



Checklist for employers

Checklist 1 – When you agree to take a learner on work experience:

notes

Explain to your staff why you are taking part in work experience and how they can contribute.	
Identify who is going to manage the learner – the level of supervision should reflect the learners immaturity.	
Consider the tasks that the learner will be able to manage. <i>(most placements will last for two weeks)</i>	
Draw up a Job Description suitable for the learner	
Ensure that work experience is inclusive – can the company support learners with disabilities or learning needs?	

Checklist 2 – Before the Placement:

notes

<p>Job description? <i>(Include hours, breaks, dress code or code of conduct. If any protective clothing or other equipment are required have you agreed who will provide it?)</i></p>	
<p>Is there a planned programme of activities? <i>(learners use work experience to record a range of skills or evidence which can contribute to other school work)</i></p>	
<p>Have risk assessments been carried out for all activities / work areas. <i>(with a pre-16 learner in mind)</i></p>	
<p>Are Employers Liability Insurance or Public Liability Insurance in place for the duration of work experience unless you have exemption?</p>	
<p>Has the learner been given an interview? <i>(this gives learners the chance to explain why they want to work with you)</i></p>	
<p>Have you been given relevant information about the learner? <i>(health problems, learning difficulties, disabilities etc)</i></p>	
<p>Has a health and safety check been allowed? <i>(it is in everyones interest that the organising body which could be a school or some other organisation helping them check out arrangements for H&S etc.)</i></p>	
<p>Is there a plan of action in case it doesn't work out? <i>(who needs to be involved in talking to the learner about any problems they might have?)</i></p>	