

## Information for parents and carers

Work experience is an opportunity for students to spend some time with an employer or other organisation, giving them the opportunity to experience the hours, working conditions and regulations they may encounter when they go to work themselves.



Most schools offer work experience as part of their careers programme and this is usually arranged during Years 10 or 11. Connexions, working with your child's school, college or academy, arranges placements for young people to experience the world of work at first hand.

## How are the placements arranged?

The Work Experience Co-ordinator will either match the student to a placement provided by Connexions or the student might prefer to arrange a placement themselves.

Connexions will provide the student with an information sheet stating the following details:

- Where the placement is - address and telephone number
- Who to report to
- Details of special clothes/shoes required
- Hours of work
- Arrangements for lunch

Please note students leaving an employer's premises at lunchtime do so at their own risk and will not be the responsibility of the employer during that period.

The Work Experience Co-ordinator will spend some time talking to students about work experience, what to expect, what to do if a student is ill and what to do if a problem arises.

Placements usually last for one or two weeks.

## What can you do to help?

Parents and carers play an important part in work experience. You may be able to help with ideas or contacts for students to arrange their own placement. You can also stress the importance of work experience.

The work placement can give students some surprising insights into the nature of work and provide them with some useful ideas for an eventual job choice or long term career.

Please note that work experience is unpaid. The employer is giving up their time to help your son or daughter.

Connexions organises 12,000 placements each year and we are always looking for new people to offer work experience. If you, or any of your contacts, would be interested in offering work experience placements, we would be happy to discuss this with you. Please call the Connexions Vacancy Team free on **0800 073 9700**.



## Work experience for schools in Tyne and Wear is arranged by:

Work Experience Team  
Connexions Hub Services in Tyne and Wear  
The City Library and Arts Centre Building  
30-32 Fawcett Street  
Sunderland SR1 1RE

Direct Line **0191 443 2906**

Fax **0191 443 2961**

[www.work-experience-tw.co.uk](http://www.work-experience-tw.co.uk)

All Connexions information products can be supplied in large print, audio, Braille or languages other than English. If you require this service or would like more information please contact your local Connexions Centre.

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