



What is Work Experience?

It is an un-paid placement with an employer on their premises, where the young person carries out a range of supervised tasks & duties with an emphasis on the learning aspects of the experience.



The websites below have some useful, practical information regarding young persons on work placements:

[Young workers - Advice for work experience organisers \(hse.gov.uk\)](https://www.hse.gov.uk/youngworkers/)

[Young people at work - work experience - HSE](https://www.hse.gov.uk/youngpeopleatwork/)

How to find a work placement

The young person will need to decide what kind of work they are interested in first, this could be a potential career choice or a hobby/sport you are interested in exploring further.

They can approach their contacts such as family or friends or they could approach an employer. Some employers have a bespoke work experience programme already set up for young people. For example British Airways, Celtic Horizons, McDonald's etc; you would need to contact and liaise directly with the employer for these opportunities. It is advisable to check whether your child will be alone with the employer e.g. a sole trader, for any length of time. If this is the case then the employer would need to be DBS (Disclosure & Barring Service) checked and if you don't know this person it may be better to look for another placement for your child.

If you are not sure what career interests you, try our Careers Wales career matching tool [Career Match Quiz](#) to help you get ideas of jobs that suit your interests and skills.

Employer Liability Insurance

If you employ people, it is a **legal requirement** to have employer liability insurance. Employers can be fined if they do not hold a current employers' liability insurance policy which complies with the law. Employers are responsible for the health & safety of their employees while they are at work. The Employers' Liability (Compulsory Insurance) Act 1969 ensures that employers have at least a minimum level of insurance cover against any claims.

Your child should only attend a work placement if the employer has an up to date employer liability insurance that covers the young person for a work experience placement. In some cases, the employer will not need additional employers' liability insurance for volunteers or for young persons who work for them unpaid or those people who are not employed but taking part in a youth or adult training. You are entitled to see a copy of the employer liability insurance.

Exemptions: Only the following employers are exempt from having employer liability insurance: family businesses, where all employees are closely related to the employer, unless the business is incorporated as a limited company.





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Miscellaneous

- You may need to pay for your child's transport to and from the workplace
- Encourage your child to talk about their placement and to inform you if they have any concerns
- Discuss food arrangements eg. does your child have to provide their own food and drinks, or take money to buy their lunch
- Will your child have unsupervised breaks where they could go off site alone
- If you have any doubts or concerns about your child's placement, speak directly to the employer.