

## **WORK EXPERIENCE FOR YOUNG PEOPLE GUIDANCE NOTES**

### **WHAT IS WORK EXPERIENCE**

Work experience is when you will spend time in an adult working environment carrying out tasks and duties more or less as an employee, but with the emphasis on learning about the world of work. The variety of placements is limited only by health, safety and security restrictions, insurance cover and by the availability of some types of work. The placement may not necessarily reflect your eventual career choice but will allow you to gain experience of the world of work and an opportunity to develop skills for the future.

### **WORK EXPERIENCE WILL HELP YOU**

- Understand the world of work
- Improve and appreciate your skills and talents
- Improve self- confidence and communication skills
- Gain knowledge of particular job or careers
- Find out what it is like to work longer hours than a school day
- See how the subjects you study in school are relevant to working life
- Gain a reference from an employer

### **TYPES OF PLACEMENT**

There are many types of placements to choose from: When completing the application form choose three placement types from the list that are of interest to you. Please list these in order of preference. If you have any contacts in these areas, then please list these next to the placement type you have selected.

### **CARING**

- ***Day Nurseries and Play Groups***  
Looking after children from a few months old up to the age of four
- ***Primary Schools***  
Helping teaching staff with children from four to eleven years of age
- ***Care Homes and Day Care Organisations***  
Looking after elderly people in residential or day care centres
- ***Working with people with special needs***  
Working with children or adults who have physical or learning difficulties. This could be in a school, day centre or residential home

### **ADMIN**

#### ***Office Work***

Most placements in offices may include a variety of jobs such as filing, photocopying and using computers. You may also answer the telephone, pass on messages and run errands. Much of the work you will undertake will depend on the type of office you work in.

### **CUSTOMER SERVICE**

#### ***Hair and Beauty Therapy***

This type of placement may involve working in a hairdressing or beauty salon. You could be observing staff cutting, shampooing and styling hair or giving beauty treatments such as manicures, pedicures, massages and waxing. You may be able to assist in some of these. You are also likely to be involved with cleaning and reception work.

## **HOSPITALITY AND CATERING**

- ***Hotels and Restaurants***

Placements in hotels could be in housekeeping, portering, catering or reception duties.

- ***Food Service***

Your placement might be in a restaurant, café, fast food outlet, day centre or bakery. You could be involved in food preparation, serving customers or waiting on tables. You will be able to learn about food hygiene.

- ***RETAIL***

You might work in a small shop, supermarket or department store and your placement might include some warehouse duties. You will gain experience of dealing with the public, selling goods, stocking shelves, general cleaning and tidying.

- ***WAREHOUSE***

You could be involved in packing/unpacking goods, stocking shelves, pricing goods and sometimes helping with paperwork such as checking delivery notes and invoices.

## **BUILDING/MAINTENANCE**

You could work on a building site, at a house, shop or factory and could be outdoors. You would be assisting and learning from qualified tradespersons such as carpenters, plumbers, electricians, builders or landscape gardeners. Due to health and safety regulations some of these placements will have restrictions on the type of work a student can do.

## **GARAGE**

Placements can be in workshops that repair and service motor vehicles or garages that sell motor vehicles. You could gain experience of meeting customers, stores work and vehicle cleaning as well as getting the chance to see repairs being carried out and possibly assisting in some minor repair work.

## **MANUFACTURING**

Your placement might be in a manufacturing or engineering company. You may be watching people using hand tools and computer controlled equipment to produce and inspect goods. You may be able to help with assembly work and packing. There may also be some clerical duties especially in areas like production or quality control.

## **LEISURE**

Placements in the leisure industry are likely to involve cleaning and tidying changing rooms, as well as setting out equipment. You may work on reception and deal with customers.

## **HORTICULTURE/AGRICULTURE**

Placements within these areas may involve working with gardeners in a nursery or garden centre. You could be caring for plants as well as dealing with the public. Agriculture placements will be largely based in farming environments. There are health and safety restrictions on the types of jobs students can undertake whilst on work experience within a farm.

## **FLORISTRY**

Your placement in a florist will include watching and helping under supervision with arranging and displaying flowers. You may be involved in taking customer orders and dealing with customers