

How can parents/carers help

You have an important role to play in the work experience process by

- Assisting your son or daughter with finding a placement in areas of work they're interested in. Some types of placement are harder to find.
- Discussing issues about what they want to do, how far to travel, how they will they get to the placement.
- Add any relevant comments on medical or health issues then sign and return the work experience application form promptly – unsigned applications cannot be processed.
- Sign and return the job description form promptly.
- Report any difficulties or problems experienced during the placement.
- Take an interest in your child's placement and offer support with any project work. Ask to see the workbook or diary.

We hope that this leaflet has put you in the picture about work experience. If you need further information you can contact the Work Experience co-ordinator at your child's school or the work experience team at C&K Careers at:

Calderdale & Kirklees Careers
Work Experience Team
78 John William Street
Huddersfield
HD1 1EH
T: 01484 226700
F: 01484 226733
E: work.experience@ckcareers.org.uk
Minicom: 01484 226802



Work Experience

An introduction for parents and carers

*Work experience helps young people understand
the world of work*

Calderdale & Kirklees
Careers

What is work experience?

- Work experience is part of the school curriculum and consists of a one or two week work placement for students in Years 10 and 11.
- Every year over 7,000 students go on work experience across Calderdale and Kirklees.
- Many local companies offer placements for students.
- At Calderdale & Kirklees Careers we sort out arrangements with schools and businesses to ensure the placement is as safe, enjoyable and meaningful as possible.

What does it involve?

- Students find out first hand about the 'world of work.'
- In schools students prepare for work experience and learn aspects of the world of work, including Health and Safety.
- Students usually attend with a diary or workbook. They may need to gather information and complete short assignments.
- Teachers will pay a brief visit during the placement to see how the student is progressing.
- Debriefing happens on return to school where students share and learn from experience and should send the placement a thank you letter.

What's in it for students?

Work experience gives them the chance to:

- Find out more about the world of work and how it differs from school.
- Gain an insight into different jobs in a company.
- Find out about the local economy, the local labour market and company structures.

- Carry out real, meaningful tasks and learn new skills.
- Achieve in and adapt to a new environment.
- Work with and be treated as adults.
- Develop confidence and communication skills.
- Make more informed decisions about their future.

Some important facts

- Work Experience is co-ordinated by Calderdale & Kirklees Careers – Work Experience Department.
- Work experience is about experiencing the workplace – not about job sampling for a career. At 14-16 there are many areas of work that students are not allowed to work in.
- Work experience is part of education and therefore UNPAID.
- Work experience placements are checked for Health and Safety purposes and companies sign a work experience agreement.
- All placement providers must have Public Liability and Employers' Liability Insurance.
- Employers receive no payment for taking young people on placement – it is purely goodwill.
- At the end of the placement your son or daughter should receive a report completed by the employer. They will also receive a work experience certificate from us. Both can be included in a progress portfolio.
- We are constantly aiming to expand our database of companies. If you know of any local companies that would offer your son or daughter a placement, please get details and let school know.
- High risk placements such as garage work require safety boots, which are not provided.