

Workplace visits

Workplace visits are a common way of giving students a direct experience of work. Site visits usually start with a welcome, introductions and an overview of the company, followed by a tour of the premises and a final question-and-answer session.

BENEFITS FOR PUPILS

- First-hand experience of working life in a real environment
- Careers information at first-hand through seeing the work processes in a working environment
- Observation of appropriate skills needed in a commercial environment
- Enhanced self-confidence
- Increased relevance of the curriculum to the world of work
- Greater motivation for classwork and school generally.

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.

ORGANISATIONAL ISSUES FOR SCHOOLS

- Visits need to be carefully planned. Permission forms for pupils, transport arrangements, and supervision of pupils are all covered by guidelines which must be adhered to.
- It is important to brief students prior to the visit to set the context and agree tasks and observations to be completed. To maximise learning from the experience teachers should debrief students on return to school. Feedback and thank-you to organisation is vital.
- Good communication with the organisation involved is important. Phone contact as well as written confirmation is essential.

COMMITMENT REQUIRED FROM COMPANIES

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

RESOURCE IMPLICATIONS

Staffing may be an issue if pupils are to be accompanied.
Travel costs would normally covered by the school

CERTIFICATION POSSIBILITIES

If linked to individual projects then SQA Unit Personal Development 'Self and Work' might be possible

YEAR GROUP TARGETED

S1 to S6

EXEMPLAR + CONTACT FOR FURTHER INFORMATION