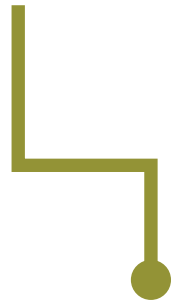


Work Experience

Creating the workforce of the future

An employers guide



What is Work Experience?

- The opportunity of a one or two week work placement for students age 14+ who attend schools in the local area.
- Every year in our local area over 5,000 students go on work experience. Thousands of local companies offer placements for students.
- Students carry out tasks in the workplace giving them the chance to gain valuable skills.

What's in it for you?

Work experience can help you to:

- Recruit young people - if a young person does well you could offer them a job for the future or part-time work. Around 10% of companies do this.
- Help prepare young people for their future in the workforce.
- Provide your staff with development opportunities to supervise and mentor young people.
- Share expertise in your business with a young person.
- Promote your company to future customers, their families and schools.
- Gain new insight and ideas for your business from a young person.
- Build links with schools in your area and learn more about the education system and qualifications.
- Get to know C&K Careers - we offer several free services to business.



What's in it for students?

Work experience gives students the chance to:

- Find out more about the world of work and how it differs from school.
- Gain an insight into different jobs and skills required.
- Find out how companies really work.
- Carry out real, meaningful tasks and learn new skills.
- Achieve in and adapt to a new environment.
- Work with and be treated as adults.
- Develop confidence and communication skills.

What does it involve?

- An adviser from C&K Careers visits your company to set up the placement and agree tasks a student can do.
- Suitable students interested in your area of work are selected and placement dates agreed with you.
- In schools, students prepare for work experience, learning aspects of the world of work.
- Students usually come along with a diary or workbook. They may need to gather information and complete short assignments.
- Teachers will contact you during the placement to see how the student is progressing.
- On returning to school students are encouraged to share and learn from their experience. They should send you a thank you letter.
- At C&K Careers we make arrangements with schools and businesses to ensure the placement is as safe, enjoyable and meaningful as possible.

What we need from you

- An overview of your company and meaningful tasks for the student.
- Adequate supervision of the student.
- Possession of Employers' Liability and Public Liability Insurance.
- Support for the student with any workbook or assignment.
- A commitment to fair and equal treatment for young people on placement.
- Observation of appropriate legislation relating to Health and Safety and equal opportunities.
- A brief report on the student at the end of the placement.

If you are interested in taking part in, or finding out more about, work experience please contact us at the address below and we will arrange to visit you to explain the system and set up the placement.

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