

employer's decision to take others in the future.

- **Job Description.** Check to see whether steel toe capped boots are required. These need to be collected from the Careers Service in advance and will require a £10 deposit. (Check whether your child's school provides them first)

- **Dress.** Read whether particular dress is needed, generally "officesmart" can be covered by wearing school trousers, shirt and tie for boys and smart dress for girls.

- **Blue parent form.** Please sign and return this promptly as without your signature students will not be allowed to go on work experience.

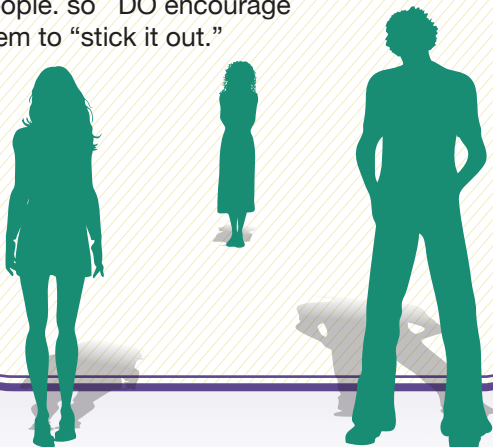
- **Medical.** Do declare any medical conditions your son or daughter may have as this is for their safety.

- **Problems.** Contact the school or Guernsey Work Experience if your son/daughter is unhappy with anything while on work experience.

- **Punctuality.** Make sure the student attends the placement regularly and gets there on time.

- **Illness.** Contact the employer and school to let them know if your son/daughter is unwell and unable to attend.

- **Talk.** Discuss the placement each night and encourage the student to complete the work experience diary. Work experience can be intimidating but students often find by the end of the week they have relaxed and got to know people, so DO encourage them to "stick it out."



For more Information Contact..

GuernseyWorkExperience

Careers Service
PO Box 32
Grange Road
St Peter Port
GY1 3AU

Tel: 733044 / 733054
or consult **WexBox** on
www.careers.gg



Working with the next generation



Guernsey Work Experience

Information for Parents/Guardians



Working with the next generation

What is Work Experience?

- An opportunity for students in year 10 or 11 to experience a working environment.
- Learning about different jobs within a company.
- A chance to gain an insight into the local economy and labour market.
- An ability to ask questions and therefore make informed decisions about their future e.g. whether they will need further qualifications, an apprenticeship or university qualifications to do a particular job.
- Relating school work to the workplace.
- Gaining confidence in own abilities.
- Developing and practising a range of new skills.
- Working as part of a team and being treated as an adult.
- Performing real, meaningful tasks.

What does it involve?

- **Where.** Students choose from WexBox on the www.careers.gg website. There are over 800 employers to choose from but some are more popular than others therefore students generally have to make 6 choices.
- **Length of time.** Most students will go out for one week at one placement, occasionally two different placements depending on availability.

Some schools offer extended work experience to students following vocational studies where a student will spend one day (or part of a day) per week with an employer for a term.

- **Preparation.** Students are prepared for work experience by their teachers many weeks before on all aspects of the world of work, including health and safety.
- **Interview.** Most placements request an informal interview before the student starts (this does not require a brand new suit!) smart casual or school uniform is all that is required. All students should phone the employer to check first day arrangements.
- **Health, Safety & Welfare.** All placements are vetted before work experience to ensure student's health, safety and welfare whilst on work experience.
- **Monitoring.** All students will be visited by a teacher during work experience to monitor their progress and happiness.
- **Insurance.** During work experience students are treated as any other employee with the company including. Insurance cover should an accident occur.
- **Follow up.** All students will be given a diary to record their experiences throughout work experience. Some employers will give students projects to carry out and some will allow students to bring home items they have created. Once back at school students are encouraged to write thank you letters to the employers and then write reports on their experiences.

Some important facts

- At 14-16 there are some areas of work that students are not able to work in. Work experience is about experiencing the workplace, not necessarily job sampling for a future career. Many skills learnt at work are transferable across all industries.
- Work experience is part of education and therefore UNPAID.
- Students should not work with a close family member (unless the company is large).
- All placements MUST HAVE Employer Liability and Public Liability Insurance.
- All employers have signed a work experience agreement with the Education Department.
- Employers are not paid for taking students, it is purely goodwill.
- Students who successfully complete their work experience will receive a certificate which can be added to their Record of Achievement folders.

How Parents/Guardians Can Help

- **Practicalities.** Discuss things like transport - can students easily get to their chosen placements.
- **Behaviour.** Help students to understand that employers have provided this opportunity out of goodwill. One student's behaviour can affect an

