

BUSINESS TOOLKIT

**Work experience
for employers**



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5 TOP TIPS

Work experience for employers



Sarah Flaherty
Bradford Grammar School

Undertaking work experience is often the first step towards helping young people understand the world of work and which career they might be inspired to choose as a result. It is also a great way for students to start developing key employability skills such as communication, organisation and using initiative.

As Head of Higher Education and Careers at Bradford Grammar School, Sarah Flaherty, has helped many students find the right pathway to a rewarding and fulfilling career. Here, Sarah gives her top five tips for employers to consider when taking on students for work experience based on recommendations from The Chartered Institute of Personnel and Development (CIPD) and feedback from her students:

1 Tailor the placement

Tailor the placement to the young person's needs and circumstances. Find out what the young person wants to get out of the placement, what skills they want to develop, what barriers they face and what their career aspirations are.

2 Be clear on the role

Ensure there is clarity about the role the young person will play in the organisation and how they will be supported, supervised and mentored by employees.

3 Make them part of the team

The young person should be treated as an active member of staff, but the placement should not be used to fill a vacancy.

4 Develop transferable skills

The young person should be introduced to the structure of working life and helped to learn and develop a range of transferable skills, personal qualities and competencies which will contribute towards their employability.

5 Explore employment option

Employers need to work closely with the young person to ensure they use the placement to find out about the different employment options open to them and how they can access them, including recruitment processes.

About Bradford Grammar School

Bradford Grammar School is a leading co-educational independent school ranked top three in the North by The Sunday Times' Schools Guide 2019. It is defined by its rich heritage and forward-looking approach and provides every opportunity for its students to embrace academic, sporting and creative excellence. For more information log onto www.bradfordgrammar.com