

SLL Get Curious Lighting

Work Experience Checklist for Key Stage 4 Students (Ages 14–16)

This checklist outlines what employers need to have in place to host a Key Stage 4 student for work experience. The goal is to ensure a safe, meaningful and well-managed placement that benefits both the student and the host organisation.

1. Pre-Placement Planning

- **Define the Placement Role**
 - Outline suitable tasks or shadowing opportunities.
 - Ensure the work is age-appropriate and meaningful.
 - **Appoint a Supervisor or Mentor**
 - Assign a named person responsible for day-to-day supervision and support.
 - **Agree Placement Dates & Hours**
 - Typically 1–2 weeks.
 - Ensure hours are suitable for under-16s (e.g. not exceeding 8 hours/day or 40 hours/week).
 - **Confirm with School or Placement Provider**
 - Liaise with the school to complete any required forms or agreements.
 - Understand any learning outcomes or goals the student should achieve.
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2. Legal and Safety Requirements

- **Health & Safety Risk Assessment**
 - Review and document the specific risks for a young person in your workplace.
 - Consider inexperience, lack of awareness, and physical or emotional maturity.
 - **Employer's Liability Insurance**
 - Confirm it covers work experience students (most do—check with your provider).
 - **Safeguarding and DBS**
 - Staff supervising students don't generally need a DBS check for short-term placements, but safeguarding awareness is essential.
 - Avoid situations where the student would be left alone for extended periods with one adult.
 - **Induction and Safety Briefing**
 - Include site tour, emergency procedures, PPE use (if needed), conduct expectations, and who to speak to for help.
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3. During the Placement

- **Provide a Clear Schedule**

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- Include start/end times, breaks, and activities for each day.
 - **Daily Check-ins**
 - Supervisor to check in regularly and provide feedback or support.
 - **Meaningful Engagement**
 - Allow observation, supervised task participation, and informal Q&A with staff.
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4. Post-Placement

- **Provide Feedback**
 - Offer a short review or written feedback for the student and school.
 - **Optional: Certificate of Participation**
 - A small token to recognise the student's involvement and reflect positively on your organisation.
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Optional Enhancements

- Offer a tour of different departments (e.g. design, manufacturing, testing).
 - Share basic insights into roles and career pathways in the lighting industry.
 - Encourage reflective activities (e.g. keeping a placement journal).
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Notes for Employers

- Students remain the responsibility of their school during the placement period.
- Your organisation plays an important role in developing the future workforce – even a short placement can make a lasting impact.
- You may want to keep a standardised pack (e.g. with H&S policy summary, safeguarding approach, and basic info sheet) to reuse for future placements.