

Employer Information *Work Experience*

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98% of UK
business leaders
**value the importance
of work experience and
would like to see it as a
compulsory element
within education**

Opinion Matters
November 2017

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CSW Enterprise works in partnership with a range of education providers and businesses. We support young people to raise their aspirations and access opportunities to create the workforce of tomorrow. We deliver a range of exciting and innovative activities aimed at young people with the support of the business community.

CSW Enterprise has over 10 years of professional experience. We deliver 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 gain an understanding of the workplace, improve their employability skills, and develop a positive “can-do” attitude. This will enable them to make the transition between education and employment.

Reasons to offer work experience

Provide a much needed opportunity

Young people are looking for a chance to shine in a very challenging environment. By offering a work placement you'll be giving a young person an experience that could dramatically improve their employability skills. The Department for Education (DfE) have recently stated the importance of students having first-hand experiences of the workplace and identified this in the DfE Careers Strategy December 2017.

Building a positive profile for your business

Developing relationships with schools and becoming active in the community helps build a positive image for your business and can raise its profile in the local area.

It's an opportunity to learn

Offering a work placement can help you. It offers your business an insight from a young person's perspective, for example; on providing feedback on your social media presence and helping your staff gain more from the technology available to them.

You might spot a potential future employee

There aren't many better ways to find your latest recruit or a future apprentice than to have a good look at them in the workplace whilst they are on work experience.

Pass on your experience

You have a collection of valuable first-hand experiences, about work, business, life... Who better to tutor the next generation than you? It is an opportunity for you to shape the workforce of the future.

“ Marks & Spencer are passionate about getting young people into the retail environment, even if they don't want to stay in retail, the experience of a working environment is priceless.

Rosalind Brok
Plan A Champion,
Marks & Spencer

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What should you think about before offering a placement?

CSW Enterprise is here to help you plan and manage successful work experience placements that work for you and the young person.

Keep it simple

Work Experience is all about developing important work skills and behaviours that young people will require.

- Make sure the young person knows what is expected of them prior to the placement, e.g. when to turn up, who to report to, what to wear and the hours they will be working.
- Provide a clear induction on the first day, introduce everyone and include an overview of the company. Don't forget to explain where everything is and the simple things like what to do for lunch.
- Prepare a variety of tasks for them that are achievable, enabling them to understand the role and the business. You want the young person to leave with a sense of achievement and an insight into the world of work.
- Make the young person feel part of the team as this improves their communication skills and shows them the importance of team work within the workplace.
- Customer service provides a great opportunity for young people to learn important communication skills that are required in the workplace.

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Cosmic is a very keen advocate of work experience and the value it gives to both student and employer. We have benefited in many ways over the years from our investment and engagement in work experience. We have attracted new young talent to the full-time, permanent staff team in a journey which started with work experience.

Julie Hawker,
Chief Executive
of Cosmic

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Legal requirements

Under Health & Safety law young people on work experience are your employees and you must ensure, so far as reasonably practicable, their health and safety. Offering work experience should be straight forward. CSW Enterprise will be able to discuss any concerns you may have in order to ensure that everything is in place to support a young person. More information can be found at: www.hse.gov.uk/youngpeople/workexperience/index.htm

Employers Liability Insurance (ELI) – Young people are classed as employees for the period of work experience and so every business needs to hold a valid ELI. Please inform your insurance company that you are providing work experience placements.

Risk assessments – If you do not currently employ a young person you may need to review and adapt your risk assessments to account for their age. CSW Enterprise can signpost you to useful information and guidance.

Supervision – Provide a point of contact for the young person so they are aware of who is responsible for them, who they report to, and who to contact in case of an emergency.

Criminal record checks - The Disclosure and Barring Service (DBS) is responsible for processing requests for criminal record checks in England and Wales. Their purpose is to prevent unsuitable people from working with vulnerable groups, including children.

There is no legal requirement to do a Disclosure and Barring Service (DBS) check on any adult working with young people on work experience. However, in the interests of safeguarding young people, there are some situations where CSW would recommend a DBS check to the school. It is then their responsibility to consider if they feel a DBS check is necessary.



So what can a young person do on placement?

Trying to think about what a young person can do on placement can sometimes feel a bit daunting. Putting a little planning in place, prior to the start of the work experience, will go a long way to ensure the placement is a success for you and the young person. Think about team meetings, a mini project, or reviewing your social media presence. CSW Enterprise is always willing to help with work experience planning. Just ask! We have guidance and ideas that can make this process simple.

FAQ

What happens if a young person falls ill at work?

If a young person becomes ill you should contact their school and parents to inform them, and arrange for the young person to be collected. If the situation is more serious then call for medical help, then inform parents and school.

Are young people visited by their teachers?

It is good practice that a member of school staff telephones or visit the workplace while a young person is on placement. They should arrange a suitable time prior to their visit.

Do young people need to have additional breaks to regular staff?

The number of breaks a young person has is determined by their age and the working time directive. They will be new to work so we would suggest that they are given regular breaks fitted around their tasks and schedule.

What happens if a young person doesn't show up for work experience?

If a young person fails to show up at the arranged time, without any contact, please notify the school. They will then attempt to find the student and report back to you about the situation.

What do I do if a young person does something inappropriate at work?

If there are any behavioural/conduct issues you should report them to the school. The young person is classed as an employee for the duration of the work experience and so is required to adhere to your rules.



What if a young person is inappropriately dressed?

If you have any problems with a young person's clothes please contact their school. It is always good to explain your business' dress code to them before they start the placement.

Who is legally responsible for the young person while they are on work experience?

You will be responsible for them while they are at work, like any other employee, and if they travel during work time for the purposes of the placement. Travel to and from the workplace and lunch breaks will be the responsibility of the young person.

Does a young person get paid?

They are not allowed to be paid for work experience if it is part of their school curriculum as they are under school leaving age. However, if you wish to reimburse them for reasonable expenses or send them off with a small gift of appreciation that is fine.

How long is a work placement?

Typically 1 or 2 weeks. Some young people benefit from 1 or 2 days a week over a longer period. But this will be discussed with you when a placement is requested.



If you would like to receive more information then please contact us:

Minerva House, Pynes Hill, Rydon Lane, Exeter, Devon EX2 5JL Tel: 01392 215501

25a High Street, Melksham, Wiltshire SN12 6JY Tel: 01225 707817

E-mail: workexperience@cswgroup.co.uk

cswgroup.co.uk

