

# **WORK EXPERIENCE POLICY STATEMENT**

## **WORK EXPERIENCE SCHEME**

Suffolk Magistrates' Courts Committee recognises the importance of establishing and maintaining close links with the local community, which it serves. It therefore welcomes the opportunity to offer work experience placements to pupils and students from local schools and colleges. It hopes that participants will their time with the Courts to be both informative and valuable and will help towards their future career plans.

Due to the great demand for work experience placements with the court, it has been necessary to draw up a number of guidelines relating to the work experience scheme. It is hoped that the guidelines will establish a fair balance between the demand for work experience placements with the court and the demands placed upon the administrative and legal adviser teams to accommodate work experience placements.

The enclosed package contains information designed to provide background information on the working of the Courts and includes a section on terms and expressions used in the Criminal Justice System. Participants in the scheme do not need to be experts in this, but pre-reading may be helpful. Also within it is a task book, which will be used during the placement period.

### **Work Experience Guidelines**

Eligibility. Participants in the scheme should have a genuine interest in the legal processes. This might mean the intention of following a career either in law or general administration, although this is not essential.

Places. Suffolk Magistrates' Courts Committee has available work experience places in its administrative centres at Bury St Edmunds, Ipswich and Lowestoft. It can offer two weeks work experience per calendar month, in each centre, to either one candidate for 2 weeks, or 2 candidates for 2 separate weeks.

Duration. All work experience placements will be of either one week or two weeks duration. Longer placements will always be considered, but each case would be treated on its merits.

Booking. All work experience placements must be booked at least one month in advance of the proposed date and will be accepted provided space is available and on a first come first served basis. Bookings can be made, or additional advice obtained by ringing:

The Director of Support Services 01502 501060

Or the Area Managers in the Area Offices at:

Bury St Edmunds	01284 352300
Ipswich	01473 217261
Lowestoft	01502 501060