

<b>Work Experience Checklist</b>	
<b>Actions before the work placement:</b>	<b>YES</b>
Have you clarified the aims/what you want to achieve from your work experience programme?	<input type="checkbox"/>
Comments:	
Have you clarified whether your work experience programme will be a general careers work experience or offer a deep dive into a specific careers?	<input type="checkbox"/>
Comments:	
Have you clarified which young people you want to target and how you will go about that (e.g. through schools/partnership organisation like CYT/expressions of interest form?)*	<input type="checkbox"/>
Comments:	
Have you agreed when the work experience will take place (ensuring broad availability of students around exams/school holidays etc)?	<input type="checkbox"/>
Comments:	
Have you identified where the work placement will take place (one site/multi site?) and the key staff required to deliver the work experience and checked their availability?	<input type="checkbox"/>
Comments:	
Have you clarified if your work experience placement will be delivered on a 1 to 1 basis or will you host a group of young people?	<input type="checkbox"/>
Comments:	
Have you completed a weekly schedule/plan for the work experience placement? Have you ensured opportunities for feedback and review?*	<input type="checkbox"/>
Comments:	



Have you decided and planned whether to include a project as part of the work experience placement?	<input type="checkbox"/>
Comments:	
Have you agreed and communicated who will be the young person's main point of contact, who is overseeing the young person's schedule and allocated a buddy?	<input type="checkbox"/>
Comments:	
Have you decided and communicated a clear protocol for unexpected absence (including the collection and storage of emergency contact details)?	<input type="checkbox"/>
Comments:	
Have you planned and communicated a desk space for the young person?	<input type="checkbox"/>
Comments:	
Are all the rooms for meetings and presentations booked in advance?	<input type="checkbox"/>
Comments:	
Has IT systems access been organised before the start of the work placements?	<input type="checkbox"/>
Comments:	
Have you considered any relevant reasonable adjustments/accessibility requirements?	<input type="checkbox"/>
Comments:	
Have you decided whether you will reimburse expenses and if so do you have a process set up for this?*	<input type="checkbox"/>
Comments:	
Have you decided whether to ask the young person to sign up to a Code of Conduct and if so has this been created?	<input type="checkbox"/>



Comments:	
Have you communicated to the wider team regarding the work placement taking place to ensure a positive welcome for the young person?	<input type="checkbox"/>
Comments:	
Have you considered safeguarding/parental consent for the placement?	<input type="checkbox"/>
Comments:	
Has a risk assessment for the placement been completed?	<input type="checkbox"/>
Comments:	
Does your planned work experience induction include these key elements?  Company Overview/Roles and Service within the organisation Health and Safety (fire muster points, toilets, First Aid etc) Placement Timetable Points of Contact Code of Conduct	<input type="checkbox"/>
Comments:	
<b>Actions during and following completion of the work placement:</b>	
Have regular feedback/opportunities for review taken place during the placement?	<input type="checkbox"/>
Comments:	
Have you asked the young person to complete an evaluation form?*	<input type="checkbox"/>
Comments:	
Have you agreed how you will maintain contact with the young person for futures placements/job opportunities?	<input type="checkbox"/>
Comments:	



Have you closed down relevant IT systems access following completion of the work placement?	<input type="checkbox"/>
Comments:	
Have you documented and acted upon areas for improvement for the next work placements you run?	<input type="checkbox"/>
Comments:	

*\*templates available in the resources section*

