

# Work Experience

## A Guide for Co-ordinators



### **What is work experience placement**

A placement with an employer in which a young person carries out a range of tasks in much the same way as an employee, with the emphasis on learning from the experience. Work experience provides opportunities for learning about the skills, behaviours, careers, roles and structures that exist within a workplace.

### ***How long is a work experience placement***

Most students will spend one or two weeks with an employer (Block placement), though on occasions, employers may assist with a placement for 1 or 2 days a week (Extended placement) over a longer period of time, perhaps even a school term or more.

### **Students eligible to take part in work experience**

Students who, by their age, are in the last 2 years of compulsory schooling i.e. 15 years old by 31st August in the Academic Year of the placement, can take part in work experience.

### ***What Insurance Cover is required***

Students on a work experience placement are treated as employees for the purposes of insurance against bodily injury. Therefore, the employer must have 'Employers Liability Insurance' in place.

### ***Duty of Care***

The duty of care for students while undertaking any work experience placement remains with the school.

### ***How do students benefit from a work experience placement***

Work experience supports young people to make career decisions, develop employability skills and support successful transition into college, university, apprenticeships, and the workplace.

- More confidence and Improved self-esteem
- Ability to communicate with adults
- Improved timekeeping
- Additional practical work skills
- Team Working
- Problem Solving Skills
- Time management and organisation
- Clarifies job roles within industry
- Broadens horizons in relation to career routes and job roles available

### ***Placements during school holidays***

Some students, with the approval of the school, choose to undertake their work experience during school holidays. Such placements can only be approved on condition that EBP South and the employer have details of a teacher at the school who can be contacted in the event of an emergency.

### ***Parental Consent***

Parents are required to give their agreement to work experience and provide any information about special needs and/or health and safety issues. Employers should be advised of any conditions that could result in an unacceptable risk to the student's health and safety or that of another prior to the start of the placement. Once a placement has been arranged, the employer, the student and his/her parent or guardian will be asked to sign a consent form. The school is responsible for obtaining the required signatures.

### ***Checking work experience placements***

**The placement provider (employer) has primary responsibility for the health and safety of the student and should be managing any significant risks.**

We will take reasonable steps to satisfy ourselves that employers are doing this by following the HSE guidance.

- Low-risk environments, such as an office or shop, with everyday risks that will mostly be familiar to the student, speaking with any employer to confirm this should be enough.
- Medium to high risks placements, we will satisfy ourselves that the employer has made arrangements for managing risks through induction, training, site familiarisation, policies and risk assessments.

We will not seek additional paperwork for assurances purposes or to second guess an employer's risk assessment or their risk control measures.