

## **WORK EXPERIENCE A Guide for Parents**

### **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 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 for many weeks 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 may be asked to have an interview with the employer before the placement starts.

The student will be supplied with 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 visit 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 Help?**

- Help the student understand the goodwill of employers offering the placement opportunities
- Advise the school of any health matters which may affect the student's work placement
- Discuss with the student the implications of the job they choose
- Sign and return the paperwork promptly
- Encourage the student to undergo a pre-placement interview if necessary

- Ensure the student attends the placement regularly and punctually
- Ensure that both school and employer are notified if the student is unable to attend
- Inform the school of any difficulties experienced during the placement
- Discuss the placement with the student and encourage them to complete their diary
- Encourage the student 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 for a student?

If you can, please contact the Work Experience Co-ordinator at Longhill High School.