

# DYW

## AYRSHIRE

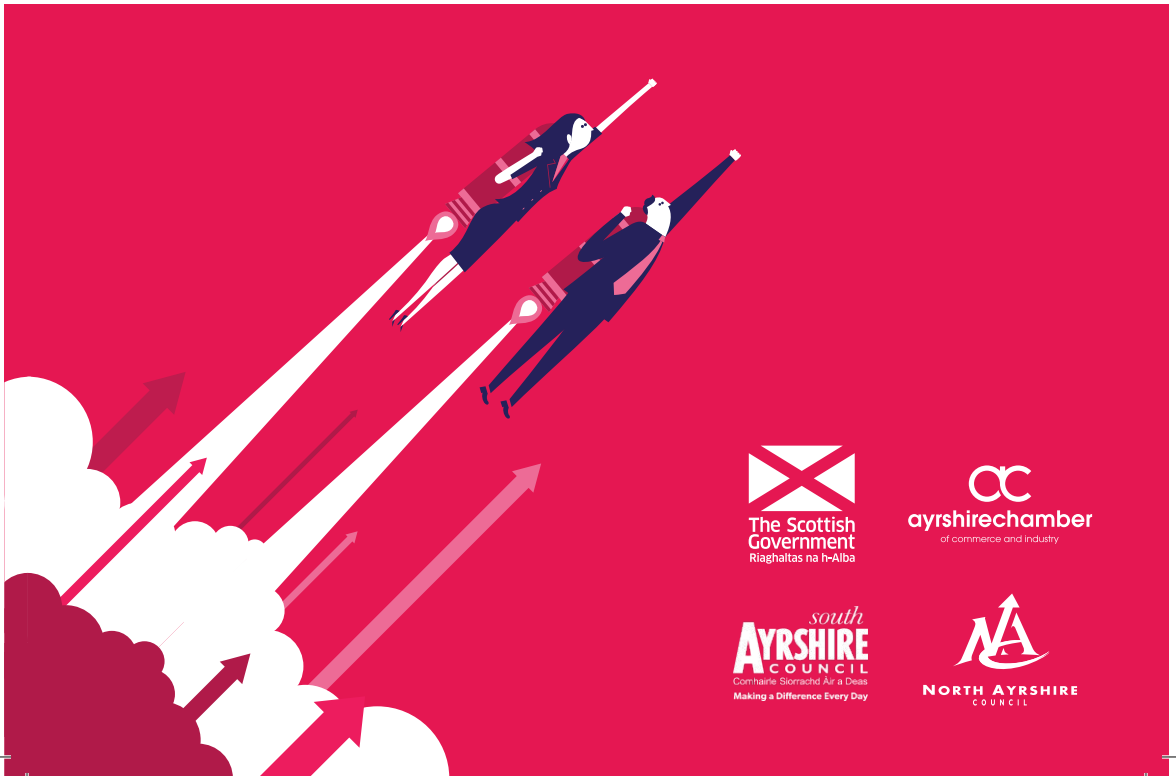
Developing the  
Young Workforce

## AYRSHIRE ASK

### WORK PLACEMENTS - YOUR GUIDE

Work Placements are an important part of a young person's education, providing them with the opportunity to experience the world of work and help them to plan their future career.

Developing the Young Workforce Ayrshire's ambition is that education and employers work closely together to equip all young people with the skills and knowledge they will need to flourish in work, and to support diversity in the workforce.



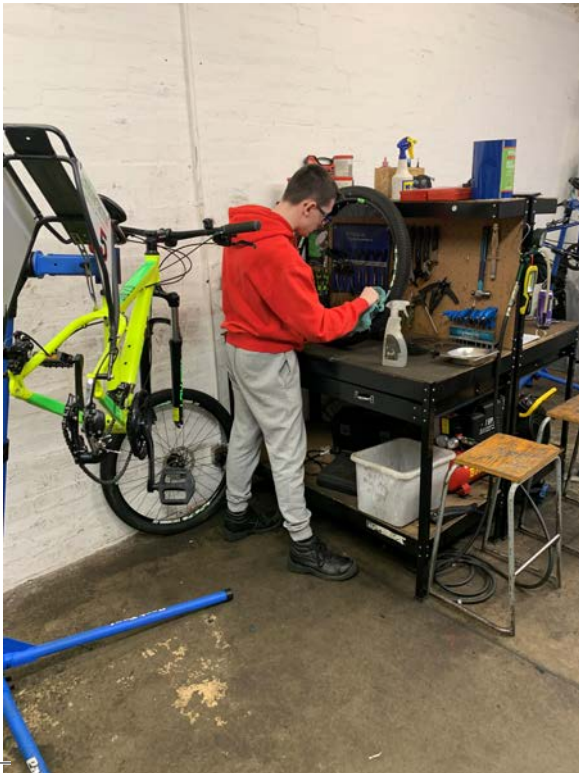
There are currently a number of ways young people can develop skills for work including work placements. This guidance recognises the rich learning that a young person can experience when they use and develop their skills in a work environment.

## HOW CAN AN EMPLOYER BENEFIT FROM A PARTNERSHIP?

Reasons to be involved include:

- ✓ Helping young people develop the attitudes, skills and knowledge that they need for your business, inspiring young people to work for you and securing a talent flow
- ✓ Promoting a positive awareness of your business in the community and supporting diversity in the workplace
- ✓ Giving something back to your community
- ✓ Applying the perspective and skills of young people to your business challenges
- ✓ Providing development opportunities for your staff

Following these guidelines will assist you to raise the quality of the learning that a work placement can offer while motivating and inspiring all involved. Expectations for work placements – before, during and after are listed below:





## IN ADVANCE OF A WORK PLACEMENT :

✓ Identify exactly what opportunity you are offering. This means deciding:

- Which department or production the placement will be with;
- The job role(s) that the individual will gain an understanding of;
- Typical activities they will be involved in;
- What knowledge or skills they can expect to develop during the placement;
- What skills, experience and personal attributes you expect individuals to bring to the placement (you should think carefully as to how to phrase this in order to avoid any discriminatory language, particularly on the grounds of age)

✓ Hours of attendance – limit to 40 hours a week (including meal breaks) is sensible from both insurance & safety perspectives. It is also in line with the Working Time Regulations of 2007. Regular rest breaks should also be given

✓ Insurance – employers must ensure they have adequate and up to date Employers Liability & Public Liability Insurance in place prior to placement

✓ Ensure that risks are controlled before the placement starts:  
[www.hse.gov.uk/youngpeople/workexperience](http://www.hse.gov.uk/youngpeople/workexperience)

✓ Prior to the placement commencing, a Business Liaison Officer will visit to ensure all relevant documentation is in place and H & S risk assessments have been carried out



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## DURING A PLACEMENT :

- ✓ Support the young person by providing appropriate training and guidance, including a health and safety briefing, to enable them to both undertake essential tasks and explore areas of particular interest as you would with any new employee;
- ✓ Provide ongoing feedback to the young person;
- ✓ Offer a rich and varied experience which enables the young person to both understand your organisation's culture and practices, and to develop practical skills whilst undertaking meaningful tasks;
- ✓ Take stock of the young person's knowledge and skills, and their views about your organisation in relation to your ethos and the way you work;
- ✓ Invite the young person to suggest ways in which your approach to work placements could be enhanced.

## AFTER A PLACEMENT :

- ✓ Take the opportunity to share your views on the young person's performance relating to their personal goals;
- ✓ Receive and reflect on feedback from the young person and the school regarding the placement and experience.

If at any time during the placement you have any questions, concerns then please do not hesitate to contact the Education team on 01292 678666 or alternatively email [workplacement@ayrshire-chamber.org](mailto:workplacement@ayrshire-chamber.org)

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