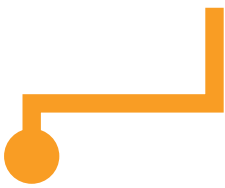


Work Experience

An introduction for parents and carers

Work experience helps young people
understand the world of work



What is work experience?

- Work experience is part of the school curriculum and consists of a one or two week work placement for students in Years 10 to 13.
- Every year over 5,000 students go on work experience across Calderdale and Kirklees.
- C&K Careers make arrangements with schools and businesses to ensure placements are as safe, enjoyable and meaningful as possible.

What does it involve?

- Students are issued with a job description outlining tasks.
- Students find out first hand about the 'world of work.'
- In schools students prepare for work experience and learn aspects of the world of work, including Health and Safety.
- Students may need to gather information and complete assignments.
- Teachers make contact during the placement to see how the student is progressing.
- On returning to school students share and learn from their experiences and should send the placement a thank you letter.

What are the benefits?

Work experience gives students the chance to:

- Find out more about the world of work and how it differs from school.
- Gain an insight into different jobs in a company and find out about the local labour market.
- Carry out meaningful tasks and learn new skills.

- Achieve in and adapt to a new environment.
- Work with and be treated as adults.
- Develop confidence and communication skills.
- Make more informed decisions about their future.

How can parents/carers help?

Demand for placements is very high. We are constantly aiming to expand our database of companies. If you know of any companies that will offer a placement, please get details and let school know.

You have an important role to play in the work experience process by

- Assisting your son or daughter with finding a placement in areas of work they're interested in. Some types of placement are harder to find and many companies prefer the student to approach them.
- Discussing what they want to do, how far to travel, how they will they get to the placement.
- Make school aware of medical or health issues then sign and return the documentation and application form 3 months prior to placement. Late applications may not be processed.
- Sign and return the job description form to school/college.
- Take an interest in your child's placement and offer support with any project work. Ask to see any workbook or diary.
- Report any difficulties or problems experienced during the placement to school.



Some important points

- Work experience is about experiencing the workplace - not about job sampling for a career. At 14-16 there are many areas of work that students are not allowed to work in.
- Work experience is part of education and therefore unpaid.
- Work experience placements are checked for Health and Safety purposes. Placement providers sign a work experience agreement and must have both Public Liability and Employers' Liability Insurance.
- Employers receive no payment for taking young people on placement - it is purely goodwill.
- At the end of the placement students receive a report completed by the employer. They will also receive a work experience certificate.
- High risk placements such as garage work require safety boots, which are not provided.

We hope that this leaflet has given you an awareness of work experience. If you need further information you can contact the Work Experience Co-ordinator at your child's school or the work experience team at C&K Careers at:

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