

Employer involvement in Work Experience

Work Experience Co-ordinators have an important role in enabling parent(s)/carer(s) to understand the involvement of employers in work experience

Employers involved in work experience must agree:

- to work with the learner's teachers and any agency involved to provide appropriate activities and support the learner's education wherever possible;
- to follow health and safety procedures as required by the law;
- to provide equal treatment for learners in line with Equal Opportunities legislation;
- to provide appropriate insurance cover;
- to provide an assessment of risk and identified control measures for the activities carried out as part of the placement;
- To carry out their duty of care for the learner with appropriate and adequate supervision and training.

Employer expectations of schools

- he/she receives sufficient information about the learner to inform the assessment(s) of risks the learner presents;
- a minimum of paperwork, which is clear, concise and follows a similar format;
- that learners should have identified learning targets to help the employer plan suitable tasks (learners also need to be flexible if the tasks present different learning possibilities);
- to get some feedback from home learning base/schools;
- an agreed visit(s)/ telephone call(s) by the Tutor/Teacher from home learning base/school;
- that learners, prior to the placement, should have been taught and/or briefed **by the home learning base/school**, about:
 - health and safety issues relating to their placement;
 - sickness or accident reporting;
 - reporting concerns to their supervisor;
 - appropriate dress;
 - timekeeping;
 - appropriate speech and conduct;

- any tasks to complete on placement;
- Completion of the log book or diary.