

## Work Experience

In designing a work-experience programme, teachers should consider how learning can be maximised both during the placement and, afterwards, during the debriefing stage. Careful planning and appropriate briefing can structure students' learning during the placement. After the work placement teachers can maximise students' learning by using questions to encourage reflection, generalisation and application during a debriefing session back at school. Debriefing is often done in groups.

- See the current CEC guidelines on egfl.net:  
<http://egfl.net/Teaching/Issues/Workexperience/index.shtml> .
- See updated guidelines in this website:  
[http://www.eie-edinburgh.co.uk/resource\\_centre/126/](http://www.eie-edinburgh.co.uk/resource_centre/126/)
- The National Guidelines on work Experience are published by LTS  
<http://www.ltscotland.org.uk/enterpriseineducation/about/publications/nationaldocs/workexperience.asp>
- Work experience can be linked to work in subject areas. A summary of possible links has been extracted from a number of published documents:
- <http://www.eie-edinburgh.co.uk/media/SubjectlinkstoWE.doc>

The main purpose of work experience is to place S4 pupils in a local company for one week. These placements are generally organised by staff from an external organisation, although in certain circumstances placements are arranged directly through the secondary school (own arrangements). Pupils in S5 and S6 may also participate, but the scale of involvement is much more limited.

Work Experience may be organised in other European countries for S5/6 pupils, where strong links have been established with other European organisations.

Extended work placements may also be negotiated with employers, with the Head Teacher assuming responsibility for all arrangements.

### BENEFITS FOR PUPILS

- First-hand experience of working life in a real environment including undertaking work tasks
- Careers information at first-hand through being involved in work processes in a working environment
- Development of appropriate life skills needed to succeed in a commercial environment
- Enhanced self-confidence and self-reliance
- Increased relevance of the curriculum to the world of work
- Greater motivation for classwork and school generally.

### ISSUES FOR SCHOOLS

• Across Edinburgh work experience is normally delivered in association with the SQA Work Experience Unit. A member of staff, normally a guidance teacher with responsibility for the relevant group, is responsible for booking places for pupils through an on-line Work Experience Database. Teachers should ensure that pupils are:

- well briefed on health and safety issues
- well prepared for what the placement may involve and, where possible, to ensure that the placement is relevant to the career ambitions of the pupil
- Travel and subsistence costs may be an issue.

• WorkIT provides the support and back-up for Edinburgh. <http://www.workit.info/about.asp>

Where placements are being organised outwith the Edinburgh work experience database, teachers have responsibility for health and safety and insurance issues and for ensuring that the necessary arrangements are in place for risk assessment.

### **BENEFITS FOR BUSINESS**

- Contact with potential recruits.
- Young people become more aware of employers' needs and expectations.
- Staff development opportunities such as increased knowledge of the education system and the further development of organisational, management and communication skills.

### **COMMITMENT REQUIRED FROM COMPANIES**

- To provide at least one week of supervised work experience
- To establish a basic programme for the week
- To complete a written report evaluating the pupils' efforts
- To ensure health and safety and insurance arrangements are in place
- To make available information on risk assessment

### **RESOURCE IMPLICATIONS**

- No direct charges to schools or companies
- Administrative costs to be met by individual schools
- Staff time for those involved in participating schools and partner companies

### **YEAR GROUP TARGETED**

S3-S6

### **CERTIFICATION POSSIBILITIES**

SQA Access 3, Intermediate 1, Intermediate 2 and Higher

### **EXEMPLAR + CONTACT FOR FURTHER INFORMATION**

SQA