

This leaflet has been produced by
Sandwell Education Business Partnership

Tel: 0121 569 2350 · Fax: 0121 569 2375

Work Based Learning Team
Sandwell Education Business Partnership
Sandwell Council House
PO BOX 2374
Freeth Street
Oldbury
West Midlands
B69 3DE

Guide for
Employers

Sandwell
PARTNERSHIP
EDUCATION BUSINESS

WORK

EXPERIENCE

We recommend you to obtain the above, which is available, free of charge from:

DFES 'GUIDE FOR EMPLOYERS'

DFES Publications
P.O. Box 5050
Sherwood Park
Annesley
Nottingham
NG15 0DJ

Tel: 0845 602 2260
Fax: 0845 603 3360

Email: dfes@prologistics.co.uk

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CONTACT

Fiona Stone
Chris Guest

WORK EXPERIENCE HELPS...

Pupil

- Understand the world of work.
- Experience an adult environment outside school.
- Increase knowledge of particular jobs or careers.
- Develop skills and talents (e.g. social / communication).
- Increase their confidence and self esteem.
- Give them an insight into the organisation they are placed with.

- Understand the relevance of school work (in some cases it can also help with particular projects).

Employer

- Promote their goods and services within the community.
- Provide development opportunities for their staff
- Develop recruitment procedures and opportunities.
- Promote their business to future customers.

HOW TO ENSURE QUALITY WORK EXPERIENCE

Ask for an application form from the pupil, supported by the school.

Ensure the pupil pays you a visit before they start their placement.

Brief the pupil, and relevant staff, particularly with regard to Health and Safety Issues.

Ensure the pupil is to work suitable hours with adequate breaks and appropriate lunch arrangements

Plan a written programme of work for the placement period, with agreed objectives.

See that the pupil has a proper induction and knows who they need to report to.

Monitor pupil progress against the agreed objectives, especially when they are visited by a member of the school staff.

Contact the school if there are any problems.

Allow the pupil to show you their completed logbook or diary and advise if necessary.

Complete the employer section of the pupil's logbook.

Review the placement, with reference to the objectives and feed back useful ideas to the school.

You may be asked to provide a reference for their Progress File or future applications.