

Students are advised to arrange an informal preplacement interview when they will be able to tell you of any specific interests or objectives they may have and also to help them feel more at ease when they arrive for work experience.

- **Will taking students on work experience add to my insurance premium?** Students on placement should generally be covered by your Employer's Liability Insurance at no additional cost, providing you have notified your insurance company about the dates of the placement in advance. Infrequently some insurance brokers in the UK have charged a nominal amount but this has never been known to happen in Guernsey.

- **Will there be a lot of work/paperwork involved?** All placement providers have to be checked for health and safety, insurance needs to be checked, a "job description" created and an agreement between the employer and Education Department signed (letter of understanding). The GWEx staff are very aware of how valuable your time is and endeavour to be as efficient with this necessary bureaucracy as possible.

- **What about child protection?** In most cases where students are working with a number of adults on a block work experience police checks will not be necessary, although questions may be asked at the initial visit about staff policies regarding declarations for staff working with children. If a worker is likely to spend long periods alone with a student an enhanced police check will be requested (this is currently free of charge). Note: students working with vulnerable people/ children have to be police checked too.

- **What happens if my company has busy periods when we would not be able to take students?** Any help you can give is invaluable. If you have regular busy periods a note will be made and kept on the database to avoid these times. If GWEx call you and it is holiday time with several staff away, we will understand and move on to the next employer on the list. Remember, if you can only take one student in a year it still helps!

- **Won't health and safety restrict what students can do?** The agreed tasks a student can do must take into account health and safety measures for

inexperienced young people and these can sometimes appear restrictive. It may be more appropriate for students to observe and have processes explained to him/her so they can still gain an understanding of the work involved.

- **What about risk assessments?** It is the employer's responsibility to assess the risks involved in the agreed duties. This will be discussed during the initial GWEx visit and updated in subsequent revisits. The frequency of revisits will depend on the placement's risks of either high, medium or low risk which will then require revisits after 1, 2 or 4 years. The process is to ensure that the main hazards of the workplace and the tasks are identified before the placement takes place and that the safety of the young person is assured.

A Successful Placement Starts with a Well Structured First Day

Students on work experience are expected to meet basic employment requirements such as good punctuality, attendance and appearance.

Employers should aim to give an induction to include:

- A tour of the premises, including toilets, staff room/ kitchen for drinks, fire procedures and any other health and safety considerations highlighting any restricted or potentially dangerous areas.
- An introduction to the team he/she will be working with including who is to be the supervisor.
- Advice on specific requirements such as mobile phone use.
- An overview of the company, the work involved and aims and objectives.
- Some employers find that a 'mixed' placement works well where a student spends a little time in each department thus gaining an insight into the company. However some companies may have multiple tasks to occupy the student within one department, there is no right or wrong, it is up to the employer.

Some important facts

- At 14-16 there are some areas of work that students are not able to work in. Work experience is about experiencing the workplace, not necessarily job sampling for a future career. Many skills learnt at work are transferable across all industries.
- Work experience is part of education and therefore UNPAID.
- Students should not work with a close family member (unless the company is large).
- All placements MUST HAVE Employer Liability and Public Liability Insurance.
- All employers must sign a work experience agreement with the Education Department.
- Students who successfully complete their work experience will receive a certificate which can be added to their Record of Achievement folders.

Tips for successful Work experience

- Inform your insurers that you are taking a student for work experience.
- Meet the young person before the placement starts.
- Identify a supervisor/mentor.
- Plan an induction programme that includes health, safety and conditions at work.
- Agree suitable work tasks.
- Review progress during the placement.
- Provide feedback to the school/ college.
- Contact the school if there is a problem, query or non attendance.
- Complete and return the yellow employer report form.

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Guernsey Work Experience

Information for Employers



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GuernseyWorkExperience Careers Service, PO Box 32
Grange Road, St Peter Port, GY1 3AU
Tel: 733044 / 733054 or consult WexBox on www.careers.gg

What is Work Experience?

Work experience is an organised educational activity that forms part of the Guernsey statutory curriculum. Whilst on an employer's premises students are expected to carry out a range of tasks or duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience.

- An opportunity for students in year 10 or 11 to experience a working environment.
- Learning about different jobs within a company.
- A chance to gain an insight into the local economy and labour market.
- An ability to ask questions and therefore make informed decisions about their future e.g. whether they will need further qualifications, an apprenticeship or university qualifications to do a particular job.
- Relating school work to the workplace.
- Gaining confidence in own abilities.
- Developing and practising a range of new skills.
- Working as part of a team and being treated as an adult.
- Performing real, meaningful tasks.

Why is it important?

Schools and colleges are working hard to prepare students for the world of work but they require help from employers to do it fully.

Employability, enterprise, key skills and lifelong learning are words that are becoming increasingly familiar and links between Education and Business need to become stronger to address these needs.

What does it involve?

- **Where.** Students choose from WexBox on the www.careers.gg website. There are over 800 employers to choose from but some are more popular than others therefore students generally have to make 6 choices.
- **Length of time.** Most students will go out for one week at one placement.
- **Additional Work Experience.** Some schools offer extended work experience to students following vocational studies or an alternative curriculum where a student will spend one day (or part of a day) per week or more with an employer for a term.
- **Preparation.** Students are prepared for work experience by their teachers many weeks before on all aspects of the world of work, including health and safety.
- **Interview.** Students are encouraged to arrange an informal interview before going on work experience and some schools practice interview techniques, therefore this can be a valuable learning experience for them. All students should phone the employer to check first day arrangements.
- **Health, Safety & Welfare.** All placements are vetted before work experience to ensure student's health, safety and welfare whilst on work experience. This is a requirement of the Guernsey Education Department.
- **Monitoring.** All students will be visited by a teacher during work experience to monitor their progress and happiness. During work experience students are treated as any other employee with the company, including insurance cover should an accident occur.
- **Follow up.** All students will be given a diary to record their experiences throughout the week. Some

employers will give students projects to carry out and some will allow students to bring home items they have created. Once back at school students are encouraged to write thank you letters to the employers and then produce reports or presentations on their experiences.

What are the benefits to employers



- **Influencing the quality of future employees:** Employers can begin preparing young people coming onto the labour market. The focus is on Key Skill development.
- **Development of recruitment channels:** Building links with local schools can help attract school leavers into jobs and can reduce recruitment cost.
- **Influencing career choices:** Many employers have found that work experience placements are the ideal way of raising the profile of career opportunities within their organisation and in some cases of dispelling unwarranted stereotyped views.
- **Raising the community profile:** Many employers attach importance to raising their profile in the community. Work experience placements provide a valuable means of creating a positive image amongst young people, teachers, parents and employees.
- **Creation of development opportunities:** The process of policy development, planning, implementation, monitoring and evaluation of work experience programmes gives scope for employees to develop their management and coaching skills and widen their experience.
- **Low cost skills development of staff:** The student's work place supervisors benefit from developing interpersonal, presentation and team

working skills. They often gain self-confidence and a sense of worth through their contribution to the development of a young person. Supporting work experience can provide evidence for appraisal systems.

- **Increased motivation of employees:** Companies participating in education-business link activities have found that such activities increase the motivation of their employees.
- **Reinforcing good health and safety processes:** Having to work through an induction with a young person allows the organisation to review current working practices.
- **Innovation:** Students ask questions and bring a new perspective to routine tasks. They often have fresh solutions, or time to research alternative approaches.
- **Real Outcomes:** Students can undertake planned projects that staff do not have time to manage.

What are Key Skills?

- **Communication** – speaking, listening, reading and writing.
- **Numeracy** – application of number.
- **Information and Communication Technology.**
- **Improving own learning and performance.**
- **Team working.**
- **Problem solving.**
- **Thinking skills** – information processing, reasoning, enquiry, creative thinking, and evaluation.

Frequently Asked Questions

- **How can we ensure the student won't be bored?** The initial visit by a GWEx member of staff will help you to identify suitable tasks for the young person based on their knowledge of other similar environments.