

MAKING WORK EXPERIENCE WORK FOR YOU

Study Programmes, Traineeships
and Supported Internships

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Department
for Education

UKCES
UK COMMISSION FOR
EMPLOYMENT AND SKILLS

“ IF WE WANT YOUNG
PEOPLE WHO ARE
READY FOR THE
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Valerie Todd

Talent and Resources
Director, Crossrail and
UKCES Commissioner

INTRODUCTION

One of the biggest challenges businesses face is finding the right people to help them grow. Recruiting and developing young people is a great way to build a dynamic and productive workforce. They have the talent and skills to help you succeed.

So why do many businesses shy away from recruiting young people? The biggest complaint is that young people lack experience of the workplace. But only a minority (27%) of UK businesses have offered a work experience placement in the last year. This means that young people find themselves in a 'Catch 22' situation – can't get a job without experience and can't get experience without a job.

Work experience is key to bridging the gap between education and the world of work. At its broadest and best, work experience can open young people's eyes to jobs they have never thought of, help inform career decisions, offer a chance to prove themselves to an employer and help instil the attitudes and behaviours expected at work

Upcoming policy changes mean that there will be a bigger demand than ever for work experience placements. Read on to find out more about what these changes are, how you can get involved and the benefits to your business.

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(Source: Employer Perspectives Survey 2012)

WHAT IS WORK EXPERIENCE AND WHY SHOULD I OFFER IT?

The traditional definition of work experience, as a two week full-time placement undertaken during school holidays, doesn't always work for young people or for you. Work experience should instead be thought of in its broadest sense, where it can include any number of activities: for example, site and study visits, mock interviews, mentoring, enterprise competitions and challenges and so on.

Employers can gain real benefits by offering work experience. It gives your business access to a wide talent pool to draw from when recruiting and a good talent pipeline to build on. Young people can bring energy, passion and a fresh perspective to your business. Your existing staff will also benefit from the chance to work with and manage a young person.

Good quality work experience placements are those that are:

- flexible for both the employer and the young person;
- purposeful, relevant and really challenge a young person to think about their career goals and abilities;
- planned and supervised, so that a young person's time is well spent;
- clear about the roles, responsibilities and expectations of the student and employer, and;
- reviewed at the end, with the employer providing feedback on the young person's performance.

WORK EXPERIENCE: YOUR ROLE

Going forward, work experience will be an important part of many young people's Study Programmes while at school or college, particularly for students aiming to move straight to employment or those studying for vocational qualifications.

Local colleges and training providers will want to work closely with you to provide and shape placements for their students.

For more information, see:

<https://education.gov.uk/schools/teachingandlearning/qualifications/b00223495/post-16-work-exp-enterprise-educ>.

16-19 STUDY PROGRAMMES

Important changes in post-16 education will be introduced in September 2013 to coincide with the raising of the participation age to 17. A curriculum change will take the form of Study Programmes for all young people aged 16-19. By the inclusion of work experience for many students, Study Programmes will make it possible to improve the employability of young people and help them move into employment or higher education.

Each Study Programme will be based on a student's own abilities and career aspirations, and is likely to include high quality vocational or academic qualifications as well as work related activities including work experience. Students will have to continue to study maths and English if they have not achieved a GCSE grade C in these subjects by age 16.

For more information, see:

<http://www.education.gov.uk/schools/teachingandlearning/curriculum/a00210755/16-19-study-programmes>

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Matthew Hancock
Parliamentary
Under Secretary
of State for Skills

TRAINEESHIPS

Traineeships will help ensure there are more young people with the skills and experience employers look for when recruiting. They will offer you the opportunity to shape training provision and work experience, creating a larger pool of high quality applicants for your organisation and sector to draw on.

From August 2013, the new traineeships programme will prepare young people for an apprenticeship or sustainable work by offering a high quality work placement, work preparation training, and English and Maths. You will have the freedom to bring these elements together in the best way to engage and support individual young people.

Traineeships are designed to be as simple as possible and there are a range of routes through which you can get involved - from working with a local school or college to offer work placements, to getting involved in designing and leading traineeships yourself. Traineeships are for young people aged 16-24 (and for young people with Learning Difficult Assessments up to the end of the academic year in which they turn 25).

For more information: www.education.gov.uk/traineeships

NO MORE BUREAUCRACY

Government is cutting the red tape that can sometimes get in your way when working with young people:

- You do not need to carry out an enhanced Disclosure and Barring Services (formerly CRB) check on members of your staff supervising young people aged 16-17¹. If an education provider requested such a DBS/CRB check for this group, you would be entitled to refuse.
- Employers' Liability Insurance covers work experience students. You can confirm this with your insurance company.

Simplified Health and Safety guidance will make it clear that if you already employ young people you won't need to repeat risk assessments for work experience students. The guidance will soon be available on the Health and Safety Executive's website at:

<http://www.hse.gov.uk/youngpeople/workexperience/index.htm>

For more information, see:

<http://www.education.gov.uk/schools/teachingandlearning/qualifications/b00223495/post-16-work-exp-enterprise-educ/creating-work-exp-opp-young-people>

<http://www.education.gov.uk/childrenandyoungpeople/send/changingsen/b00211325/sen-supported-internships>

<http://www.preparingforadulthood.org.uk/resources/pfa-resources/factsheet-supported-internships>

¹The Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) (England and Wales) Order 2012

SUPPORTED INTERNSHIPS

Students with disabilities or special educational needs can provide employers with an untapped pool of talent. The Department for Education is currently trialling the Supported Internship programme to enable young disabled students (between ages 16-24) and those with special educational needs the opportunity to study whilst spending most of their time on a work placement. The scheme provides a job coach to help the young person, and provide advice and support for you throughout the placement. Supported Internships will be available nationally from September 2013.

For more information, see:

<http://www.education.gov.uk/childrenandyoungpeople/send/changingsen/b00211325/sen-supported-internships>

<http://www.preparingforadulthood.org.uk/resources/pfa-resources/factsheet-supported-internships>

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