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# Considering offering **Work Experience?**



**Work Experience  
Organisers**

# Considering offering work experience?

..... and making a difference to your business and the future.....

Almost any employer can offer a school pupil work experience. You don't even have to employ anyone – a sole trader or voluntary organisation can offer work experience.

It is not difficult to organise a placement and this simple guide should help you with your first work experience placement.

## What is work experience?

Work experience is where a pupil in Year 10 or above (in their last two years of high school) performs tasks and duties with a business or organisation, much as a regular employee would.

Work experience normally lasts for a week or two, but can take place one day a week over a number of weeks.

## What are the benefits to your company?

This depends upon your circumstances, but employers have reported improved recruitment and retention, useful staff development and training opportunities, an enhanced reputation, stronger links with their local community, new customers and even unexpected innovations in products and services.

## What about Health and Safety?

Naturally school pupils will be inexperienced, so you would only let them do tasks and duties that were safe. A quick risk assessment (which does not need to be written down) should help you identify what a pupil could do safely.

A trained and qualified assessor will visit you before the placement to see where the pupil will be working and ask you a few questions about how you organise things.

## What about Insurance?

A work experience placement would be covered by employers liability and public liability. There is national agreement between insurance companies on this, but you should just check with your insurance company first, to be sure that work experience has not been excluded.

## What about working with young people?

There is a set of guidance notes about working with young people, which are no more than common sense, which the school will check that you have seen and agree with. In a small number of cases, where for example the pupil and a member of staff will be quite isolated, there may be a need for a Criminal Records Check. In the vast number of short term placements this is not necessary.



## What about paperwork?

Work experience can be organised over the phone or through written correspondence. There are only two pieces of paperwork required for a placement to begin:

A form to check that you have insurance

A form which the school uses to send you essential information about the pupil and for you to return essential information about the placement (e.g. who will supervise the student)

## What makes a good placement?

Work experience might be the first opportunity a pupil has had to experience a certain working environment – this is a really valuable part of any placement.

Performing simple tasks, such as answering the telephone in a work setting is a learning experience.

Learning the expectations and standards required of a particular organisation (dress, punctuality, health and safety, quality of work) are essential for pupils who wish to make informed career decisions.

Observing staff perform more complex tasks and operations gives a pupil insight into what they might eventually be able to do themselves.

Pupils on vocational courses may know a bit more about a particular sector and may have some skills so a more advanced placement is sometimes possible.

Because work experience is a "training situation" pupils are able to work in areas they could not normally be employed in at their age (e.g. in a kitchen).

## Where can I get help and advice?

Every school has a trained work experience co-ordinator.

The Staffordshire Partnership has a central team dedicated to supporting all aspects of work experience – ring Alison or Gail on 01889 571994

... Or visit the employer section of our website: [www.staffpart.org.uk](http://www.staffpart.org.uk)



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