

## Work Experience *Employers Guide*

Thank you very much for considering offering one of our students a work experience placement at your organisation. This is a great opportunity that provides young people with the chance to:

- obtain a wider awareness and relate their studies to the world of work
- investigate possible career options
- gain confidence in their abilities
- gain work experience essential for University admission and / or job applications

We hope that this guide contains all the information that you will need to plan the placement. If you have any further queries please contact the Work Experience Coordinators: on 01273 508011 Ext:200

**Lee Abbott** [lea@varndean.ac.uk](mailto:lea@varndean.ac.uk)

**Teresa Hoyles** [teh@varndean.ac.uk](mailto:teh@varndean.ac.uk)



### **Student preparation for the placement**

We will ask the student to:

- research into your organisation
- think about the skills they may need and what they would like to find out
- call you to confirm the placement, arrange a pre-placement visit if appropriate and ask questions, eg. lunch arrangements, dress
- read the work placement health and safety booklet
- sign a learning agreement confirming their commitment to the placement, punctuality, appropriate dress, confidentiality, etc.

### **Planning a student work placement**

Work experience is about:

- giving the young person as much insight into the world of work as possible by taking part in a range of activities that reflect your business
- supporting the student in developing their skills to increase their opportunities in the labour market

Ideas for tasks that the student could be involved in during the placement include:

1. Work that builds on the employability skills that the student needs to develop. It is great if you can talk with the student before the placement to find out what skills they already have and what they need to develop in order to identify how this could work on the placement.
2. Shadowing key staff during the placement to find out about the range of roles involved in your organisation. Being involved in some of the work related to the different roles is useful to get a deeper insight into the whole business area.
3. Attending a business meeting to find out how these proceed in a professional environment.
4. Devising a 'mini-project' that the student can work on at points during the placement. This could:
  - relate to an area you are particularly keen to get young people's views on
  - involve research into the work that your business competitors' are involved with
  - explore an area that the student is interested in

*Please make sure that you train the student for any activities that you ask them to complete.*

### Induction on the first day of the placement

On their first day of work experience a student should:

Things to do	✓
• be welcomed by an appropriate person	
• be allocated a supervisor	
• be provided with a name badge	
• be introduced to members of staff	
• be provided with a list of names of staff	
• be given a tour of the office noting toilets and fire exits	
• have the fire/emergency procedures explained	
• be introduced to health and safety procedures - the student should be informed who the first aider is and where the first aid box is located.	
• be given an outline of the work for the week, and a timetable if appropriate.	
• have working hours, lunchtimes, dress code expectations outlined.	
• understand the confidential nature of the work and sign a confidentiality disclaimer if appropriate.	
• know what to do / who to turn to if there are any problems / issues during the placement.	
• be given a contact name and telephone number to ring if they are absent.	



*Thank you for considering this opportunity.*

### How the placement will be monitored

- A member of staff will contact you before the placement begins to arrange to visit you and the student during the placement.
- The Work Experience Coordinator will contact you and the student regularly during the placement to ensure that all is progressing well.
- All feedback on the placement is welcomed.
- Please report any areas of concern as soon as possible - you will be given a college contact who is available office hours, Monday to Friday.
- At the end of the placement we will ask you to complete an Employer's Report to provide feedback for the student.
- We will also ask for your feedback on our processes so that we can monitor, update and improve the work experience service.

### Health and safety of work experience students

We are committed to the health and safety of our students whilst they are on work experience. To ensure this we:

- ★ will ask you to do a risk assessment, to sign and return to us, that takes into account that young people are likely to be inexperienced and unaware of all health and safety risks – we are happy to provide an example
- ★ will call you to confirm that you have Employer's Liability Insurance and ask about other health and safety issues – a 10-minute phone call
- ★ will ask you to contact your Employer Liability Insurer to inform them when the work experience student will start work

Please note that as an employer, you have the same responsibilities for the health, safety and welfare of a work experience student as for all your workforce. Under health and safety law, these students are regarded as your employees.