

WORK EXPERIENCE - INFORMATION FOR EMPLOYERS

RECEPTION AND SUPERVISION

As with any new junior employee, it is important that someone in the company is made responsible for meeting the student on arrival, introducing him/her to fellow workers, explaining the company and products etc, and generally supervising activities during the placement. The same person might also provide contact with the school and complete any necessary report on the student concerned.

- The student needs to be briefed on workplace hazards, safety precautions and emergency procedures.
- The student needs to be introduced to the supervisor and other work colleagues.
- The employer should clearly explain what is expected of the student and listen to the student's expectations. • There should be clear instructions as to what is to be done and who should be consulted if in doubt.

PERSONAL AND SOCIAL DEVELOPMENT

All students should have the opportunity to:

- Develop self-confidence
- Accept responsibility
- Develop communication skills
- Make appropriate working relationships

KNOWLEDGE AND UNDERSTANDING OF THE WORLD OF WORK

All students should have the opportunity to:

- Experience a working environment and recognise its disciplines
- Discover the similarities and differences between school and work
- Conform to health, safety and fire regulations.

DURING THE PLACEMENT

Once the student appears competent in the basic tasks it would be useful if he/she could be given the opportunity to do more responsible tasks where this is appropriate to the needs of the organisation and the student's abilities. A teacher will make a telephone call to assess progress. Any inappropriate behaviour or absence should be reported directly to the school or discussed with the teacher.

AT THE END OF THE PLACEMENT

It would be most helpful if the employer/supervisor could discuss the experience with the student. In order that we can continually improve the Work Experience Scheme we welcome your comments and feedback and will hope to secure your willingness to offer placements in the future.

PAYMENT

As Work Experience is part of the student's education, employers should make no payment to the student. There is, however, no objection to companies assisting with the costs of fares to and from work, mid-day meals, or any other incidental expenses. Students should not expect payment and must not ask for it.

INSURANCE

Students will be covered by existing Employers' Liability insurance.