

Employer Information **Work Experience**



66% of employers say **work experience is a significant or crucial factor** in their recruitment.

Catch 16-24, UK Commission for Employment and Skills, 2015

CSW Group Ltd exists to set up, maintain and develop links between employers and educational establishments.

CSW has years of qualified and professional experience delivering a flexible work experience service that meets the needs of employers and educational establishments to provide students with a meaningful and safe work experience.

What is Work Experience?

Work Experience is a placement with an Employer where a young person carries out a range of tasks in the same way as a normal employee, with the emphasis on learning. The placement will help students understand and develop their employability skills and a positive “can-do” attitude that will benefit them in whatever they choose to do in the future.

Employer benefits of Work Experience

The best investment your business can make is to plan for the future. Employers and educational establishments may seem worlds apart, but you have lots to offer each other.

Whether you are in the private, public or third sector, or if you are a small, medium or large employer, you have a wealth of skills and knowledge to offer. It is important that students can tap into this and benefit from it.

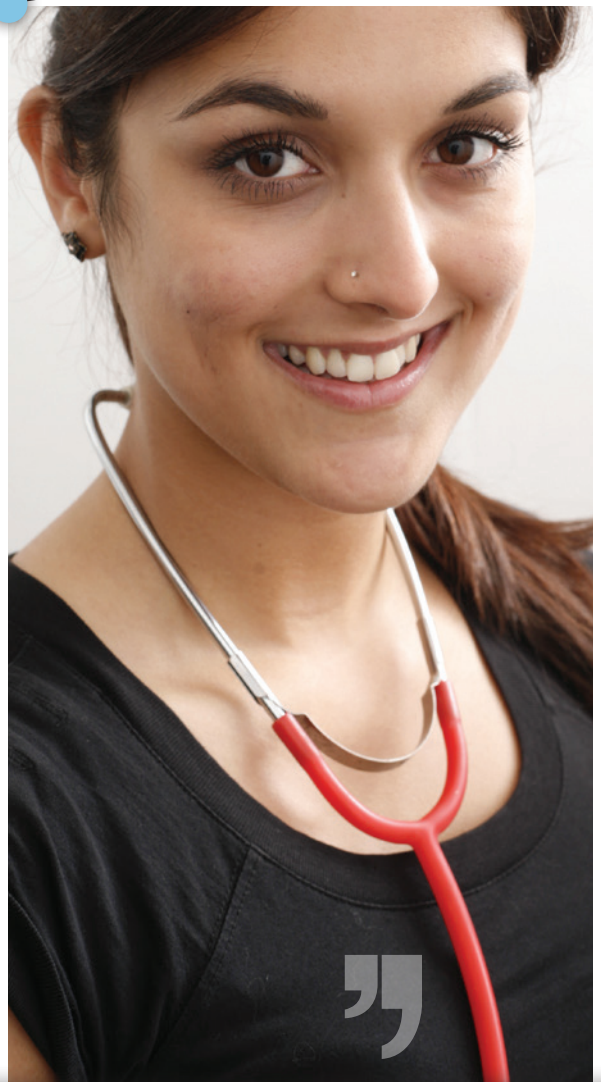
Every year employers tell us that work experience:

- Gives them a chance to encourage future employees and improve the quality of students entering work.
- Raises the profile of career opportunities whilst breaking down stereotypical views about their sector.
- Positively raises their profile within the local community.
- Builds links with schools enabling employers to be aware of what is happening in the education system and providing an opportunity to influence this.
- Creates opportunities for staff to develop.

How does the process work?

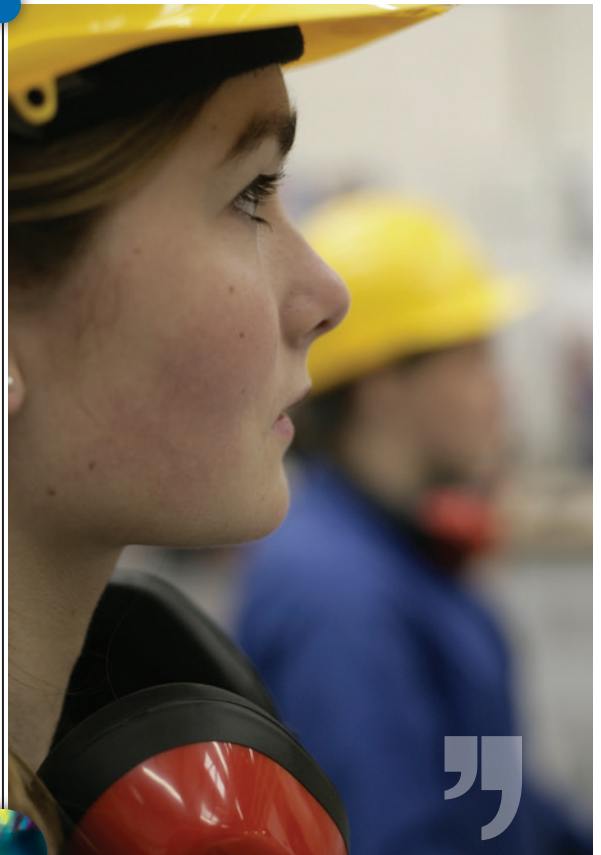
If you have been approached and have agreed to offer a placement the following should happen:

- The student/educational establishment will ask you complete a form giving your contact details and an outline (“the job description”) of what the student will be doing on placement.
- You may receive a visit from a Work Experience Liaison Officer (WELO) to discuss the placement, to confirm the duty of care arrangements and discuss the tasks the student will be doing. The WELO is there to help you prepare, so that you are ready and confident to take students on work experience. If we have visited you before, we may not need to come back again.
- We recommend you invite the student to a pre-placement visit so they are aware of what will be required of them and any requirements you may have i.e. clothing, start time, lunch arrangements etc. A pre-placement visit can settle nerves for you and the student.
- Where necessary the educational establishment will provide you with any additional information regarding the student, prior to the placement start date. If appropriate this will include health issues.
- The student then begins their placement and a representative from the educational establishment should call or visit during the placement to ensure that both they and you are happy with the experience.
- After the placement you should be asked to provide feedback on the student.



What will I have to do?

- Ensure adequate supervision, monitoring and training throughout the placement.
- Ensure that other employees are informed about the work experience student and encourage them to provide support.
- Observe the current legislations relating to health and safety, equality and safeguarding.
- Review your current risk assessments so that they cover the student taking into account lack of experience, skills, maturity and awareness of any health conditions. If the student is under 16 this needs to be shared with the parent.
- Have valid up to date Employers and Public Liability Insurances. It is advisable that your insurers are informed that you taking a work experience student on placement.
- Provide an overview of the company and identify meaningful tasks for the student to do. The Work Experience Liaison Officer (WELO) can help you do this when they visit or you can call Education Business Partnership-South West for free support.
- Carry out a clear induction on the first day, meeting relevant staff, highlighting first aid provision and not forgetting the simple things like toilets, staff rooms etc.



What about safeguarding?

Adults working with students always need to be aware that they are entering a relationship based on trust. They should ensure their relationships are professional and appropriate to the age and gender of the student and that language and conduct does not give rise to comment or speculation.

If a difficult situation arises it needs to be dealt with sensitively and appropriately. In these circumstances the employer should immediately report any unprofessional behaviour by student or employee to the educational establishment.

Will I be required to undertake Disclosure and Barring Service Checks on my staff?

In the vast majority of cases Disclosure and Barring Service Checks (DBS formerly CRB) are very rarely required. If a student is spending a significant amount of time with an employee, in a solitary one-to-one working situation, the educational establishment would need to consider if a DBS check is necessary. This will be based on a number of factors:

- The age of the student.
- Can the educational establishment put systems in place to minimise risk.
- The length of time the student will be in the one-to-one situation.



How long does a placement last?

Typically a placement will last either one or two weeks, we call that a "block" placement.

There are situations where students attend every week for one or two days, these can be linked to a particular career pathway and this will be discussed with you by the school. We call this an "extended" placement.

What's in it for students?

Work Experience gives the students the chance to:

- Find out about the world of work and how it differs from school.
- Put into practice skills they have learnt in the classroom.
- Gain an insight into different jobs.
- Find out how companies operate.
- Carry out real, meaningful tasks and learn new skills.
- Adapt to new environments.
- Work alongside and be treated as adults.
- Develop a range of employability skills vital for their future development.



If you have never offered work experience before and would like to know more information then please contact **CSW Group** by email workexperience@cswgroup.co.uk.