

Workplace Experience – Placement Checklist

✓	
	Discuss with the key people in your organisation to assist with your planning – senior management, health & safety, HR, marketing etc
	Assign at least one lead contact who has overall responsibility for coordinating the placement and liaising with the school and young person
	Consider creating a working party of key personnel both for advance preparation and on placement
	Complete the placement description (template available) so that the school, the young person and their parents/carers are aware of the details of your offer
	Check to see if your current risk assessments include young people working on site. If not, please adapt (template available)
	Locate your Employers Liability Insurance Certificate as the school will need to see this prior to the placement
	Register for the Dorset Work Ex Directory so that schools can contact you. You can register here https://dorsetchamber.co.uk/workplace-experience-form/
	<p>Create an overview programme for the placement. Ensure to include:</p> <ul style="list-style-type: none"> - A tour of your premises - An opportunity to meet various people in your business - Various activities showcasing different roles and allowing the young person to develop different skills <p>The programme may need to be flexible depending on how your business operates, but it is good to have activities planned in advance as the young person will like to be kept busy</p>
	If you plan to take photos or video throughout the placement, speak to the school in advance to discuss
	Prepare a space in advance where students can leave any belongings and can be a safe/quiet space if required
	Consider the accessibility of the placement for any young people with additional needs i.e. physical disability or learning need
	Consider what feedback you would like to gain from students
	Send a final email a week before the placement to reconfirm key details such as times, location, access information, clothing and key contacts within the business
	Inform everyone in your organisation about the placement taking place
	Ensure to confirm school contacts in the event of student absence or any issues
	If you need any help or support, please contact workex@dorsetchamber.co.uk