

# Work Experience



**Opportunity Sheffield**

Supporting employers with skills and workforce development  
Helping people into employment and training



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# What is work experience?

- ▶ An opportunity to spend time in the workplace, observing and working alongside professionals in your chosen field.
- ▶ Carrying out job-specific tasks and duties in order to learn more about working life.
- ▶ A chance to get hands on experience in an area of work that relates to your studies or interests. This may help you to decide what you do, or don't want to do as a career.
- ▶ An opportunity to gain very important 'soft skills' that employers will likely want you to have such as communication skills, problem solving and teamwork. There will also be other more specific skills which vary with each role.

# How do I support my child with looking for a placement?

- If you are currently in employment, you may be able to host your child at your place of work.
- Help your child to go into local businesses and speak to a member of staff or a manager. Make sure they know to be polite and carry a few copies of their CV if they have one.
- Look online. Many employers and large businesses have online application processes for work experience students.
- Make sure they understand that work experience is not a lifelong commitment. They will only be there for a week so it does not need to be in the field that they want to have a career in.

# Employer Expectations

- ▶ Many employers will expect your child to contact them over the phone and arrange a visit before the placement starts. You may need to remind them of this.
- ▶ There may be a dress code. Often, the employer will tell your child exactly what to wear, however some will say smart casual. Make sure your child knows what this is, as many will not have heard it said before.
- ▶ If your child is unwell and unable to attend, you must ensure they let the employer know first thing in the morning. You must also notify the school of this.

# Things to be aware of

- ▶ Your child may have to travel to their placement. Try to ensure that when they arrange their placement, it is in an area that they can get to easily and safely.
- ▶ Placements are not easy to come by as your children are competing with other schools, colleges and universities. This means that to try and guarantee a spot with an employer, they should be looking for a placement as soon as possible.
- ▶ Employers are responsible for your child and will have put a lot of planning and thought into having them on their premises. This means that they need to behave in a safe and responsible way to ensure that they can remain with the employer for the entire work experience period.

# Work experience logbook

- Before your children go out on work experience, they will be given a logbook which contains tasks for them to complete.
- They should familiarise themselves with this, as it will be used to keep track of their progress on work experience. Employers may also enter feedback into it.
- This logbook may be useful in the future when they are going for an interview for college, sixth form, or an apprenticeship. Positive feedback from their employer during work experience will work in their favour.

# Self placement forms

- Your children will be provided with self-placement forms by their teachers. The information on these is vitally important so that Sheffield City Council get all the correct details for the placement.
- You will need to fill in a section giving your consent to your child taking part in work experience.
- The employer that your child finds will need to fill in information about their company, the role, and their Employer's Liability Insurance.
- These forms should be returned to school. The deadline for this is December the 15<sup>th</sup> 2023.

# Risk management

- All placements will be checked and risk assessed by Sheffield City Council. This is to ensure that the business has the correct procedures in place to protect your child.
- If a placement is deemed unsafe, your child will not be allowed to attend. This is rare but non-negotiable, and the school will be told that the child must find a new placement.





Thank you!