SW1P 2TX

### **Selected candidates**

A selected candidate is responsible for ...

1. Confirming their attendance with the Work Experience Co-ordinator or the person who will be managing them, a week before your work placement commences.
2. Attending a Health & Safety Induction session on their first morning at the Channel. The duration of this session is 1½ hours and entails ...
  - \* Watching the Channel Four Welcome Video
  - \* Watching the Health & Safety video
  - \* Taking a tour of the main Horseferry Road building.
3. Supplying written consent from your parents if they are under 16.

### **Staff wishing to offer a Work Experience placement**

Staff are responsible for

1. Informing the Work Experience Co-ordinator (x8386) of any placements they may have arranged. Complete a Work Experience form (see appendix 3) giving the following details
  - \* Name, address and contact tel. no. of candidate
  - \* Department they will be working in
  - \* Name of responsible Manager

- \* Dates and duration of the placement
  - \* Details of the school (if applicable)
2. Ensuring the candidate is given tasks and jobs that equip them with new skills and knowledge that they can take away with them.
  3. Manage the candidate throughout their stay at the channel.
  4. Ensure a letter of consent has been submitted to the Work Experience Co-ordinator if the candidate is under 16 years of age.

## REFERENCES

**Work Experience Co-ordinator** : Sue Westbrook on 020 7306 8386  
For further careers advice contact : **PACT** on 0207 331 6700  
For careers and training advice contact : **Skills for Media** on 020 7437 0810 or visit their website [info@skillsformedia.com](mailto:info@skillsformedia.com)

## APPENDICES

- 1 Health & Safety & Insurance details
- 2 First day timetable (example)
- 3 Work Experience candidate detail form
- 4 Equality & Diversity Policy

Last Updated: September 2002