



Ashcroft House, Ervington Court, Meridian Business Park, Leicester LE19 1WL
Tel: 0116 240 7250 Fax: 0116 240 7260

Equality of opportunity in work experience

The Law

The law prohibits direct and indirect discrimination on the grounds of race, sex, marriage and gender reassignment. Race includes ethnic and national origins, colour, nationality and citizenship. The more recent Disability Discrimination Act gives people with disabilities the right to be treated no less favourably than able bodied people regarding access to employment, training, goods, facilities and services. The Rehabilitation of Offenders Act also protects people with spent convictions in employment and training.

What are your legal responsibilities?

Legally, employers cannot tolerate discrimination or prejudice on the above grounds. The groups mentioned above are afforded protection against the following types of employment discrimination:

- in the arrangements made for recruitment and selection.
- in the terms on which employment is offered.
- by way of refusing or omitting to offer employment.
- during employment in terms of benefits, facilities, services offered to the employee, and in terms of opportunities for promotion, transfer and training.
- by way of dismissal.
- in the form of 'any other detriment' (this can be applied to a variety of situations eg demotion, reduction of wages, disciplinary measures and harassment).

“Encourage social inclusion within the workplace”

What do I need to do?

The principles of fairness and equality should be applied not only to your staff, customers and sub-contractors but also to work experience students on placement and potential work experience students.

Work experience is particularly valuable to students who have a special need or disability - employers should:

- promote a healthy attitude to all aspects of equal opportunities within the workplace;
- consider all students fairly on the basis of their ability to do the job; give students effective induction and training to secure integration into the workplace;
- ensure all staff are aware of their collective and individual responsibilities with reference to equal opportunities;
- consider the quality and benefits of a work activity when dealing with a student who has special needs or a disability;
- consider offering a taster work experience, lasting only one or two days to students with severe special needs or disabilities;
- look at alternative placement opportunities than those originally offered within the company;
- identify any reasonable adjustments that can be made to accommodate a student with special needs or disabilities in order to offer them a quality and much valued placement opportunity;
- encourage social inclusion within the workplace - most barriers can be overcome with a little thought, preparation and understanding.

Work experience forms a vital part of the wider curriculum and helps all young people, particularly those with special needs, to prepare for opportunities, responsibilities and experiences of adult life.

WEXA in conjunction with schools, is happy to discuss the needs of individual students and to offer any support which employers and their employees may need.

Employers can contact WEXA at the address above.



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Data Protection Act

Data is processed 'fairly and lawfully'; is processed only for the intended purpose; is adequate, relevant and not excessive to the purpose; is accurate and up to date and kept only for the duration for which it was obtained. Data is held securely on a LAN database and is only transmitted outside of this database to relevant schools/work experience organisers.

Any personal data about individuals (i.e. staff contact details) is held on a secure database and only transmitted to relevant schools/work experience organisers.

No sensitive personal data about individuals is held.

All staff, with access to data, follow systems put in place by the data controller.

By agreeing to allow us to hold data on a database, you are giving us consent only to use that data as stated above, and to disseminate this data to relevant schools/work experience organisers.