

WORK EXPERIENCE GUIDANCE

Metro Production Group Limited

Contents

1. STATEMENT	2
WHAT WE OFFER:.....	2
ELIGIBILITY.....	2
2. APPLICATION AND SELECTION PROCESS:.....	2
WORK EXPERIENCE OPPORTUNITIES	3
TRAVEL COVERAGE:.....	3
RESPONSIBILITIES AND EXPECTATIONS FROM EACH PARTICIPANT:.....	3
DURATION AND SCHEDULE:.....	3
COMPLIANCE AND SAFETY:	3
EVALUATION AND REFERENCES:	4
3. AMENDMENTS AND REVIEW:.....	4

Printed documents are UNCONTROLLED. All updated documents will be published via newsletters and bulletins; for the latest versions of all Policies please refer to \\se5\Documents\HR Policies

Please help MPG to protect the environment and only print this document if essential.

1. STATEMENT

At Metro Production Group, we recognize the value of providing work experience opportunities to individuals seeking to gain practical knowledge and skills in the event production, creative design, HR, and finance sectors. This policy outlines the guidelines and expectations for participants engaging in work experience programs within our organization. Our primary goal is for students to take away the following from their time at MPG:

- Access networking opportunities and explore interests in an industry they are interested in.
- Apply the knowledge and skills learned in the classroom and further develop them.
- Gain insight into working life, the working environment, and challenge themselves to broaden their horizons.
- Gain possible opportunities for post-graduate employment.
- Contribute to enriching and adding value to their CV.
- Have the opportunity to make a difference.

WHAT WE OFFER:

- We offer a full induction program that mirrors that of a new employee.
- We offer equal opportunities to all students, reinforcing our core values of inclusion, strength in diversity, and equality.
- We offer experience in varied roles within the team to enable exploration of a wide range of skills and exposure to the different aspects of the business.
- We provide an allowance for travel, food, and drink.
- Experienced MPG staff are available to devote and volunteer their time and skills to support and guide candidates through their MPG journey.

ELIGIBILITY

- All individuals seeking work experience opportunities must be 18 years of age or older.
- The age requirement is implemented to ensure the safety, legal compliance, and appropriate management of participants during work-related travel and food-related activities.
- Participants must possess a genuine interest in the event production, creative design, HR, or finance fields and demonstrate a commitment to learning and professional growth.
- The availability of work experience positions will be determined based on the organization's operational needs, capacity, and resources. We can only provide work experience for one individual during their time with us.

APPLICATION AND SELECTION PROCESS:

- Interested individuals must complete and submit the designated work experience application form, which can be obtained from the HR department or our website (www.metroproductiongroup.com).
- The selection process will involve an evaluation of the applicant's qualifications, skills, and alignment with the specific requirements of the desired work experience program.
- Metro Production Group reserves the right to interview shortlisted candidates to assess their suitability and ascertain their understanding of the work experience program's objectives.

WORK EXPERIENCE OPPORTUNITIES

- **Event Production:** to gain exposure to various aspects of event planning, logistics, coordination, operations and on-site management.
- **Creative Design:** an opportunity to contribute to graphic design, visual branding, multimedia production, and other creative projects.
- **HR:** assisting with various HR functions, such as recruitment, onboarding, employee relations, training, HR administration, as well as sustainability and social responsibility modules.
- **Finance:** involvement in tasks related to financial analysis, budgeting, expense management, accounts payable/receivable, and financial reporting.

TRAVEL COVERAGE:

- Participants are eligible for travel coverage, which may include transportation expenses, accommodation, and related expenses incurred during work-related travel.
- Travel arrangements will be made in accordance with company policies and may involve domestic travel depending on the nature of the work experience opportunity.
- Participants must comply with all travel guidelines, policies, and protocols established by the company, including pre-travel preparations, travel documentation, safety procedures, and other requirements as deemed necessary.

RESPONSIBILITIES AND EXPECTATIONS FROM EACH PARTICIPANT:

- expected to adhere to the organization's policies, procedures, and guidelines throughout their work experience program.
- required to attend all health and safety and induction trainings, as well as complete the mandatory WPP trainings.
- work under the supervision and guidance of assigned mentors or supervisors who will provide instructions, support, and feedback.
- should maintain a professional attitude, respect confidentiality, and demonstrate punctuality, reliability, and effective communication skills.

DURATION AND SCHEDULE:

The duration of work experience programs may vary depending on the specific department and program requirements. As a general guideline, we typically offer work experience opportunities for a duration of 1-2 weeks. However, during school/college/university holidays, we may be able to accommodate longer work experience periods of up to 4 weeks or even longer, based on the business needs and participant requirements.

COMPLIANCE AND SAFETY:

Participants must comply with all relevant laws, regulations, and Metro Production Group's health and safety policies to ensure a safe and secure work environment.

Participants should promptly report any safety concerns, incidents, or accidents to their supervisor or the designated safety officer.

EVALUATION AND REFERENCES:

Upon completion of the work experience program, participants may receive a certificate of participation or a letter of recommendation based on their performance and contribution.

2. AMENDMENTS AND REVIEW:

This policy will be reviewed periodically to ensure its effectiveness and relevance. Any necessary amendments will be made in accordance with internal procedures.

Feedback and suggestions for improvement regarding this policy are welcome from employees, supervisors, and relevant stakeholders.

This policy is effective as of 1st August 2023. It applies to all work experience programs offered by Metro Production Group.