

Work Placements

A Guide for Parents/Guardians



Identify career pathways

Gain insight into the working world

Help make informed choices

Great for CV and UCAS

Career Aspirations

Identify Goals

DYW

ORKNEY

Developing the
Young Workforce



To help young people get the most out of their work placement, you can help them prepare before, during and after their placement. This booklet will provide you with more information about your child's work placement.

WHAT IS A WORK PLACEMENT?

Work placements are an opportunity for young people to become familiar with working in a professional workplace, while also giving them the opportunity to 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.

WHAT CAN WORK PLACEMENTS OFFER A YOUNG PERSON?

Taking part in a work placement will help a young person gain an insight into the world of work, while also letting them use and develop the skills they need when in the workplace – skills like teamwork and good timekeeping.

They will develop self-awareness and confidence while a placement can also help them understand the link between the subjects they are studying at school and the world of work. Finally, they will be able to meet new people and make connections that may help them in the future.

Making the most of their work placement will show that they are enthusiastic and ready to work hard. It will look good on their CV, UCAS form or College application. It will also make them more informed about what they may like to do when they leave school.





WHAT IS EXPECTED OF YOU AND YOUR CHILD?

Before each work placement starts, young people will be supported in identifying a placement that suits them best, 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 discussions with the employer and the school, young people will agree the duration of their work placement and understand the conditions of their placement.

Before each work experience placement, you will:

- Receive an information letter and a consent form inviting you to give your permission to enable your child to participate in a work placement;
- Have the opportunity to discuss your child's Record of Placement Form which will provide you with information about the work placement.

During each work experience placement, you will:

- Review and discuss the Workplace Logbook with your child to help them reflect upon their placement as well as inform you about the specific goals and targets that your child has identified.

Your child will be expected to:

- Demonstrate the behaviours and attitudes than an employer would expect to see in employees;
- Follow training and instructions provided by the employer;
- Take full advantage of the opportunities available to develop their skills and gain knowledge.

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After each work placement your child will be expected to:

- Reflect on the skills and knowledge they have gained from the placement and how this can be developed further and impact on future learning;
- Review their Workplace Logbook with school staff and you, reflecting on any feedback from employers and identifying next steps and further development goals;
- Share their placement experience with staff and their peers through group discussion and a presentation.

As a parent/guardian you are encouraged to participate in the reflection process by discussing the experience and any learning identified in support of the career education process.

For Further Information

If you have any questions regarding the work placement, then please do not hesitate to contact the school.

You can also visit www.myworldofwork.co.uk which contains advice and information to help your child get the most out of their work placement. Your child will be familiar with the site and should have a log-in.

