

# Work Placements

## A Guide for Employers



**DYW**

**ORKNEY**

Developing the  
Young Workforce



**This booklet has been developed to help you understand the different kinds of work placements on offer in Orkney and help you prepare for a work placement so young people get the most out of their time with you.**

### WHAT IS A WORK PLACEMENT?

Work placements are an opportunity for young people to become familiar with working in a professional workplace, while also helping them learn about and understand the variety of jobs that are available in Orkney.

Work placements can help young people identify the sorts of jobs they may – or may not - be interested in and can help them make informed choices about their future. This includes what subjects they should study at school, or identifying the available pathways into their future career such as Foundation Apprenticeships, Modern Apprenticeships or Further and Higher Education qualifications.

Undertaking a work placement will also help young people develop transferable skills which will benefit them in whatever job they may choose in the future.



### WORK PLACEMENT PROGRAMMES

There are a variety of different work placement programmes currently running in Orkney and you may be approached by young people participating in different ones. The following table contains details about some of the programmes currently running in Orkney.

We appreciate that local employers may not be able to support all of the programmes on offer due to the size or nature of their business. If there are any programmes that you do not believe your business can support, please contact DYW Orkney at [orkneydyw@uhi.ac.uk](mailto:orkneydyw@uhi.ac.uk) who will inform all of the schools and Orkney College UHI:

DURATION	RUN BY	AGE OF PARTICIPANTS	PURPOSE
One full week.	Local schools.	School pupils in S4 (usually aged 15-16 years).	To help pupils experience a professional workplace and develop employability skills.
A set number of hours a week (usually half a day a week).	Local schools.	School pupils in the 'senior phase' (S4-S6 aged 15-18 years).	To help pupils experience a professional workplace – usually in an area they are interested in working in - and develop employability skills.
Tailored programme of work experience (time and duration varies).	VAO Connect Project. Project staff can also provide additional support during the placement if required.	Young people aged 15-25 years.	To help young people who are unsure of what step to take next develop the skills and confidence they need to move on in their chosen area.
20-30 hours a week for two weeks (although duration can vary if required).	Orkney College UHI Employability Course.	Young people aged 16-24 years who are not at school or college, employed or in training.	To help young people make the transition into the labour market.



## **WHAT CAN A WORK PLACEMENT OFFER AN EMPLOYER?**

As an employer, offering young people a work placement gives you the opportunity to help them develop the skills they need as employees and help prepare them for the world of work. You can also use it as an opportunity to identify potential employees and develop the skills that will suit your business in the future.

Many of the young people coming to you on placement may not have any experience of a workplace. They will need some support to help them develop the skills you expect in your employees.

It is also an opportunity for you to undertake early engagement with young people in order to offer them a new perspective on the career pathways in Orkney which may result in them remaining in Orkney, or returning sooner, to find suitable employment.

*Work placements can help young people identify the sorts of jobs they may – or may not – be interested in*



## **TAKING ON A WORK PLACEMENT**

### **What do you need to know?**

Before each work placement starts, young people will be supported in identifying a placement that best suits them, considering whether it is appropriate for their studies and future career aspirations, ability and capabilities. They will also identify and agree the goals they aim to achieve during the placement.

Through discussion with you and their school, the college or the VAO Connect Project, young people will agree the duration of their work placement and will understand the conditions of the placement. This includes your expectations; the location of the workplace and how to get there; dress and behaviour codes; consideration of potential hazards and health and safety issues. Young people must also consider the goals they wish to achieve during the placement.



## WHAT DO YOU NEED TO DO?

### Before taking on a work placement, you should:

- Ensure that risks are controlled before any placement starts. As an employer, you will be doing this already but should you wish to undertake an additional Risk Assessment for any young person on work placement, a template form is available for you to use. This may be required for medium or high risk environments where the risks are less familiar to the young person, or for employers who do not currently employ any young people. Please contact the relevant school or Connect Project if you would like a copy of the form;
- Further information in relation to taking on a work placement and your responsibility in relation to health and safety can be found on the HSE website: <http://www.hse.gov.uk/youngpeople/workexperience/index.htm>
- Identify key members of staff within your organisation to support the young person throughout their placement;
- Know who the link person is to support the young person. For school pupils, this will be their Guidance Teacher and/or Deputy Head Teacher responsible for work placements;
- Be provided with and consider any information relating to the age and year group of the young person, along with their career ambitions, interests and skills, including support needs;
- Be aware of and agree any goals that they aim to achieve during their placement.

*Young people will be supported in identifying a placement that best suits them*

### **During a work placement, you should:**

- Provide appropriate training and guidance, including a health and safety briefing, to enable the young person to undertake essential tasks and explore areas of particular interest as you would with any new employee;
- Provide ongoing feedback;
- 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;
- Support them in completing their Workplace Logbook (where applicable). This includes an attendance section that should be signed each time they attend;
- Inform their link person immediately if there are any issues that need to be resolved with the young person or if the work placement cannot continue for any reason.

### **After a work placement, you should:**

- Complete an end of placement report, reflecting on the skills and knowledge the young person has gained from the placement and how this can be developed further and impact on future learning.

***Following a work placement, young people are expected to review their experience and Workplace Logbook (where applicable) with school, college or Connect Project staff and parents/guardians, reflecting on any feedback from employers and identifying next steps and further development goals.***

***Pupils are also expected to share their placement experience with their peers through group discussion and a presentation.***



## CONTACT

If you have any questions regarding work placements, then please do not hesitate to contact the relevant school, Orkney College UHI or the VAO Connect Project via the contact details below:

### **Kirkwall Grammar School**

Tel: 01856 872 102

E-mail: [admin.kgs@glow.orkneyschools.org.uk](mailto:admin.kgs@glow.orkneyschools.org.uk)

### **Stromness Academy**

Tel: 01856 850 660

E-mail: [admin.sa@glow.orkneyschools.org.uk](mailto:admin.sa@glow.orkneyschools.org.uk)

### **Sanday Junior High**

Tel: 01857 600 228

E-mail: [admin.sanday@glow.orkneyschools.org.uk](mailto:admin.sanday@glow.orkneyschools.org.uk)

### **Stronsay Junior High**

Tel: 01857 616 246

E-mail: [admin.stronsay@glow.orkneyschools.org.uk](mailto:admin.stronsay@glow.orkneyschools.org.uk)

### **Westray Junior High**

Tel: 01857 677 353

E-mail: [admin.westray@glow.orkneyschools.org.uk](mailto:admin.westray@glow.orkneyschools.org.uk)

### **Orkney College UHI**

Tel: 01856 569 000

E-mail: [orkney.college@uhi.ac.uk](mailto:orkney.college@uhi.ac.uk)

### **VAO Connect**

Tel: 01856 872 897

E-mail: [lindsey.johnson@vaorkney.org.uk](mailto:lindsey.johnson@vaorkney.org.uk)

