

# Work Experience Support Services

A Guide for Employers



*“Staff at Gateway provide an excellent support service.”*

# about Gateway

SHARED SERVICES

**Gateway is a not-for-profit public sector organisation based in Glasgow.** Since 1989, we have been providing a range of career and education-related products and services to local authorities throughout Scotland. This includes the eleven local authority partners which provide our core funding.

## Our main services

This includes:

- career and work-related information and education resources
- cutting edge web applications and software
- WorkIT, a web-based placement management system for schools and their pupils; and
- a work experience administration support service for local authorities and their schools.

## Our work experience support services

We aim to support schools in providing a quality work experience programme for their students. We provide over 20 local authorities with access to WorkIT, an online placement management system which helps schools' work experience co-ordinators to manage and administer their work experience placements. Pupils can book placements online.

**We also provide several local authorities with a comprehensive work experience administration support service.**

This includes:

- canvassing local employers about participating in work experience
- providing employers with work experience placement information
- organising and conducting Health & Safety visits or checks with placement providers
- maintaining and updating a placement provider database
- on-going support for work experience co-ordinators and other school staff.

## School activities

The school arranging the pupil placement will:

- help the pupil to choose a suitable placement
- prepare the pupil for their time on placement
- ensure the pupil has the necessary information about the placement, including travel arrangements
- supply you with appropriate information about the pupil and their learning needs
- supply the pupil with personal protective equipment (PPE) if you indicate this is required.

## Benefits to pupils

There is a growing appreciation of the benefits of work experience placements for young people. There is evidence that work experience can:

- improve pupils' attainment at school
- help them to develop employability skills
- help them to clarify their career aspirations
- improve their motivation and confidence
- help prepare them for the transition from school to work
- give them a more realistic view of the world of work.

## Benefits to your business

Work experience is good for employers too, as it provides the opportunity to:

- develop and motivate staff
- engage with your local community
- raise your company brand and profile
- have a positive influence on the next generation of workers
- help prepare young people for working life
- identify potential future employees
- promote opportunities in your industry or profession.

# g get involved!

## **Would you consider offering work placements to young people from local secondary schools?**

Real life experience of the workplace has an important role to play in preparing young people for the transition from school to the world of work.

## **You can make a difference!**

We can explain how easy it is to take part. Please contact our work experience team now to arrange for a local work experience officer to visit you.

### **Work Experience Services**

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