

Work Experience Information for Employers
Part B
(you MUST give this to your employer before you start)

What is Work Experience?

The term work experience is used to describe schemes where pupils visit places of work and, for a brief period, do a certain amount of work alongside people who are earning a living.

It may take two forms, actual *work experience*, where the pupil actively participates in the work, or it can be *work shadowing*, where the pupil merely observes a person engaged in work. During, and at the end of the period, pupils are required to complete a booklet designed to evaluate what they have experienced and learnt.

The College requires each pupil to obtain voluntary work experience for a period of one week on three occasions during their Transition Year.

This is regarded as an integral part of the Guidance programme and careful preparation and follow-up will take place.

The value of work experience is that

1. It gives pupils an opportunity to get first-hand experience of typical working conditions in a shop, factory, office or other place of work.
2. It gives pupils a chance to find out about particular jobs and careers by working alongside people who are doing these jobs.
3. Pupils can meet and talk to people who are working for their living, and they can ask them direct questions about their jobs.
4. It helps pupils find out something about their own skills, talents and interests.
5. It helps pupils to see the links between the subjects they are studying at school and the skills they will need in working life.
6. It gives them responsibility. They are out on their own. They are expected to be punctual, independent and helpful to others.
7. It helps pupils to understand why industry, commerce and business are important for the welfare of the country.

Dear Employer,

Thank you for accepting _____ as a Work Experience placement.

Work Experience is part of the career education programme at this College. The insurance policy held by the school indemnifies the College automatically against their liability for the participation of students in the Work Experience Programme where the work is of a clerical, office or administrative nature. If the work is likely to contain a manual element then prior approval is required from our insurers. (Please see attached sheet)

In the case of employers who provide opportunities for work experience for our students, they are normally indemnified by their own insurance policies. Our experience in the past has been that insurers make no additional charge for providing cover for such students. However, if an additional charge is levied, the College will reimburse the employer.

Should you require any further information, please contact Mr D. Shaw, Work Experience Coordinator.

_____ Detach and return to College _____
(PLEASE USE CAPITAL LETTERS)
CONFIRMATION OF WORK EXPERIENCE PLACEMENT

I/ we have agreed to a placement for _____

for _____ days from _____ to _____.

He / she will be engaged in the following duties (headings will suffice)

Signed _____ Date _____

On behalf of

_____ (company name)

Telephone _____

Please return to College marking for the attention of Mr D. Shaw, Work Experience Coordinator.