



Work Experience Placements Employer Information Guide

Who are the students partaking in work experience?

The students will be aged between 14 and 18 and are full-time students in Barnet schools.

What is the purpose of work experience?

Work experience provides opportunities for students to learn about the skills, behaviours, roles, structures and career opportunities that exist within a workplace. For many students, it can provide access to opportunities that could otherwise be out of reach. A work experience placement allows young people to:

- Gain an understanding of the world of work
- Learn about an occupation or industry
- Improve employability and soft skills
- Network with employers
- Put classroom learning into practice

The work experience placement you host may result in increased motivation for the student at school and could launch them into workplace or allow them to explore careers they had perhaps never considered.

How do you, as an employer, benefit from taking on a work experience placement?

Apart from making a real difference to a young person's working life, offering work experience is beneficial to employers for a number of reasons.

- Recruitment opportunities
- Staff Development
- A more engaged workforce
- Engagement in the local community
- Contribution to economic development in the local area.

What type of work can students do?

The emphasis is on trying to provide an interesting and well-balanced placement with real tasks accompanied by real responsibility.

How much are students paid whilst on work experience?

Students cannot be paid whilst on work experience, as it is an educational experience not employment. However, employers can opt to contribute towards expenses, e.g., travel and lunches.

How long do work experience placements last?

Typically work experience placements last between 5 and 10 days. Different schools opt for different models, either 1 or 2 weeks. You can stipulate how long you would like to offer your placement for.

What hours can a student work whilst on work experience?

Students should not work more than a standard eight-hour day or forty hours in a week. They should not work excessively long hours or unnecessarily unsocial hours. The number of hours worked together with the pattern of work is agreed in advance by the employer, Barnet Education Learning Service (BELS), school and student.

Are there any particular Health & Safety considerations?

BELS will undertake a 'pre-placement' visit with an employer before students start placements. This includes confirming contact details, finding out about the tasks students will do on placements and some questions in relation to the health and safety of work experience and that of the business.

What insurance cover is required to facilitate a work experience placement?

Students on placement are treated as employees for the purposes of insurance and therefore, the employer must have 'Employers Liability Insurance'.

How will the placement be monitored?

- A member of staff will contact you before the placement to arrange to visit you and the student during the placement.
- We will contact you and the student regularly during the placement to ensure that all is progressing well.
- At the end of the placement we will ask you to complete an Employer's Evaluation Form
- We will also ask for your feedback on our systems and processes so that we can monitor, update and improve the service.

By agreeing to support our brand new and exciting BELS-Inspire work placement service, you will

- Gain access to your future talent pipeline
- Play a key role in bridging the gap between education and employment
- Provide development opportunities for your existing staff who mentor the work placement students.

We are seeking work experience placements for 2023 and we hope that our service will serve to support the development of Barnet's future workforce and in turn Barnet's economy.

If you would be interested in hosting a work experience placement, please contact:

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