

## WORK EXPERIENCE

### INFORMATION FOR PARENTS

#### WHAT IS WORK EXPERIENCE?

Work experience will provide your son/daughter with an introduction in to the world of work through undertaking a work placement on employer premises, carrying out tasks or duties in the role of an employee and learn valuable work skills such as punctuality, communication, commitment and team work.

Prior to work experience your son/daughter will receive the correct preparation regarding how to find their own placement, being interviewed, travel, arriving, working, lunchtime arrangements, health and safety etc.

Our Futures Ltd are working in partnership with your son/daughters School and in line with HSE guidelines we will check that employers have up to date Employers Liability Insurance at the time of the placement, brief them on work experience and best practice, and undertake health & safety appraisals where necessary to ensure the health, safety and welfare of students.

While on placement students should be monitored by a member of school staff so that they can check attendance and progress.

#### WHY IS WORK EXPERIENCE IMPORTANT?

Work experience is an opportunity for young people to experience working life while they are still in school. It provides your child a chance to...

- Work with adults as part of a team
- Practice their skills and develop new skills
- Learn the importance of transferable skills
- Gain confidence in their abilities
- Apply their school-work to the workplace
- Think more clearly about their future working life

There are 6 key skills that have been identified and it is hoped that each young person will have the opportunity to develop them.

#### Communication

Listening, speaking clearly, asking and responding to questions, discussing, using the telephone, reading and responding to written material, producing written materials, including the use of diagrams.

#### Application of Number

Using numbers, collecting and recording data, interpreting and presenting data, handling money accurately, measuring, and estimating.

#### Information Technology

Using photocopiers / scanners, using computers to search, select, explore and prepare information, processing, developing and presenting relevant information.

#### Working with Others

Getting along with others, working in a team, taking responsibility, working co-operatively with colleagues.

#### Improving Own Learning & Performance

Target setting, action planning, manage time, learn from others, working to a planned programme, developing confidence, reviewing and evaluating progress.

## Problem Solving

Recognising and describing problems, seeking the right information, making decisions, selecting and carrying out appropriate solutions.

In a sense, work experience is the whole reason your child has been attending full-time education – to prepare for adult working life.

## WHAT CAN I DO TO HELP MY CHILD?

### Please...

- Help them to understand the goodwill, time and effort that their employer is contributing.
- Advise the school of any factors that might affect their work placement.
- Help your child find their own placement by the deadline school have given.
- Sign and return all paperwork promptly.
- Ensure your child introduces themselves to their employer (by phone or visiting) 4 weeks before they go on placement. Failure to do so may result in the loss of the placement and an alternative may not be possible, if there are problems making contact with the employer please inform school immediately and not the week before your child is due out as this will leave little time to sort out any issues.
- Ensure they attend their placement every day and arrive on time.
- Ensure that your child notifies both the school and the employer if they are unable to attend for any reason.
- Inform the school of any difficulties experienced during the placement.
- Encourage your child to have a positive approach to the placement even if it is not related to the career-goal they have in mind at the moment.

## THINGS YOU NEED TO KNOW

Your son/daughters school will have or will be issuing details relating to a Consent Form that you will be required to fully complete, the Self-Placement process and a Guide to finding a Self-placement. There are deadlines to have paperwork returned to school and this is to allow enough time for placements to be processed (please bear in mind there are thousands of students taking part in the work experience programme).

Please note that placements found outside of Greater Manchester may not be able to take place if a Health & Safety appraisal cannot be secured with a partner organisation. Please also note that partner organisations charge for information and this cost may be passed on to parents/carers only after confirmation you are happy to proceed, once Our Futures receive placement information from the partner organisation the charge will stand if the placement is cancelled for any reason (this is because all the work has been done in advance).

If you have any questions please do not hesitate to contact the school Work Experience Coordinator who will be happy to assist you.