

Preparation for experiences of the workplace

Here are some simple steps you can take when preparing for an experience of a workplace, to ensure the experience provides an opportunity to link to careers.

Step 1

Template email to share with organiser prior to visit

Dear **[Organiser]**,

We are looking forward to visiting you on **[date]**. As a school we are committed to embedding careers and proving pupils with the opportunity to meet a diverse range of role models and be exposed to different careers and pathways.

During our visit, we would welcome the opportunity to:

- Gain an insight into a variety of job roles at **[Organisation Name]**
- Ask a member of staff questions regarding their job role, career journey and interests
- Meet a diverse range of staff at **[Organisation Name]**

We have prepared a number of questions which the children would like to find out about whilst on our visit.

- What do you like most about your job?
- What does your job involve?
- What skills do you need to do your job?
- Why did you want this job?
- What qualifications did you need?
- How many people work here?

We look forward to visiting and thank you for providing this great opportunity for our pupils.

Regards,
[Your Name]
[Your School Name]

Step 2

Research the employer

In preparation for an experience of the workplace consider how pupils can research and find out about where they are visiting. This allows pupils to then formulate questions they want to ask on the visit. This could be a simple 10-minute session at the start of the school day.

Things to find out:

- Name of company
- Location
- Type of workplace e.g. office
- About the company e.g. mission statement etc.
- Industry sector
- Number of employees

Step 3

Reflect on the experience of the workplace

Encourage pupils to use the 'Meaningful experiences of the workplace' template to reflect on their visit. These reflections can be collected in a careers book, which they build on throughout their time at school.

