

# Work Experience

## A Guide for Employers

How can you help prepare the next generation of employees for work?



CEBP provides a centralised brokering and management service, working with schools, colleges, business and industry developing appropriate work experience for young people.

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### What is work experience?

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### How does CEBP manage work experience?

Schools and colleges wishing to ensure quality work experience placements for their students enter into a Service Level Agreement with CEBP and are given access to CEBP's bespoke 'online' management system. Most students find their 'Own Placement' whilst others benefit from CEBP's centralised allocation of placements. In order to meet students' requests, their requirements are processed and matched against a well maintained database of over 4,000 employers.

### What is the support for employers?

CEBP offers ongoing support to local employers through personal contact. We give guidance on Health & Safety, Risk Assessment, Job Description and any legal requirements, including Child Protection. A team of pre-placement officers supports this function.

### How are students prepared?

Students are thoroughly briefed on the purpose and value of work experience. They are given resources and advice through the school and CEBP. Most students visit the employer prior to the start date for a brief interview.

### Will a teacher make contact?

In general, a member of staff from the school / college will visit the student whilst on placement and meet with their supervisor

at a pre-arranged time. The student's performance is then discussed and documented.

### Who can offer work experience placements?

Any employer, large or small, can host a work experience placement, so long as the company has Employer's Liability insurance. A willingness to offer a young person relevant and useful experience and the commitment to support them through the placement is also necessary.

### What kind of work should be on offer?

Students need to be able to carry out a range of tasks or duties, more or less as an employee would, but with an emphasis on the learning aspects of the experience.

### Which students go on work experience?

Nearly all students, including those with special needs, in the last two years of compulsory education are offered the opportunity to undertake a 2 week work experience placement. Some Pre and Post-16 students e.g. on Young Apprenticeship and Diploma courses seek extended work experience and more flexible arrangements to suit the employer.

### Benefits for employers

- Opportunity for persona and staff development
- Raised company profile in the community
- Knowledge of current education / qualifications
- Chance to identify real talent for your industry
- Review of recruitment procedures / practices
- Knowing you are making a difference

**If you would like to get involved, please contact the work experience team... we are here to help!**



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