

Work Experience Checklist for Organisers

Whether you are organising work experience placements for the first time or the fortieth, it can be a challenging endeavour. We've created a handy checklist of things to consider as you tackle this important annual task.

Step 1: Administrative Preparation for Work Experience

ACTIVITY

- Start by reviewing your students' likes and interests to help identify their needs.
- Collate a list of local employers who are interested in offering work experience.
- Contact those employers and arrange site visits if appropriate.
- Determine legal requirements that you'll need to follow. These could include: safeguarding practices, Covid-19 regulations, health and safety procedures.

Step 2: Socialising the Plan with your Students

ACTIVITY

- Talk about work experience in class. Dedicate time for planning and preparation. Explain the importance of finding the right employer for each student.
- Ask your students to create or update a CV.
- Ask students to research companies and opportunities.
- Run a number of mock job interviews
- Run work experience workshops.
- Arrange a trip for your students to local careers fairs or set up your own.

Step 3: Socialising the Plan with Local Employers

ACTIVITY

- Identify local employers who match the work experience needs of your students.
- Contact employers to find out if they would be willing to offer work experience opportunities.
- Contact the employer shortlist to create a plan for your students

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Step 4: Support during the Work Experience Placement

ACTIVITY

- Create a sheet where students can record what they have learnt, what went well, and not so well for each day of their placement.
- Ask students to create a skills record.
- Set up meetings to monitor progress and provide guidance. This could be virtual or in person.
- Liaise with employers to ensure maximum benefit to themselves and the student. This could be virtual or in person.

Step 5: Post-work Experience Reflection and Analysis

ACTIVITY

- Ask your student to reflect on their experience. What went well? What did they enjoy? What didn't go so well?
- Did their work experience meet their goals and plans?
- Encourage your students to add their work experience to their CV.
- Ask your students to think about the skills they've learned/developed, and how these can be applied elsewhere.
- What challenges did your students overcome as part of their work experience?
- Arrange for them to talk to other students about their experiences (could be a useful source of inspiration).
- Has work experience changed your students' outlook/ideas on what they want to do in the future?

Did you know?

Using a careers education and future-readiness program, like [Xello](#), at your school or college can help you design a work experience programme.

Gather insights about student skills and interests to inform the types of local employers you approach. Track your students' activity in Xello's educator tools so that you can evidence your progress towards Gatsby Benchmarks 5 and 6. Find out more about Xello [here](#) and fill out a form if you're ready to speak to an education consultant.

