Template: Reviewing

Your Offer

When “work experience” is referred to in the questions, this could include training programmes, work trials, paid and voluntary roles, one-off opportunities, placements and other development pathways.

Your Offer

| Question | Your response | How could this be  more accessible? |
| --- | --- | --- |
| Who in your organisation  is responsible for overseeing work experience placements and who else has a role in facilitating these opportunities? |  |  |
| How many work  experience placements  can you accommodate  at any one time? |  |  |
| Do you have a set  work experience offer?  *(Set times of the year, alignment to particular projects?)* |  |  |
| Are you able to accommodate work experience requests which fall outside of your usual plans? |  |  |
| What skills or attributes  can the work experience candidate expect to gain or develop whilst on placement with you? |  |  |
| Is there an accreditation associated with the work experience opportunity?  *(Arts Award?)* |  |  |

Marketing

| Question | Your response | How could this be  more accessible? |
| --- | --- | --- |
| Do you have a role specification which gives an overview of the offer and expectations? What is  included in this? |  |  |
| Where are your work experience opportunities advertised?  *(Website, social media,*  *flyers/posters, networks)* |  |  |
| How do you promote  your work experience opportunities?  *(Do you attend schools/colleges or host teacher briefing events?)* |  |  |
| What is the  application process?  *(Is there an application form?)* |  |  |
| In what formats are documents and forms available?  *(Downloadable PDFs, word docs, printed copy, braille, large text, BSL video?)* |  |  |
| Do you offer an open  house or taster opportunity on site for potential work  experience candidates? |  |  |
| Is your offer only available  to people from a particular geographical location/borough and what  determines that?  *(Is it a funding stipulation?)* |  |  |

Recruitment

| Question | Your response | How could this be  more accessible? |
| --- | --- | --- |
| What does your  recruitment process  entail? |  |  |
| What does your  shortlisting process entail?  *(Website, social media,*  *flyers/posters, networks)* |  |  |
| How do you promote  your work experience opportunities?  *(Is there an interview,  a task, an informal meeting?)* |  |  |
| What adaptations  (if any) do you make to  the recruitment process to make it more accessible to  the candidate? |  |  |

Involving Your Team

| Question | Your response | How could this be  more accessible? |
| --- | --- | --- |
| Ahead of the work placement starting, what information do you share with your team? |  |  |
| How is the team involved in designing the work plan for the young person? |  |  |

Ahead Of The Placement Beginning

| Question | Your response | How could this be  more accessible? |
| --- | --- | --- |
| What information do you give to the young person before they begin? |  |  |
| What information  do you request from  the young person?  *(e.g. access rider)* |  |  |

Support During The Work Placement

| Question | Your response | How could this be  more accessible? |
| --- | --- | --- |
| What is the induction process?  *(Tours of the building,*  *training, policies)* |  |  |
| What support structures do you put in place to check in with the young person whilst they are on placement?  *(Check-in meetings at*  *the start and end of the day, establishment of key contacts, safeguarding policy)* |  |  |
| What systems/tools does the young person use to record their experience?  *(Daily work diary updates, video logs)* |  |  |
| What resources and budget do you make available to support the young person?  *(Funds to support travel,  BSL interpreters, lunch)* |  |  |

Feedback Mechanisms

| Question | Your response | How could this be  more accessible? |
| --- | --- | --- |
| How do you give feedback  to the young person? |  |  |
| How is the placement  brought to a close?  *(Reflections, closing meetings, celebration)* |  |  |
| What paperwork has  to be completed at the  end of the placement?  *(This may be connected to school/college/university requirements, e.g. a report)* |  |  |



Progression Routes

| Question | Your response | How could this be  more accessible? |
| --- | --- | --- |
| Do you have any future progression opportunities you can offer in your organisation? |  |  |
| What other organisations  can you signpost for future progression route opportunities? |  |  |