

## Making work experience a success

A successful placement relies upon an effective partnership between an employer, HCS, the school and the student.

### HCS will:

- Give you support to identify suitable opportunities and programmes of work for the young people
- Visit you to provide support in ensuring that you can offer a safe working environment
- Consult with you to plan the dates you can offer to suit the needs of your business
- Enable you to view your offers via our online booking service called Webview

### The school will:

- Ensure that students complete a programme of preparation before their placement
- Liaise with you regarding the student before the placement
- Visit or call to monitor progress of the student during the placement

### The student will:

- Attend an interview if requested before the placement
- Agree to work on tasks that you have planned and detailed on the placement description
- Monitor their progress using the HCS Work Experience Diary

### You will:

- Permit HCS staff to carry out a visit to your premises to plan the tasks and check you have safe working environment
- Plan the activities in advance
- Provide the student with a supervisor
- Give feedback on the student's progress

## How to get involved

If you would like to help shape the next generation for your industry and offer a young person the chance to have a placement with you please get in touch:

t: 01462 704917

e: [wex@herts-careers.co.uk](mailto:wex@herts-careers.co.uk)

*"Employers often comment on the lack of work readiness of today's young people and offering work experience is a chance to do something about that and help shape the workforce of the future. It's a real investment in their business, the young people are their future employees not to mention potential customers."*

*Jacquie Bamber - Work Related Learning and Enterprise Manager, HCS*



Work experience... REAL WORK, REAL LIFE



## What is work experience?

Herts Careers Services (HCS) works with employers to provide 12,500 work experience placements for young people every year.

Work experience is an opportunity for young people to learn and practise the skills needed to succeed in the business world.

They get to carry out a range of tasks or duties similar to an employee but with the focus on the learning aspect of the experience.

Employers offer school students, aged 14 to 19 years old, the opportunity to undertake unpaid placements in their premises that typically last for 1 or 2 weeks. Some students also undertake work experience for extended periods, usually in support of specific courses they are taking.

Work experience plays a key role in promoting students' personal and social development, enhancing their confidence and helping them to develop an understanding of the world of work.

## The benefits to your business

The most common benefits reported to us by our employers include:

- Influencing the quality of future employees
- Raising the profile of their industry
- Recruitment tool for apprentices, weekend and part-time staff
- Influencing career choices
- Promotion of vocational qualifications
- Raising their community profile
- Providing development opportunities for junior management and supervisors
- Increased motivation and job satisfaction for employees
- Students give a new perspective and ideas that can help the business

## The benefits for your employees

Along with the business gains employers note that their staff benefit in the following ways:

- Increased self esteem and confidence
- Enhanced motivation and a stronger sense of responsibility
- A greater sense of achievement and commitment

*"I learned loads of new skills from my placement that I hope will help me when I apply for a weekend job. I had fun, made new friends and got thinking about what I want to do for work in the future."*

*Charlotte, Year 10*

*"Having a student on a work experience placement gave us a chance to encourage creativity and offer advice and guidance to a young person who might not have considered our industry to be a viable, long term employment option. We look forward to welcoming future students in our company and portraying the benefits of our industry."*

*Lisa White, SKK Design*