

Resource 1 – General Careers Work Experience Planning Template

This resource is designed to help work experience providers understand how the aims of a **General Careers Work Experience placement** shape every aspect of delivery - including the young people you recruit, the timing and location, who to involve, the structure, content and follow-up.

For example, because the fictional *Placemakers PLC* wants to give young people an early opportunity to experience the world of work, they have chosen to target **14–16-year-olds** rather than 16–18-year-olds. In addition, as they aim to introduce participants to a wide range of careers, they have committed to involving **at least three different teams** from across the business in the planning and delivery of the placement.

Once you have decided whether you want to offer a **General Careers Work Experience** placement or a **Deep Dive Work Experience** placement, we suggest completing a similar planning table yourself before launching a work experience placement.

Resource 2 – Deep Dive Work Experience Planning Template

Like Resource 1, this resource is designed to give work experience providers an example of how the aims of a **Deep Dive Work Experience** placement will directly influence key decisions - including the young people you recruit, the timing and location, who to involve, the structure and content, and the follow-up.

For example, because the fictional *Quality QS & Co* has identified one of their key aims as contributing to their corporate talent strategy around gender diversity, aligned with the **United Nations' 5th Sustainable Development Goal**, they have chosen to work specifically with **girls' schools in the borough where their head office is based**. They have also decided to involve a **female apprentice (Year 1 or 2)** as a buddy for each young person.

As with Resource 1, whether you intend to offer a **General Careers Work Experience** placement or a **Deep Dive Work Experience** placement, we suggest completing a similar planning table yourself before launching your work experience placement.

Resource 3 – Work Experience Request Form

This resource is designed to be shared with young people before they are selected for a work experience placement. It collects essential information such as their name, address, mobile number and any potential safeguarding considerations. It also asks young people to outline what they hope to achieve through work experience, why they want to take part, and their availability in terms of dates and locations. It can be used to select the young people you want to complete work experience.

Please note that this form is a **template** and should be tailored to suit your organisation's specific needs and aims.



Resources 4 and 5 – Example Timetables

Resources 4 and 5 offer two different examples of how work experience providers can approach creating a sample timetable. Resource 4 is informed by the aims set out in **Resource 1**, and Resource 5 is informed by the aims in **Resource 2**.

When designing timetables, it's important to ensure that tasks are as **true to life** as possible. It's also helpful to plan **add-on or extension activities** in case a young person completes their initial tasks earlier than expected.

Resource 6 – Work Experience Journal

Resource 6 is designed for young people to complete at the end of each day of their placement. It provides space for them to reflect on their experience, note what they have learned, and record any successes or challenges they faced. The resource also includes a section for their supervisor or manager to provide feedback.

It should be shared with the young person **ahead of time** and completed **daily**. If you choose to use this journal, make sure time to complete it is **accounted for in the placement timetable**.

Resource 7 – Template Work Experience Evaluation Form

This is a **template work experience evaluation** used by CYT to assess the impact of the placements we organise. It includes **generic quantitative indicators** (e.g., knowledge, skills, and confidence) as well as space for young people to provide **qualitative feedback**.

It is important to note that this is a **template** and should be adapted by employers to suit the specific purpose of their work experience. Employers should consider including indicators that will help demonstrate the extent to which their placement **achieved its aims**.

For example, for a placement focused on a **specific role deep dive**, employers might measure whether young people felt they gained insight into that role or whether they feel more confident that they are well-suited to it after completing the placement.

Resource 8 – Example Expenses Form

A simple **expenses template** for young people to complete at the end of their work experience. It can be submitted to the work experience provider if expenses were agreed to be covered.

Resource 9 – Work Experience Checklist

This resource is a comprehensive checklist covering everything outlined in the main guide. It takes a provider through each stage - from planning and organising a placement, to delivering it and evaluating its impact. The checklist also includes spaces for comments and notes to help you track progress easily.

