



THE BRITISH INTERNATIONAL SCHOOL
ABU DHABI
A NORD ANGLIA EDUCATION SCHOOL



OUR EMPLOYER GUIDE TO

WORK EXPERIENCE

Our Vision

“Empowering & enriching lives for future success”

Our Mission

“Our mission is to create world class learning experiences that recognise and nurture empathetic, resilient and talented individuals.”

Our Values

Kindness, Honesty and Respect

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It is vital for education and business to work together to ensure that young people are better prepared for the world of work.

Thank you for supporting our work experience programme.





MOUNT KILIMANJARO

CONGRATULATIONS
YOU ARE NOW AT

UHURU PEAK, TANZANIA, 5895M/19341FT AMSL

THE BRITISH INTERNATIONAL SCHOOL
ABU DHABI
A NORD ANGLIA EDUCATION SCHOOL
KILIMANJARO
2023

INTRODUCTION

What is this guide?

This guide contains general guidance and practical advice relating to work experience. It is intended to assist employers in establishing structured work experience programmes which generate the maximum benefit to both employers and students.

Please read the guide prior to work experience commencing.

We hope that you find the information and tips contained in this guide useful.

What is work experience?

Work experience is an organised educational activity. It may be defined as: a placement on employer's premises in which a student carries out a particular task or duty, or a range of tasks or duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience.

The experience provides students with an insight into the realities of working life and helps to prepare them for their future in the adult world. It also gives students an insight into different industries and careers.

Work experience is a compulsory component of our secondary education and has been built into the school calendar of our Year 10 students.

Work experience is a part of a student's education and employers should make no payment for the work. Students will also be responsible for providing their own insurance. Employers do not provide this.

Why is work experience so important?

Work experience enables a student to:

- gain an insight into the world of work
- find out if a career/job is what they imagined
- reflect on their interests/abilities and decide upon their future career paths
- increase their chance of employability in the future
- develop key skills such as communication, problem solving, time management and acting responsibly
- prepare for the transition to adult and working life.

Benefits to the employer

Providing work experience can bring a number of opportunities and benefits to your organisation and the staff involved.

By hosting a work experience placement, your company and/or staff can:

- raise the profile of the organisation within the community
- develop supervisory and coaching skills as staff members mentor and guide the students
- raise the awareness of career opportunities within your field
- enhance links with local schools and parents (they're all potential customers!)
- demonstrate your organisation's commitment to investing in the future of the local community
- develop recruitment channels
- guide and influence the future career paths of individuals
- keep up to date with developments in education
- identify work practices which may need to be reviewed
- share enthusiasm for work with young people



It is important that the young person is under the guidance of a named responsible adult at all times. Make sure that everyone who will come into contact with the young person while they are on work experience knows who the young person is and what they will be doing.

PLANNING QUALITY PLACEMENTS

Thorough planning will help to ensure that the work experience programmes run smoothly and efficiently. The following paragraphs contain some points you will need to consider.

2.1 Duties and responsibilities: You will need to consider what activities students will undertake during work experience. Please remember that students may not have the skills or training to complete any specialist tasks. If possible, it would be ideal if they can sample different tasks within your organisation.

2.2 Planned Programme: Employers should prepare in advance a work experience programme. This is a detailed plan of activities for the week which will include what the students will be doing each day, which department they will be working in and who will be in charge of them. To help employers, we have created a suggested work experience programme. Please see Section 4 - Sample work experience programme.

It is important that the young person is under the guidance of a named responsible adult at all times. Make sure that everyone who will come into contact with the young person while they are on work experience knows who the young person is and what they will be doing.

2.3 Supervisor: There should be one member of staff within your company who will have overall responsibility for the students during their work experience. If a student is unsure about any aspect of their placement,

they should ask their supervisor. The supervisor will also be the first point of contact between the school and your company.

2.4 Working hours: Students need to be aware of the hours they will be working. We recommend a working day of 9.00am-17.00pm. Students should have at least 45 minutes lunch break.

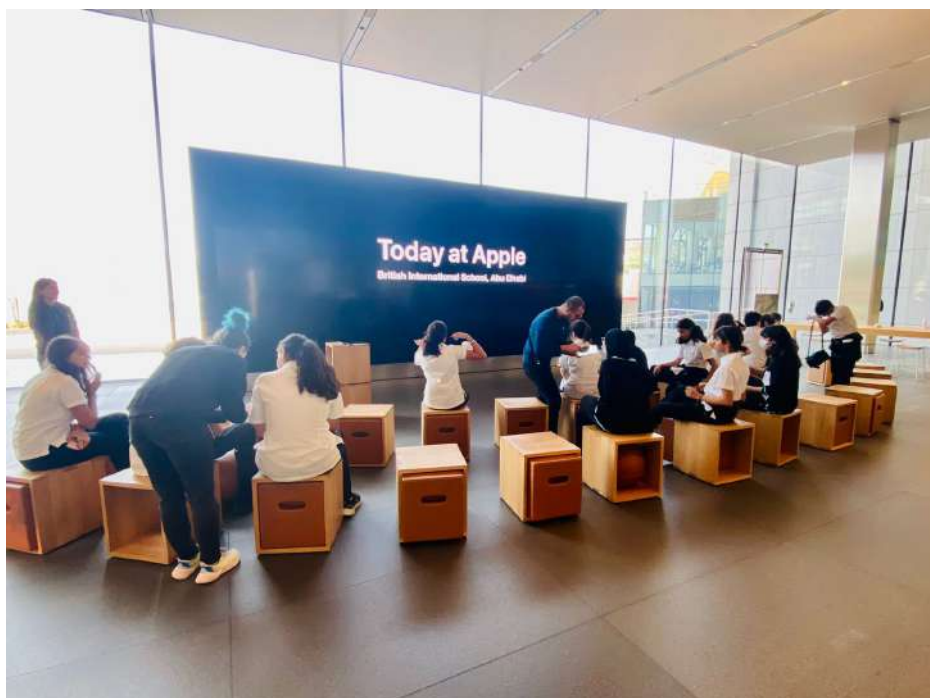
2.5 Equipment: What equipment will the young person be allowed to use? It is important to remember that young people are not allowed to operate or use some power tools and machinery. Where relevant, check that all safety guards are in place and that the young person will be supervised at all times.

2.6 Housekeeping: Please can employers ensure that the workplace is safe and tidy before the students arrive.

In addition to each of the points explained, you will also need to think about:

- location of your company
- dress and conduct
- arrangements for transport and meals
- significant risks and control measures

Once you have considered all of these important factors, you will need to provide this information to our school. Please complete this on the 'Company Overview' form and 'Placement Details' form which you have received along with this guide.



STUDENTS DE-BRIEFING AND EVALUATION

Before attending your company, we will be preparing our students for work.

After work experience, students will have the opportunity in school to reflect on work experience and identify if the experience has improved any of these key skills. We will also ask for feedback from the supervisor on how well the student performed during the week.

Once work experience is completed, we welcome any feedback or comments that you may have. These may relate to the individual student or the programme in general. We are continually looking to make improvements to our educational programmes and will take on board any suggestions.

DURING WORK EXPERIENCE

Arrival of Students

Students should arrive promptly on their first day according to the times and instructions you have provided.

A teacher will telephone on the first day to ensure that the student has arrived.

Student Induction

As soon as the student arrives, we ask that you give them a brief induction of the company. The adult world of work will be unfamiliar to many school students and it is important that they have an introduction which helps them to make the most of the work experience placement.

The key information which should be given to the student in their induction is listed below. Students have spaces in their portfolios to write the information down. For a full guide, we have created a suggested Induction checklist to assist you. Please refer to Appendix 1- Induction Checklist.

Induction

- 3.1 General work place introduction: introduce students to the office, equipment and staff. Students should meet their supervisor who will be supporting them during the week.
- 3.2 Fire alarm/first aid/emergency procedures; Point out escape routes/fire exits and first aid points, tell them who is trained in first aid, draw attention to any potential hazards and explain the importance of safe working practices. Explain the procedures for emergency evacuation of the premises, including the route to be taken, assembly points and reporting procedures.
- 3.3 Health and safety practice within specified areas. Explain the safety policy and point out any aspects that apply to young people in particular. If you have any literature on aspects of safety, explain it and give the young person their own copy. Emphasise personal responsibilities. Introduce any named safety personnel.
- 3.4 Accident, sickness and absence procedures: You should receive from school the name

of at least one person who must be contacted in the event of accident, sickness or absence. Explain that the school will immediately be informed if any of these should occur. Explain also that all accidents must be reported and that all injuries, no matter how small, must be reported immediately.

3.5 Attendance and discipline. Young people on work experience are subject to discipline at work in the same way as employees. Please make sure that you clearly explain to students your expectations for behaviour, dress and conduct and you should warn that, in the event of misconduct, you have the right to terminate the placement.

3.6 Hours of work. Explain your working time; what time they should arrive and what time they can expect to finish.

3.7 Confidentiality. Your organisation, where applicable, has the right to expect confidentiality from young people undertaking work experience. You should explain to them if any material or information is confidential, they are not to discuss it outside the organisation. Occasionally, it may be necessary to exclude them from particularly sensitive areas.

ONGOING SUPPORT

During work experience, we hope that you provide students with regular feedback and encouragement to help build their confidence and performance. For most of our students, this will be the first time that they are outside the school environment, away from friends and teachers and in unfamiliar surroundings.

If students are unable to complete particular tasks, they should be encouraged to watch other employees and ask questions.

SUPPORT FROM THE SCHOOL

A member of our teaching staff will be assigned to providing support to you and the students during work experience. They will telephone the supervisor on day 1 to ensure that the students have arrived for work. They will then arrange a visit for during the week when the teacher will visit your company to speak to the student and your supervisor.

The teacher who will be supporting your company will contact you prior to work experience to provide their details and introduce themselves.

WORK EXPERIENCE PORTFOLIO



The students will have a 'Work Experience Portfolio' with them. At the end of each day, students will require time to reflect on what they have achieved that day and record this information in their diary.

There are also spaces in the diary for the supervisor at your company to make comments each day about the student's performance.

We will also ask our students to collect information about your organisation to complete their diary. This could be a useful task to be carried during any period where the young person is not directly involved in the work. If this is not possible, students have been asked to complete the research task as homework during work experience week. The students will research:

- Purpose of your organisation
- History of the organisation including any recent changes
- Number of employees
- Employee structure
- Working hours including shift systems and holiday entitlements
- Equal opportunity policy
- Recruitment procedure, including levels of qualification necessary
- Use of information technology
- Glossary of terms used which students will not normally meet in everyday life
- Staff training/development/appraisal

At the back of the student's portfolio booklet, there is a report that we ask you to complete. (To see what information is included refer to Appendix 2- Employers Report Form).

This is a report for you to record how you felt the student performed during work experience. Students will hand a copy of this form to the supervisor at the start of work experience week. If you have more than one student at your company, please complete a separate form for each.



SAMPLE WORK EXPERIENCE PROGRAMME

You may already have an idea of the types of activities that the student will be undertaking during their work experience with you.

To assist in your planning, we have created a suggested work experience programme which you may wish to follow. This is a guideline only and can be altered to suit your company and staff.

However, please note that the activities listed as compulsory must be included in your work experience programme.

Day and time	Description of activities
Day 1 09.00 09.30 10.30 12.30 13.30 16.00	<p>Meet and Greet Supervisor meets student in agreed meeting place. Show student the office and introduce to employees</p> <p>Induction (compulsory) Use checklist to ensure that all important information is discussed with student in an induction.</p> <p>Set project Set student project/task that they will be working on during the week. Provide information/training.</p> <p>Lunch</p> <p>Introductions Student to meet different employees and learn about different departments within the company</p> <p>Work experience diary (compulsory) Student to complete the diary reflecting on what they have achieved. Supervisor to complete notes.</p>
Day 2 09.00 09.30 12.30 13.30 14.00 16.00	<p>Meet and Greet</p> <p>Student to continue working on project</p> <p>Lunch</p> <p>Student to meet with supervisor and discuss morning activities</p> <p>Buddy with employee Student buddies with an employee to observe more difficult tasks that they are unable to complete themselves</p> <p>Work experience diary (compulsory) Student to complete the diary reflecting on what they have achieved. Supervisor to complete notes.</p>
Day 3 09.00 10.00- 12.00 12.30 13.30 16.00	<p>Meet and Greet</p> <p>Supervisor and student meet teacher representative from school</p> <p>Lunch</p> <p>Continue working on project</p> <p>Work experience diary (compulsory) Student to complete the diary reflecting on what they have achieved. Supervisor to complete notes.</p>
Day 4 am pm	<p>Student to present project to supervisor</p> <p>Placement evaluation (compulsory) Student to complete work experience diary</p> <p>Supervisor to complete 'Employers Report Form' and email to school work experience co-ordinator</p>

APPENDIX

Induction checklist for employers

Name badge

Site Map

Tour around site showing

Supervisor's office

Accident Procedure

First Aid procedure

Toilet facilities

Dining facilities

Traffic on site

Safety signs

Personal safety

Dress requirements

Fire regulations

Sound of fire alarm

What to do

Where to report to

Prohibited areas of site

Prohibited machinery/equipment

Expectation: Behaviour, attitude, timekeeping

Signing In/Out procedures

STUDENT'S NAME SIGNATURE

SUPERVISOR'S NAME SIGNATURE

DATE

APPENDIX

Employer's Report Form

NAME OF STUDENT'S

NAME OF COMPANY

DEPARTMENT

NAME OF SUPERVISOR

	Excellent	Good	Fair	Needs Improvement
Motivation				
Interest in work				
Initiative				
Self confidence				
Enthusiasm				
Competence				
Adaptability				
Attitude to other staff				
Attitude to customers/clients				
Relationship with supervisor				
Ability to understand instructions				
Punctuality				
Attendance				
Personal Appearance				
Honesty/integrity				
Personal responsibility				
Conscientiousness				



Please add any comments you may wish to make about this student:



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