



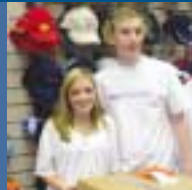
*Pathways*  
THE WEST SUSSEX  
EDUCATION BUSINESS  
PARTNERSHIP

CHICHESTER  
DISTRICT

Education Business Partnership  
WORKING TOGETHER FOR HIGHER ACHIEVEMENT

# Employers Guide to Work Experience

in the Chichester District



# Introduction

***“Our placements have always made a positive contribution to the work of the company”.***

Robin Parker  
AWP Communications  
Tel: 01243 532325

“As two of the largest employers in the Chichester district, Wiley and Mercer have long been committed to supporting local educational activities, and to working with schools and colleges to improve the recruitment potential of local people for local firms.

For many years our companies have participated in activities that help to improve the career prospects of local students. As well as participating in initiatives such as the Chichester Education Business Partnership and Young Enterprise, we welcome the opportunity to offer Work Experience to students about to embark on their career. Key to success is a well-structured plan with clear mutual benefits – there is little value in simply creating a succession of menial jobs for ‘an extra pair of hands’. Our goal is to ensure that the students who come to us learn skills that they

can apply in their future careers, so we look for motivated, ambitious people with a real commitment and the ability to do a useful job for us. An added benefit to the company is hearing the ideas and observations of young enquiring minds on the often unquestioned routines and practices of office life.

Offering work experience to local students is an excellent way for any business to contribute to the prosperity and welfare of its community. We strongly recommend it.”

**Angela Poulter**  
HR Director,  
John Wiley & Sons Limited

**David Hazelden**  
Operations Manager,  
Mercer Human Resource Consulting.



# Developing your future workforce

## Introduction to pre-16 work experience in Chichester

The Education Business Partnership is a partnership which exists primarily to develop mutual understanding between business and education and to enhance student transition from education to employment, thereby preparing our future workforce. EBP is therefore encouraging employers to offer work experience placements in the Chichester District. The school work experience co-ordinator arranges placements in line with local and national guidelines. Wherever possible, local schools with knowledge of their students, match placements to suitable companies.

Our pre-16 students gain invaluable experience into the world of work. Work experience contributes greatly to students’ personal and social development and often contributes towards qualifications.

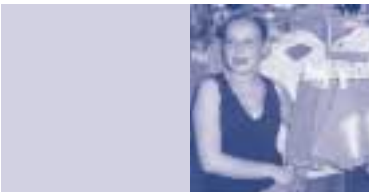
Employer benefits include motivation of staff involved in the placement, management opportunities and “a fresh look at some of the things that we do”.

Employers get all the support they need in the form of pre-placement visits from the West Sussex Work Experience Team. Taking on placements is very simple to arrange. Our experience has shown that work placements are suitable for any size business from one man bands to large companies and that students benefit enormously from seeing the diversity and range of business activity in our community.



***“I detect a definite growth in her confidence over the last fortnight.”***

(Quote from a satisfied parent.)



# The Benefits for Employers

***"It is both encouraging and rewarding to see the confidence and knowledge a work experience candidate gains in such a short space of time and to know that you have played a part"***

Wendy Burns  
John Wiley & Sons  
Tel: 01243 779777



- Raises your company or business profile within the local community
- Creates management opportunities for you and your staff
- Helps to improve the quality and preparedness of young people entering the world of work
- Creates extra resource for "special" projects
- Increases motivation of your employees involved in organisation and supervision of work experience
- Develops recruitment channels and raises the profile of career opportunities
- Attracts school leavers to fill local vacancies and help alleviate local skill shortages
- Helps to promote vocational qualifications

# The Benefits for Students

- Widens their understanding of the world of work
- Helps to develop self-esteem, maturity and flexibility
- Improves their ability to communicate with others and to work as part of a team
- Helps students relate their learning to future employment
- Gives them an understanding of the skills and qualifications needed for work
- Enhances their general education which can be used to help with examination coursework
- Increases their knowledge of education, training and career opportunities
- Raises awareness of how work relates to other aspects of personal life
- Enables them to meet a variety of people

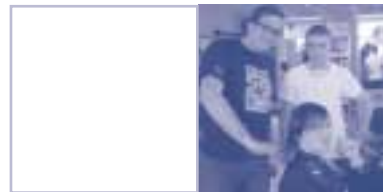


***"I feel my confidence in a working environment has greatly improved."***

(Quote from satisfied student.)

***"After spending time here I have become more interested in the industry and it has reinforced certain ideas about my future."***

(Quote from satisfied student.)



# Pre-placement Information

***“It felt really good being treated as a member of staff, instead of just being given boring things to do”***

(Quote from satisfied student).

If you are offering a work experience placement for the first time, you will be asked to complete a registration form. You will then be visited by a member of the Work Experience Team who will outline the registration process and detail the insurance needed for the placement to proceed. They will also advise on health and safety issues for students under 16.

None of these procedures are difficult to arrange and take up very little time.

**REGISTER NOW AS A WORK EXPERIENCE HOST ON 01293 435650**

To ensure mutual benefits from the placement, students are placed by the school co-ordinator with the most appropriate employer. Many companies also choose to interview the students prior to their placement. With the student's permission, the employer will also be informed of any medical condition or special needs that the student may have that will affect the placement. It is important that both employer and student understand fully the aims and objectives of the placement.

The short pre-placement interview with the employer is perfect for discussing the activity and expectations of the company and

the individual's talents, interests and needs. A semi-formal situation helps the student to relax and contribute more fully at this important planning stage.

A mentor should be appointed to take responsibility for the student. This should be someone to whom the student can relate easily and turn to for advice and support. The student should also have a supervisor to direct and oversee their work, indeed the mentor and supervisor may be one and the same person, however the roles are different and additional supervisors may be required if the student is working in different departments on different tasks.

Successful placements usually require some or all of the following simple actions to be considered by the employer.

- Planning which departments are willing to accommodate a student
- Communicating the plan to the departments
- Deciding which tasks the student will undertake
- Agreeing objectives at the start and reviewing progress
- Induction
- Training
- Ensuring that the student is coping
- Appointing a mentor / role model
- Advising on how to move the student's project/task forward
- Advising the student regarding problem solving
- Reflecting on what has been learnt (This works both ways!)
- Evaluating the work place performance of the student



# During the Placement

## Induction

Once on the placement, the employer is responsible for the health and safety of the student (Health & Safety (Training for Employment) Regulations 1990). Students have the same status as employees in this matter and they too have a duty to take reasonable care of themselves and others who may be affected by acts or omissions.

Employers should carry out an appropriate induction to the company, covering health and safety and day to day organisation.

## Reporting procedures for accidents, concerns or absence

The majority of placements run smoothly. However, should there be cause for concern, the school continues to have a duty of care

for the student while they are on placement and must be informed as soon as possible of any absence, accident or other matter. Employers will have a contact number for the named student co-ordinator.

## Review/debrief in the workplace/employer's report

It is important that the students are able to review their experiences not only at the end but during their placement. The "Employer's Report" should be discussed with the student. The reports are used by the students in their Record of Achievement (Progress File) and in many cases during interview for work based training and further education placements.

# Post Placement

On returning to school, students will be de-briefed on their work experience. This varies between schools, dependent on the timing of work and student ability. Students will be asked to carry out a number of tasks, such as recounting their experiences for GCSE English Coursework, role play, writing a thank you letter, updating a CV, meeting and discussing their experiences with groups of employers, preparing the following years placement students and being interviewed by younger students.

Schools may pre-book placements for the following year at the end of the placement.



**Interested? Please contact West Sussex Work Experience Team on 01293 435650, or email: [suemoore@westsussex.gov.uk](mailto:suemoore@westsussex.gov.uk). Please feel free to speak to any of our quoted employers.**

***“You made me think that I can't wait to finish my education and actually have my own job.”***

(Quote from satisfied student.)

***“It never ceases to amaze me how much both the staff and students gain from the experience”***

Jenny Sadler  
Boots the Chemist PLC  
Tel: 01243 782082

***“Young people gain a tremendous amount personally and socially from working with adults in this way.”***

(Quote from a local headteacher.)

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