



FULL COUNCIL - INFORMATION REPORT

Date Written	1 st June 2020
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Service Area	Human Resources
Exempt/Non Exempt	Non Exempt
Committee Date	9 th September 2020

To: Mayor, Ladies and Gentlemen

WORK EXPERIENCE SCHEME FIRST YEAR EVALUATION REPORT

1.0 SUMMARY OF THE REPORT

- 1.1 This information report serves as an evaluation of the first year of the MTCBC work experience scheme, which was introduced in June 2019.
- 1.2 A total of 20 people participated in a work experience placement. Placements varied in length depending upon the circumstances of the individual and the department concerned.
- 1.3 There was a range in the demographics and employment status of the work experience participants, demonstrating the wide-ranging appeal and importance of the initiative.
- 1.4 In particular, work experience placements within the Welsh Language Policy Unit received positive recognition in external media, and demonstrated partnership working with Coleg Cymraeg Cenedlaethol.
- 1.5 There was a limited return of evaluation forms from participants. Participants need to be better encouraged by managers to complete the documentation so that continuous improvement of the scheme can be ensured.

2.0 INTRODUCTION AND BACKGROUND

- 2.1 The Work Experience Scheme (the Scheme) was introduced in June 2019 in order to ensure that work experience was utilised by the Council in a strategic, effective

manner.

- 2.2 Prior to the introduction of the Scheme, work experience occurred on an ad hoc basis. The intention of the Scheme was to take advantage of work experience as a succession planning tool, to ensure consistency of quality of placements, and to offer more work experience opportunities to local people.
- 2.3 The Scheme provides a formal structure for work experience placements within the Council. There is an online application form for participants to complete, which is then forwarded to the department concerned for consideration. At the end of a placement, both the manager and participant should reflect upon the placement and complete evaluation forms.

3.0 WORK EXPERIENCE APPLICANTS

- 3.1 A total of 46 people applied for work experience under the Scheme in its first year of operation.
- 3.2 Departments that are able to offer work experience complete 'placement profiles' which are advertised on the work experience section of the MTCBC website.
- 3.3 Some of the online applications were for a department that had not advertised a placement profile.
- 3.4 The departments applied for are detailed in Table 1 as follows:

Table 1 – Service area/departments applied for:

Service area/department applied for	Number of applications
Education	11
Neighbourhood Services	7
IT	5
Human Resources	4
Engineering	3
Destination Management	3
Social Services	2
Welsh Language	2
Legal	1
Environmental Health	1
Other	7

- 3.5 The age group most likely to apply for work experience was 16-24. However, there was a range in the ages of applicants:

Table 2 – Age range of applicants

Age range	Number of applicants
16-24	23
25-34	7
35-39	3
40-49	3
50-59	2
Over 60	1
Unknown	7

- 3.6 Applicants included students and those who were long-term unemployed. The reason for applying for work experience given on application forms varied and included to assist studies, to gain work experience to help find employment, and to explore careers of interest.

4.0 WORK EXPERIENCE PARTICIPANTS AND DEPARTMENTS

- 4.1 There were a total of 20 participants who were successful in obtaining a work experience placement. Applicants who were unsuccessful were so due to either a lack of capacity within the department, or because they requested a placement in a service area which was not available.

- 4.2 The Service areas/departments which hosted work experience participants were:

- Neighbourhood Services
- ICT/Print
- Engineering
- Education
- Social Services
- Welsh Language
- Human Resources
- Environmental Health
- Destination Management

- 4.3 Work experience appeals to, and can be of value to, a wide range of people in differing circumstances, as demonstrated by the 20 participants of the Work Experience Scheme:

- 4.4 *Table 3 – age range of participants*

Age range of participants	Number of participants
16-24	11
25-34	2

35-39	1
40-49	1
50-59	1
Over 60	1
Unknown	3

4.5 *Table 4 – employment status of participants*

Employment status of participants	Number
Unemployed	5
College student	9
University student	4
Graduate	1
Unknown	1

5.0 EVALUATION

- 5.1 Of special note was the Welsh Language Policy unit within the Council, which provided a placement for two students from Swansea University, to assist with their bilingual studies. The placement was commended externally in the media at www.lleol.cymru and demonstrated good partnership working with Coleg Cymraeg Cenedlaethol.
- 5.2 The Work Experience policy provides for evaluation documentation to be completed both by the manager and the work experience participant. The evaluation form completed by the manager is to provide the participant with feedback to assist in their future personal/career development. The evaluation form completed by the participant is an opportunity to provide the Council with feedback as to the quality of the placement.
- 5.3 There was a limited return of evaluation forms from participants. It is crucial that participants are better encouraged by their manager at the end of the placement to complete this document, so that the continuous improvement of the Scheme can be ensured.
- 5.4 The participants' evaluation documentation highlighted that to be involved in meaningful work, and to gain knowledge as to the role of different departments throughout the organisation was of value to the participants.
- 5.5 Notable quotes from the documentation include:

"I enjoyed having the chance to go to meetings which helped understand how the council communicates with other councils and how meetings take place."

"It's opened up my options of maybe looking into jobs to do with the Welsh government and councils."

“I felt I had very good opportunities such as meeting the Welsh Commissioner and meeting other Welsh officers in South Wales and meeting all the different people within different departments which I enjoyed.”

“I’ve enjoyed contributing my ideas to agendas and feeling like a valued member of a team.”

“I feel that it would be beneficial at the beginning of a work placement to be briefed on the variety of departments and what they do/day to day work.”

6.0 FINANCIAL IMPLICATION(S)

6.1 There is no budget attributed to the work experience scheme.

7.0 INTEGRATED IMPACT ASSESSMENT

	Positive Impacts	Negative Impacts	Not Applicable
1. Merthyr Tydfil Well-being Objectives	4 of 4	0 of 4	0 of 4
2. Sustainable Development Principles - How have you considered the five ways of working: <ul style="list-style-type: none"> • Long term • Prevention • Integration • Collaboration • Involvement 	5 of 5	0 of 5	0 of 5
3. Protected Characteristics <i>(including Welsh Language)</i>	2 of 10	0 of 10	8 of 10
4. Biodiversity	0 of 1	0 of 1	1 of 1
<p>Summary: The main positive impacts are that the work experience scheme enables local people of all ages to gain valuable work experience, enhancing their employability and skills. The proposal positively complements and will help fulfil the Council’s Well-being Objectives and the 5 Ways of Working.</p> <p>No negative impacts have been identified.</p>			

**ELLIS COOPER
CHIEF EXECUTIVE**

**COUNCILLOR ANDREW BARRY
CABINET MEMBER FOR
CABINET MEMBER FOR GOVERNANCE,
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BACKGROUND PAPERS		
Title of Document(s)	Document(s) Date	Document Location
Does the report contain any issue that may impact the Council's Constitution?		No

Consultation has been undertaken with the Corporate Management Team in respect of each proposal(s) and recommendation(s) set out in this report.