

An Introduction to Work Experience Information for Students & Parents/Guardians

Learning to Work organises work experience for around 3000 students in schools and colleges.

Work experience is a chance for students to practise key skills that they are learning in school or college and to develop personal skills and qualities that today's employers are looking for in the workforce of tomorrow.

In a recent survey carried out with local employers, the top 3 qualities that companies said they wanted in their workforce were a 'can do' attitude, self-motivation and good communication skills. Initiative, timekeeping and business awareness all made an appearance. All of these are qualities that can be enhanced by a positive work experience placement.

The cost of a private placement is £60.00, this includes:-

- Student application process
- Students telephone interview
- One week's work experience placement sourced by Learning to Work within the local area
- Company visited to complete a Health and Safety/Risk assessment of placement
- Confirmation letter sent to the business
- Students provided with placement information sheet

The Application Form:

Please ensure all sections of the application form are completed in full; please give as much information as is relevant. A section of the form is about travel areas and arrangements; please consider the further you can travel the more opportunities will become available to you. We would encourage students, parents, guardians to complete the application form together.

Own Placements:

If you have already approached a company who have offered you a placement we can visit them on your behalf to complete the relevant Health and Safety checks and Job Description. If this is the case then please also fully complete the Own Placement form and return along with your Application Form.

The work experience process:

- You will be asked to complete the work experience application form.
- Once the application form has been received we will contact you to conduct a telephone interview. This is a chance for a member of the Learning to Work team to go over the application form and to discuss your likes, dislikes and travel arrangements.
- Learning to Work will then contact companies to find you a suitable placement matched as close as possible to the type of placements you require.
- Learning to work carries out pre employment health & safety checks on all placements.
- We will send letters of confirmation to the employer/company.
- You will receive full details of your placement from Learning to Work
- Parents/Guardians will be issued a parental consent form to complete and return to us before the placement can take place.
- You **MUST** telephone the organisation you have been placed with in the weeks leading up to your work experience. This is a chance for you to introduce yourself, confirm the placement and arrange pre placement interviews where necessary.