

Work Experience Project

Name School

	Activity	Curriculum area	Element of framework supported	Supporting Evidence
1	<p>Run initial research project work encouraging learners to look at different businesses, how they operate, the different jobs, roles and responsibilities etc. This can be done by a combination of : visiting personnel officers from different organisations; visiting a workplace, Industry Day</p> <p>If visiting speakers used or visits to workplace need to be organised – these can be researched and arranged by groups of learners.</p> <p>This research can also include looking at local and national employment opportunities.</p>	<p>PHSE RE/citizenship – different lifestyles Humanities/History/ Geography – researching employment trends, local and national labour market, the economy – skills shortages, heritage, environment English – communication skills</p>	<p>3 – Learn about the way business operates, working roles and conditions, and rights and responsibilities in the work place</p> <p>4 – Develop awareness of the extent and diversity of local and national employment opportunities</p>	<p>Details /notes/handouts from visits, visiting speakers or Industry Day</p> <p>Statistical data in relation to local/national trends</p>
2	<p>Meet with learner to discuss work experience options, and encourage him/her to recognise and identify skills they have already acquired through: part-time work, working with younger learners, community or voluntary work, membership of youth activities (guides, scouts, music group, theatre group, etc) Identify appropriate work experience provider</p>	<p>PHSE</p>	<p>1 – Recognise, develop and apply skills for enterprise and employability</p>	<p>List of skills and qualities identified through discussion.</p> <p>Notes matching skills to different jobs.</p>
3	<p>Learner to telephone and arrange a pre work experience meeting/interview and agree dates of placement</p>	<p>English – communication skills (telephone techniques and interviewing experience)</p>	<p>1 – Recognise, develop and apply skills for enterprise and employability</p>	<p>Account of telephone conversation and feedback from interview.</p>
4	<p>In preparation for work experience, prepare and understand written materials relating to applying for a job (cv, letter of application, job description, person specification, interview checklist)</p>	<p>PHSE English – written skills</p>	<p>5 – Relate their own abilities, attributes and achievements to career intentions and make informed choices based on an understanding of the alternatives</p>	<p>Variety of job descriptions relating to different careers in different departments (accounts, personnel, sales, design, marketing, etc) CV, letter of application</p>
5	<p>Ensure employer incorporates an induction programme into the placement to enable the learner to gain an understanding of the world of work (see checklist in pack)</p>	<p>PHSE</p>	<p>3 – Learn about the way business operates, working roles and conditions and rights and responsibilities in the workplace</p>	<p>Project file – induction pack and notes, layout map, health and safety info, etc.</p>

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6	<p>Liaise with work experience provider to identify a joint project that the student(s) can do whilst with them. This can include:</p> <ul style="list-style-type: none"> • Market research (internal or external) • Data input • Setting up a new system (filing, database, stock, etc) • Relief reception work • General office – covering all aspects of e’mail, fax, post, photocopying, filing • More specific project eg design brief for talented design students <p>If a project is not possible, then suggest to the employer that the student has access to a variety of departments during the week. This will need to be supported by a question sheet prepared by school to identify the type of organisation, structure, work patterns, etc that go on to ensure learning takes place (see example attached).</p> <p>Suggested timetable for week: Monday Induction – then Reception all day Tuesday Marketing Dept Wednesday Finance Dept Thursday General office Friday Return to area of choice</p> <p>(Ensure employer is aware of the work learner has to undertake and documentation that has to be completed)</p>	PHSE English ICT	<p>6 – Undertake tasks and activities set in work contexts</p> <p>7 – Learn from contact with personnel from different employment sectors</p> <p>8 – Learn from experience (direct or indirect) of working practices and environments</p> <p>9 – Engage with ideas, challenges and applications from the business world</p>	Project file – timetable for week, details of project(s) undertaken, or, diary of experience in various departments.
7	Prepare the learner for the work experience placement by encouraging them to research the organisation they will be visiting as well as at least one competitor in the same area of business. This can be followed by presentation and discussion within small groups and can also include information relating to part-time jobs,	PHSE Citizenship	2 – Use their experience of work, including work experience and part-time jobs to extend their understanding of work	Notes from discussion of pre-work experience preparation
8	Ensure a work placement evaluation sheet is completed by the employer and that any areas for development can be fed into the student’s learning plans.	PHSE	2 – Use their experience of work, including work experience and part-time jobs to extend their understanding of work	Project file – evaluation sheet
9	Ensure learner completes a journal during and after the placement and types up account/report of experience. This helps reinforce skills needed/used in the workplace.	ICT English PHSE	2 – Use their experience of work, including work experience and part-time jobs to extend their understanding of work	Project file – journal information, key skills identified etc.