A screenshot of a social media post

Description automatically generated

Work Placements

A Guide for Employers

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

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, Graduate 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 Shetland 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 Shetland. 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Duration** | **Organised by** | **Contact details** | **Age of Participants** | **Purpose** |
| **One full week** | **Schools Work Experience Organiser** | [**Emily.vantonder@shetland.gov.uk**](mailto:Emily.vantonder@shetland.gov.uk) | **School Pupils in May of S3-S4 (usually aged 14-16 years).** | **To help pupils experience a professional workplace and develop employability skills** |
| **A set number of hours per week (between a few hours to full day)** | **Schools Work Experience Organiser** | [**Emily.vantonder@shetland.gov.uk**](mailto:Emily.vantonder@shetland.gov.uk) | **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 and develop employability skills.** |
| **Variable and tailored to individual needs** | **C.O.P.E.** | [**alison.moar@cope.ltd.uk**](mailto:alison.moar@cope.ltd.uk) | **S4+** | **To support young people with additional needs to develop life skills, gain work experience and employment, either within the 5 COPE businesses or with other employers.** |
| **Academic year incorporating 3x 10 week work placements** | **Project SEARCH** | [**kari.hamilton@uhi.ac.uk**](mailto:kari.hamilton@uhi.ac.uk) | **18 - 25 years (flexibility dependng on individual circumstance)** | **Project SEARCH supports young people with additional needs to gain skills and expereince aimed at helping them move into sustainable employment.** |
| **Support can be from weeks up to 18 months as required.** | **Moving On** | [**lincoln.carroll@shetland.gov.uk Julie.manson@shetland.gov.uk**](mailto:lincoln.carroll@shetland.gov.uk) | **Young people 14-26 either in or post education, training, employment and those who are unemployed.** | **To support young people at key Transition stages to engage in activity, training, work experience and employment. Developing life and employability skills.** |
| **Variable** | **Shetland Islands Council Employability Pathway** | [**shona.johnson2@shetland.gov.uk**](mailto:shona.johnson2@shetland.gov.uk) | **16-65 years** | **The Pathway supports individuals who have two or more barriers to employment, with the potential to move into unsupported employment and/or self employment** |

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 Shetland which may result in them remaining in Shetland, 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.

Through discussion with you, the Schools Work Experience Organiser and their school, 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.

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 Emily van Tonder the Schools work Experience Organiser 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 Pupil Support Teacher and/or the Schools Work Place Organiser 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 induction, 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.

• 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 and parents/guardians, reflecting on any feedback from employers and identifying next steps and further development.

Pupils may also 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, via the contact details below:

Anderson High School [ahs@shetland.gov.uk](mailto:ahs@shetland.gov.uk) 01595808008

Aith Junior High School [aith@shetland.gov.uk](mailto:aith@shetland.gov.uk) 01595807400

Baltasound Junior High School [baltasound@shetland.gov.uk](mailto:baltasound@shetland.gov.uk) 01595807020

Brae High School [brae.school@shetland.gov.uk](mailto:brae.school@shetland.gov.uk) 01595745601

Mid Yell Junior High School [midyell@shetland.gov.uk](mailto:midyell@shetland.gov.uk) 0159574050

Sandwick Junior High School [sandwick@shetland.gov.uk](mailto:sandwick@shetland.gov.uk) 01595745320

Whalsay Junior High School [whalsay@shetland.gov.uk](mailto:whalsay@shetland.gov.uk) 01595743800

**A picture containing clipart

Description automatically generated**A close up of a sign

Description automatically generated ****