

Learning Outcomes

As part of the Work-Related Learning aspect of the curriculum within schools, students use the evidence of their activities during their week back in the classroom. All students will have a Logbook/Diary provided by the school, in which to record this information.

Appraisal

Towards the end of the placement the student's work-place supervisor will need to set aside time to evaluate what the young person has done and to take part in a de-briefing session—this will usually include completion of a simple pro-forma document from the school and the evaluation form that CBEBP provides.

What do I need to do after the placement?

Where appropriate, it is helpful for you to provide feedback on any issues/difficulties experienced during the placement, with your own staff, the school and us at CBEBP.

How do I get started?

Contact us at the address on the back, that's all there is to it!

Thank you for your time and we hope to hear from you soon!



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GUIDANCE for EMPLOYERS when offering WORK EXPERIENCE

What is work experience?

Work experience is a "placement at an employer's premises in which a student carries out a task or duty, or range of tasks and duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience".

Work experience is a key activity within work related learning which is "planned activity that uses the context of work to develop knowledge, skills and understanding useful in work and working practices, and learning the skills for work".

Work experience takes a variety of forms for young people who are generally between the ages of 14 to 16. Block placements of one week provide a general introduction to the world of work or can even be more vocationally orientated, such as those used to support Diplomas.

Work experience may also be provided on a more extended basis with a young person undertaking between one and three days a week for up to two years.

Work experience is not a paid activity because any payment would invalidate your insurance. However, if you wish to recognize the contribution that a young person has made whilst on placement, you are legally permitted to subsidize travel or lunch costs or to offer a small non-monetary gift.

Why should I get involved?

Work experience placements provide many opportunities and benefits for both employers and young people.

Benefits for Business

The most common benefits cited by employers are:

Influencing the quality of future employees: Employers help improve the quality and preparedness of young people coming on to the labour market. The focus is on the development of key employability skills—communication, numeracy, use of technology, team working, problem solving, improving learning and performance.

Development of recruitment channels: Building links with local schools helps to attract young people into part-time and full-time jobs and reduce recruitment costs.

Influencing career choice: Many employers find that work experience placements are the ideal way of raising the profile of career opportunities within their organization and providing equality of opportunity.

Raising the community profile: Many employers attach importance to raising their profile in the community. Work experience placements provide a valuable means of creating a positive image amongst young people, parents and employees.

Increased motivation of employees: Companies participating in education-business link activities find that such activity increases the motivation of their workforce.

Reinforcing good health and safety practices: Working through an induction with a young person and risk assessing their activities allows the organization to review current systems and reminds staff of the importance of health and safety practices.

Innovation: Young people ask questions and bring a new perspective to routine tasks. They often have fresh solutions or time to research alternative approaches.

Real outcomes: Students can undertake planned projects that staff have not had time to manage.

Benefits for Young People

Work experience provides an opportunity for young people to:

Become more confident in their abilities;
Work alongside adults as part of a team;
Develop and practice key employability skills and competencies;
Make more informed decisions about their future;
Relate their school curriculum to the workplace;
Increase their understanding of employment and enterprise;
Collect evidence for work related learning projects or vocational courses.

What is the commitment?

You need to be able to:
Provide a meaningful range of work-based activities for the duration of the placement—if you are not sure what the students can do we will be happy to guide you;
Provide sufficient time and staffing to supervise an inexperienced young person;
Provide opportunities for the young person to achieve their planned learning outcomes.

What do I need to do to prepare?

Our coordinator will be happy to assist you when considering all the issues below:
Plan a programme of placement activities for a young person;
Identify possible learning outcomes associated with these activities;
Construct a job description for a young person;
Carry out a risk assessment for each activity—it will be needed by us for the information that we gather for the student;
Ensure that supervision of the young person will be the responsibility of an appropriately competent, mature yet sympathetic, member of staff;
Ensure that you provide us with details of your requirements—e.g. dress code, health issues;
Consider travel / transport arrangements;
Consider lunch-time arrangements;
Ensure that you have relevant information about the young person before a placement begins;
Ensure that you know who to contact in the event of an emergency and have put in place a procedure for reporting incidents/accidents;
Meet or interview the young person;
Tell your own staff about the proposed placement.

What do I need to be aware of?

Our work experience coordinator will discuss the following issues with you at the time of her/his visit:

Health and safety (bearing in mind the immaturity/inexperience of a young person);

Welfare—Any medical issues / child protection issues;

Insurance— you will need to satisfy yourself that your insurance is adequate for the length of the work experience placement that you propose to offer—anything up to two weeks is automatically covered by your Employer's Liability Insurance in agreement with the Government and the Association of British Insurers;

Confidentiality / data protection.

What do I need to do when the student is with me?

Induction

This must take place on the first day of the placement and should include an introduction to staff, emergency procedures, health & safety issues, welfare arrangements, workplace discipline—appropriate language, smoking, alcohol, drugs, confidentiality, use of mobile phones, emails and the internet, internal complaints procedures.

Supervision

Ensure that only activities agreed upon in the job description are undertaken;

Do not assume that young people will know what to expect and what is expected of them;

Always double-check a young person's understanding after you have explained something—they might not have the confidence to ask questions;

Give regular feedback—it helps with their behaviour and confidence.

Welfare

Be aware of a young person's capabilities, moods, health etc.

School visit

You should be prepared for someone from the school to visit the student during the placement.