

Extended Work Experience

An employers guide



Introduction to Extended Work Experience

Extended Work Experience is designed to help students 14-18 who may be following an alternative programme of education.

Depending upon the student's year group, work placements can last for between half and up to two days per week, this could be:

- weekly with the same employer.
- weekly placements with a succession of employers.

What's it for?

- students who will, for a variety of reasons, (eg lack of self confidence) benefit from being in a work environment
- high-attaining students who have a clear idea of their career path and would benefit from learning in a wider context
- students who need work experience as part of their course.

Extended Work Experience can:

- offer students experience, which will enable them to develop confidence from being in a working environment
- provide opportunities to develop literacy, numeracy, interpersonal and other key skills
- complement the other elements of the student's education in school
- contribute towards approved qualifications, vocational or general.

Aims and objectives of Extended Work Experience

- To undertake a range of meaningful tasks in a safe working environment and contribute to the company.
- To develop and show good understanding of the purpose of the placement and how it relates to the work of the company.
- To help prepare for working life by learning to meet appropriate standards of company behaviour, for example, time keeping, dress sense, good conduct.
- To appreciate the importance of working safely as part of a team.

Hours of Work

It is currently recommended that students in Year 10 do no more than one day a week and work no more than eight hours a day. A Year 11 student should do a maximum of two days a week and work no more than eight hours a day.

Planning

Prior to the start of any placement, an adviser from C&K Careers will contact the prospective employer to agree policy, procedures and prohibitions for the placement. Following this initial meeting, a detailed job description will be drafted and this, along with other information will be forwarded to the employer. The job description may include the following:

- dates and duration of the placement
- location and working hours
- dress and conduct
- significant risks, control measures and prohibitions
- name and telephone number of the student's manager or work placement 'buddy' in case of difficulties
- name and telephone number of a contact in school in case of any difficulties.

Health and Safety

The work place must be such that the student is unlikely to be injured, abused or exploited. It is the responsibility of the school or organisation undertaking the health and safety pre-visit to ensure that:

- Employers are advised to notify their insurance company that they are proposing to take a student on Extended Work Experience. Most insurance companies are aware of Block Work Experience and are covered but policies differ for Extended Work Experience.
- A pre-visit to assess the suitability of the placement to meet the needs of the student takes place.
- The health and safety visit takes into account, the student's individual requirements and intended learning outcomes.
- It is the duty of the school to inform the representative and employer of any special needs that may affect the nature and suitability of the placement. These may include academic, physical, emotional or behavioural needs.
- Revisits will depend on the balance of the hazards/risks posed by the placement.
- School staff are informed they should visit every 5 placement days.

For any health and safety concerns with regard to young people, please refer to the health & safety guidelines, these can be requested from C&K Careers:

T: 01484 225500

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Learning outcomes

These are discussed between the young person and school prior to them attending an Extended Work Experience placement. They are then agreed with the employer when the job description, risk assessment and individual needs of the student are being discussed. They may include the following:

- increased knowledge of a particular occupational area
- employability skills
- improved communication and interpersonal skills
- increased confidence in dealing with people in the workplace
- increased understanding of what an employer is looking for

Student handbook

The student will be given a progress booklet to complete whilst on placement. This should be completed on a weekly basis and employers are requested to help the student to complete this. The student should enter details of timekeeping and attendance, progress made on placement and note achievements towards their learning outcomes. Sections in the booklet should to be completed by a staff member from the school when they visit the student on placement.

Mentoring

The student will be given a progress booklet to complete whilst on placement. This should be completed on a weekly basis and employers are requested to help the student to complete this. The student should enter details of timekeeping and attendance, progress made on placement and note achievements towards their learning outcomes. Also in the booklet are sections, to be completed by a staff member from the school when they visit the student on placement.

Child protection

For adults working with young people, the following guidelines apply:

- Touch - should be kept to a minimum. Under no circumstances should you touch a young person on any part of their body which may be considered indecent.
- Appropriate behaviour - a professional relationship is essential at all times.
- Environment - wherever possible be visible and audible to other adults.
- Mentoring - those placed immediately in charge of young people should be competent in their work-role, mature in their attitudes and yet at the same time be at ease with them.

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