



## YEAR 10 WORK EXPERIENCE PLACEMENT: IMPORTANT INFORMATION FOR EMPLOYERS

Young people on work experience should receive an induction to the workplace that will help them to integrate quickly and learn about working life. A young person entering the world of work for the first time may not know how it functions and how they should behave. The induction is an opportunity to:

- **get to know the young person**
- **call and/or visit the placement**
- **understand their previous experience**
- **talk about the expectations on each side**
- **establish the young person's goals**
- **provide space for the young person to ask questions**
- **discuss procedures and policies regarding safeguarding and health & safety.**

Therefore, a good induction should include:

- **an introduction to the organisation**, including how the company is structured, and the key people who the individual on work experience will have contact with, including the person designated for safeguarding.
- **a tour of the facilities**, including where to get food from inside or outside your building, where the nearest toilets are, first aid facilities and where the fire exits are situated (and any evacuation procedures) as well as health and safety information they need to know (this is a legal requirement), including any PPE that will be needed.
- **a clear outline of what they will be doing during their time with you** – this should also include room to add in the skills or experience the young person is keen to develop
- **a plan or schedule for the individual's time with the organisation**, clearly outlining what they are doing each day (for example, where they will be in the building and who to meet, and so on).

### DEVISING TASKS AND CREATING A WORK PLAN

It is important to give the young person a variety of tasks and if possible rotate them between departments so they get a good insight into the workplace.

### SUPPORTING THE YOUNG PERSON: SUPERVISION AND MENTORING

Organisations should ensure there is a **dedicated person(s)** with time in their work schedule to supervise the young person on work experience.

- Be clear about how the young person will be **supported, supervised and mentored** during work experience.
- Ensure the young person is introduced to the **structure of working life**

## **AT THE END OF THE PLACEMENT:**

### **REFERENCE, FEEDBACK AND MOCK INTERVIEWS**

At the end of the work experience placement, it would be nice if you have to opportunity to review how everything went, for both the person on work experience as well as the employer. Pupils will have a booklet which they must fill in during, and at the end of, their time with an employer. There is space to write feedback, we would appreciate that.

We recommend that you assess the success of the placement and, if appropriate, offer further support to the individual by agreeing to act as a referee and encouraging the young person to stay in touch.

Most importantly, THANK YOU for supporting a St. Augustine's pupil for their work experience. If you have any need to contact the school, please ask for Carly Eatough on 01254 823362 ext. 161 or email [eatoughc@sarchs.com](mailto:eatoughc@sarchs.com)