

Work Experience Guidance for Employers



This document contains **best practice guidance** for advertising a work experience opportunity on IOSH Jobs, including our **minimum standard** for work experience.



Contents

Guidance	03
The opportunity	03
Candidates	04
What 'counts' as work experience?	05
How to advertise	06
Support and key documents	06
Best practice guidance	07
Appendix 1: Definitions	10
Appendix 2: Minimum standard for opportunities	11
Acknowledgements	12

Guidance

This document contains best practice guidance for advertising a work experience opportunity on IOSH Jobs, including our minimum standard for work experience.

Please also refer to the [Terms and Conditions](#) and ensure that you understand them before you advertise with us.

The opportunity

IOSH invites individuals and employers around the world working in or with the occupational safety and health profession to advertise work experience opportunities on the IOSH Jobs platform.

This includes:

1. Experiences of **working in the health and safety profession**
2. Experiences of health and safety within the **context of a particular industry** e.g. manufacturing, construction, events etc.

Advertising work experience via this process is free of charge.

We want to facilitate opportunities for new entrants to gain work experience in the profession, and to encourage established professionals to 'pass the ladder down' to the next generation.

Candidates

To be eligible to apply for these opportunities, candidates must be:

1. Aged 18 or over
2. Looking to start a career in occupational safety and health (this includes career change)
3. Legally able to work in the respective country in accordance with all relevant laws and regulations
4. You may want to set additional requirements, for example ability to travel to different sites – see **How to Advertise** below

For the purposes of this guidance, 'students' are defined as:

- Learners on vocational qualifications, delivered by training providers on behalf of awarding organisations,
- or
- University students on full-time, part-time, and distance learning programmes,
- or
- Individuals on an apprenticeship

'New entrants' are defined as:

- First-choice careerists that are looking to work in health and safety as their first formal role,
- or
- Career-changers who are moving from a different profession into health and safety

What 'counts' as work experience?

To be in scope for work experience, the opportunity must:

- Be a minimum of 1 working day and a maximum of 6 months. Suggested durations for different kinds of work experience are shown in the Definitions table in Appendix 1.
- Be employer-led, not candidate-led
- Not be required for statutory completion of e.g. a degree course (such as a mandatory practice-based learning module). These should be organised directly with a higher education institution.
- Not be a regular part-time role that is not health and safety focussed

For the purposes of this activity, the following are considered as work experience:

- Temporary internships
- Work shadowing
- Insight weeks
- Non-voluntary roles within charities
- Employer-led work experience

Definitions can be found later in this guide in Appendix 1.

The following are out of scope:

- Full-time, permanent positions – please see the [IOSH jobs website](https://www.iosh.com/jobs) for information on how to advertise vacancies with IOSH Jobs.
- Volunteering roles.
- Placements - an optional or compulsory element of some degrees (sometimes known as 'sandwich years', 'year in industry', or 'placement years'. These should be organised directly with a higher education institution.
- Part-time work unrelated to health and safety.
- Self-employment or freelancing.

How to advertise

To advertise an opportunity, please complete this [online advert form](#). During the application, you will be asked to include information on the opportunity, including how you would like candidates to apply. Once you have completed the form, a member of the Recruitment team will be in contact with any additional questions and to confirm your advert.

IOSH Jobs reserves the right to reject adverts that do not meet our terms and conditions or minimum standard for work experience.

Support and key documents

If you have any questions relating to the advertising process, then please contact ioshjobs@redactive.co.uk

If you have questions relating to how to design an opportunity, then please contact CareerHub@iosh.com.

[IOSH Jobs launch article for employers](#)

[Online advert form](#)

[IOSH Careers leaflet](#)

Best practice guidance

1) Designing your opportunity

We encourage you to offer valuable learning opportunities, clear communication, and fair treatment of all candidates. When designing your opportunity, you may want to consider the following areas:

Variety

- The opportunity should cover a variety of information and tasks to show the reality of the role and industry.
- This could include but is not limited to:
 - Collaborating and communicating with colleagues across a team or organisation
 - Conducting safety inspections and completing risk assessments
 - Learning about industry-specific hazards
 - Assisting with reviewing or creating health and safety policies, procedures, or training materials
 - Reviewing plans e.g. emergency response plans
 - Observing and assisting with safety training or workshops
 - Data collection and analysis of incidents and near-misses, including maintaining records
 - Investigating mock incidents
 - Safety auditing or compliance monitoring
 - PPE management
 - Ergonomics and workstation assessments
- Try to balance passion and excitement with being realistic about working in health and safety – your enthusiasm will shine through, even when tackling difficult topics.

Development and learning

- Learning aims or outcomes should be determined for the candidate – this could be a small list for shorter opportunities, or fuller objectives for longer opportunities.
- Employers can offer more specific training or qualifications to candidates at their own cost.
- The role should provide the candidate with a range of opportunities to develop their core, technical, and behavioural skills – see the [IOSH Competency Framework](#) for more ideas on competencies to focus on.

Structured support

- There should be a named point of contact for the successful candidate(s).
- An existing mentoring or buddying system could be extended to the candidate(s).
- For longer opportunities, there should be an induction to welcome new starters into the organisation, as well as an exit interview and offboarding.

Equity, Diversity, and Inclusion

- Existing Equity, Diversity, and Inclusion policies within your organisation should be extended to the candidate(s).
- It is best practice to reply to any unsuccessful candidates with feedback.
- Employers should be open to flexible working arrangements and reasonable adjustments.

2) Writing your advert

To make your position stand-out and be the best it can be, you may wish to consider the following:

Detail

- Include as much relevant information as possible about the practicalities of the opportunity. For example, be clear about the hours, location, and type of working environment.
- The role should state potential changes to location at the outset, such as overnight travel.
- As per the Remuneration section in Appendix 2, be clear about pay, salary, or expenses up-front.

Selection criteria

- If your opportunity has selection criteria in line with your organisational policies, state it clearly – this could be minimum qualifications, skills, or attributes.
- There should be no experience requirements for the opportunity. The point of the scheme is to provide entry level experience.
- If there is an interview or multiple-stage selection process, this should be stated in the advert.

Equity, Diversity, and Inclusion

- The advert could contain supportive language or a statement encouraging applicants from all backgrounds.
- The job application process could ask candidates whether they require reasonable adjustments to the recruitment process.

Appendix 1: Definitions

Type	Description	Purpose
Internship	Internships are typically paid positions up to 12 weeks in length but may be as long as a year. For current students, they are typically extra-curricular and may occur over holiday periods. The individual is given specific work to do over this period for the employer, usually working with employees of the company to broaden their experience and aid the transition to the workplace. Unlike other types of work experience, sometimes employers will ask for a minimum qualification in subjects like mathematics, especially in the case of longer opportunities. Graduate internships may require a specific degree subject area.	Suitable for an annual scheme focussed on giving multiple individuals an opportunity Also suitable for an individual intern at smaller organisations
Remote internship	A remote internship or home working internship is an arrangement that includes the same basic features as other 'in-person' internships except that work contributions are undertaken away from the usual physical work environment. As such individuals would be expected to have a contract of employment and the employer will have the same responsibilities towards their home workers as for any other workers.	Suitable for opportunities where in-person attendance is not essential, or for fully remote organisations
Work shadowing	Shadowing opportunities are generally short term and may vary from 1 to 3 days. Shadowing opportunities allow individuals to spend time with an organisation or individual observing work activities and the typical working environment. Individuals are treated as visitors to the workplace and as such are not paid, typically do not have a contract with the organisation and there would be no expectation that the candidate would contribute to the work of the organisation.	Shorter opportunities are suitable for those looking to experience a different industry, or to help make a decision about entering the profession
Insight weeks	These schemes are usually undertaken over a period of 7-10 days, are typically marketed to young people, and are offered by large organisations. The activities that make up the insight week will vary from one organisation to another but will often include company introductions, periods of work shadowing, networking, training sessions and presentations. Insight experiences are not normally paid, but sometimes employers will cover individual expenses.	Similar to the above, but can be focussed on groups of e.g. learners, students, or graduates from a local educational provider

Appendix 2: Minimum standard for opportunities

Type	Description
Pay	Internships and remote internships should be paid at or above the living wage in your respective country. All other shorter opportunities e.g. insight days can be unpaid; see section below on Expenses. For an internship opportunity that asks for specific/technical skills or a specific degree, a salary that is suitable for that level should be offered. The remuneration should be stated at the outset, avoiding 'competitive' or 'only available at application or interview'. It should be either a set figure or an appropriate range that is not too broad.
Expenses	For opportunities that are unpaid e.g. work shadowing or insight days, essential work equipment and work-related expenses e.g. travel should be paid for or reimbursed by the employer.
Support	There should be a named contact available to the candidate(s) for the duration of the opportunity.
Progression opportunities	If there is a progression pathway or opportunities following the work experience, they should be clearly articulated in the advert. For example, an internship leading into a graduate role. Progression opportunities should not be promised or suggested if it is not probable that they will be available at the end of the work experience.
Exit fees	There should be no exit fees if an individual decides to leave the opportunity early.
Additional benefits	Additional benefits should be clearly listed, including annual leave, health care, or access to an employee assistance programme (EAP).

Acknowledgements

This guidance has been developed to support IOSH members and occupational health and safety professionals to design and advertise work experience with IOSH Jobs. We are grateful to the members and volunteers who have supported us with developing this initiative.

We would like to extend our gratitude to the following organisations for their comprehensive existing resources that have informed and inspired parts of this guidance:

- [The Association of Graduate Careers Advisory Services \(AGCAS\)](#)
Work Experience Standard and Good Practice Guide
- [The Careers and Enterprise Company](#)
Work experience, job shadowing and workplace visits
- [European Quality Charter on Internships and Apprenticeships](#)



IOSH

The Grange
Highfield Drive
Wigston
Leicestershire
LE18 1NN
UK

t +44 (0)116 257 3100
www.iosh.com

-  twitter.com/IOSH_tweets
-  facebook.com/IOSHofficial
-  tinyurl.com/IOSH-linkedin
-  youtube.com/IOSHchannel
-  instagram.com/ioshofficial

IOSH is the Chartered body for health and safety professionals. With more than 50,000 members in over 130 countries, we're the world's largest professional health and safety organisation.

We set standards, and support, develop and connect our members with resources, guidance, events and training. We're the voice of the profession, and campaign on issues that affect millions of working people.

IOSH was founded in 1945 and is a registered charity with international NGO status.

IOSH Services Limited is a wholly owned subsidiary of the Institution of Occupational Safety and Health. Registered in England and Wales (01816826). Registered office: as above.

Institution of Occupational Safety and Health
Founded 1945. Incorporated by Royal Charter 2003.
Registered charity in England and Wales No. 1096790
Registered charity in Scotland No. SC043254