

School Guide to Work Experience

Work experience is an important way for young people to gain insight into the working world. Time spent with an employer can broaden young people's knowledge of industries and sectors and helps inform and shape their career decisions.

Gatsby Benchmark 6- Experience of workplaces

Every pupil should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.

Setting up work experience

Adopting a structured approach will help to ensure that a work experience programme operates efficiently and each young person gains the most from their placement. The five stages set out below ensure that everything runs smoothly. (Student Log book available for recording all stages)

1. Preparation

- identifying students' needs
- sourcing the placements through EBP database
- setting out objectives
- identifying and fulfilling legal requirements.

2. Briefing students and employers

- preparing students thoroughly
- highlighting objectives and briefing the employer on the objectives of the work experience and providing information about the student.

3. Support during placement

- setting up and undertaking monitoring visits.

4. Debriefing

- providing opportunities for students to reflect on and apply their learning
- offering a range of follow-up activities
- encouraging students to write thank you letters to employers.

5. Evaluation

- involving employers, students and school staff
- learning from successes and issues arising

Important information for teachers:

As the teacher organising the work experience opportunity, it is your responsibility to ensure that your students are not exposed to risks to their health and safety while on work experience, that the opportunity is a suitable one, that parental consent is obtained and that the student is aware of, and complies with all conduct rules whilst on work experience and abides by any workplace rules the employer sets out.

If a parent knows of a work experience opportunity with a family member or a friend's company that they would like their child to attend, this is fine, just record the employer details into the work experience database to ensure EBP carry out the required checks prior to the placement commencing.