

# Work Experience

## A Guide for Parents

How can you help your son or daughter prepare for successful work experience?



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

Each work experience programme managed by CEBP meets the national quality standards, in the form of block or extended placements. Whilst on placement a student is given suitable tasks meeting an agreed job description, developing their employability skills.

### 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.

### 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.

### How can I help my son or daughter prepare for work experience placement?

Most employers expect students to complete an application form or a letter and apply with a written CV. You can support your son or daughter in the preparation for their application by checking their work and giving them guidance on the content, format and layout. There is plenty of current information and guidance to help students in this process, through for example, CEBP's Work-related Learning Student Handbook and our online WebView programme. (Only students whose school or college works through CEBP to manage their work experience programme will have access to the latter.) Public libraries, the web and careers services providers generally, will provide further resources.

### How can students find their 'Own Placement'?

This is where parents can really help..... through their network of friends, employers, neighbours etc. Encourage your son or daughter to make formal approaches to contacts that you have, ensuring that the proposed placement will be suitable and relevant to their course requirements. Spend time

discussing placement possibilities, travel arrangements etc. We recommend that you view CEBP's on line system together at home, if you have access to the internet. Every student will be given their own discreet PIN. Advice from employers however is that they do require the student and **not the parent** to apply and make the required phone calls. It is important that we encourage the development of effective communication skills in young people through this process.

### How can parents and carers support students whilst on work experience?

Enjoying work experience is really important to a young person. It will develop their confidence and motivation for future career success. A positive outcome from work experience will ensure a much needed employer reference for the future. Students should be encouraged by parents to ensure good time-keeping and to present themselves well. Remember they need to be prepared to do basic tasks and complete the placement programme.

### What do I do if my son or daughter is unable to attend their placement?

If your son or daughter is unwell or unable to attend for any other reason, please notify the employer by telephone immediately. The school or college should also be contacted and informed. This satisfies 'duty of care' requirements. Remember the following:

- If for any reason your son or daughter is unhappy about his or her placement experience please discuss the issues and reasons first and if you feel it is justified contact the co-ordinator at the school or college to discuss next steps.
- Be prepared for your son or daughter to be tired during work experiences, as generally speaking the working day is longer than they are used to.
- At the end of their placement ensure that your son or daughter shows their appreciation of the employer's time by perhaps sending a thank you card or letter: employers really do appreciate it!

**Contact the work experience team... we are here to help!**



## Croydon Education Business Partnership

Croydon Education Business Partnership  
4<sup>th</sup> Floor, Surrey House, Scarbrook Road  
Croydon CR0 1SQ

Tel: 020 8395 5553 Fax: 020 8395 3202

Email: [info@croydon-ebp.co.uk](mailto:info@croydon-ebp.co.uk)

WEBVIEW: <http://croydon.learnaboutwork.org/>