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?  |  |  |