

Block and Extended Work Experience Scheme

Supervising a Student on Work Experience Guidelines for Placement Supervisors

The student you are working with will have some understanding of the world of work in general but may not have been in a working environment and taken responsibility for their own actions in terms of working with other adults.

You, as the main work placement supervisor, will have agreed with the student the sort of tasks they can work on and these can be written in their logbook in the Occupational Tasks and Skills Action Plan section. You should also make sure the student knows what they are NOT allowed to do in terms of tasks and equipment.

Using Another Employee as a Supervisor

If you are going to put the student with another person who will be responsible for supervising them you need to make sure that this person:-

- ✓ knows what you have agreed the student can do and what they should **NOT** be allowed to do;
- ✓ has the ability to work with the student and understands the health, safety and welfare aspects of what they will be doing;
- ✓ knows what action to take if the student has a problem or needs help;
- ✓ has not been disqualified from working with young people.
- ✓ is old enough to adopt a *professional* working rapport with the student.