

Workplace Experience – Example Placement Programme

	Monday	Tuesday	Wednesday	Thursday	Friday
9.00am	Induction and Tour	Meet the Team Interviews	Sector Specific Task	Event Management Task	Virtual Work Experience
10.00am	Email & Phone Task	Reception & Admin Support	Meet the Team Interviews	Reception & Admin Support	Sector Specific Task
11.00am	Break	Break	Break	Break	Break
12.00pm	Meet the Team Interviews	Sector Specific Task	Powerpoint Task	Virtual Work Experience	Create Presentation of their experience
1.00pm	Lunch	Lunch	Lunch	Lunch	Lunch
2.00pm	Sector Specific Task	Marketing & Comms Task	Data & Excel Task	Youth Voice Task	Presentation & Feedback
3.00pm	End of Day	End of Day	End of Day	End of Day	End of Day

There is no one size fits all when it comes to a work experience programme. Consider what suits your business and the young person who is applying.

Tips:

- Obtain short tasks from employees and create a bank of activities in advance that can be used for all future placements
- Ask staff members to put aside 30mins to speak to the young person. They can then practise using email/Teams/phone to confirm these appointments and conduct interviews finding out about their career journey and current position
- Consider the skills you require most in your organisation and create opportunities for the young person to practise and develop these skills
- Speak to the young person in advance of their placement and find out what they would like to gain from the opportunity
- Offer hours that suit your business but are safe for the young person to travel, for example if your offices are open 8-4pm, then you may want to offer 9-3pm to allow staff time either side of the placement
- Allow the young person to experience all aspects of your organisation to give them an all round experience. You never know where inspiration might strike!
- Create a programme in advance but allow it to be flexible to accommodate what work/events might come up on the week of the placement
- Get feedback from the young person at the end of the placement to help inform your programme for future placements