

Work Experience

A Guide for Parents/Carers

What is Work Experience?

It is an unpaid opportunity for young people to experience working life while they are still in school. It gives them the chance to:

- Work alongside adults as part of a team
- Develop and practise a range of new skills
- Become more confident in their abilities
- Relate their school curriculum to the workplace
- Make more informed decisions about their future

Young people will learn and use a range of transferable skills, personal qualities and competencies that will contribute towards their employability.

They will be helped to develop some of or all of the following key skills:

Communication

Listening, speaking clearly, asking and responding to questions, discussing, using the telephone, reading and responding to written material, producing written materials, including the use of diagrams.

Application of Number Using numbers, collecting and recording data, interpreting and presenting data, handling money accurately, measuring, and estimating.

Information Technology Using a fax machine, using computers to search, select, explore and prepare information, processing, developing and presenting relevant information.

Working with Others

Getting along with others, working in a team, taking responsibility, working co-operatively with colleagues.

Improving Own Learning and Performance

Target setting, action planning, managing time, learning from others, working to a planned programme, developing confidence, reviewing and evaluating progress.

Problem Solving

Recognising and describing problems, seeking the right information, making decisions, selecting and carrying out appropriate solutions.

What does Work Experience Involve?

The school will deliver a programme of preparation before the placement starts, during which the student will be asked to apply for the type of work they would like to experience.

All placements will be vetted to ensure the health, safety and welfare of the student during the experience.

The student will be expected to telephone the employer before the placement starts.

The student may be asked to have an interview with the employer before the placement starts.

The student should keep a diary to record his/her experience and identify the skills they have used and developed during their placement.

A member of school staff will contact or visit at least once to monitor the student's progress.

When in the workplace, the student will be expected to behave and carry out tasks as any other employee of the organisation.

How Can Parents/Carers Help?

- Help your child to understand the goodwill of employers offering the placement opportunities
- Advise the employer and school of any health matters which may affect your child on work placement
- Discuss with them the implications of the job they choose
- Sign and return the paperwork promptly
- Encourage your child to undergo any pre-placement interview
- Ensure your child attends the placement regularly and punctually
- Ensure that both school and employer are notified if your child is unable to attend
- Inform the school of any difficulties experienced during the placement
- Encourage your child to have a positive approach to the placement, even if it isn't quite what they expected.

Could you provide a Work Placement?

We always have a need for more work placements and rely on the goodwill of employers to fill that need. Could you help someone else's child by offering a work placement in the future? If you can, please contact Mrs Ewing aew@trinity.cumbria.sch.uk

