



Norfolk County Council



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# Factsheet 3

# Promoting the Work Experience Programme



# 3. Promoting the Work Experience Programme

## Timeframe

- Begin promoting the programme early — ideally **six months before** work experience is due to start (see Factsheet 11: *Timeline*)

## Methods

- Use a variety of promotion methods to increase engagement:
  - Assemblies and PSHE
  - Careers events
  - Employer networking events
  - School social media channels
  - Liaise with local employer bodies
  - Ask employers to take part in promoting work experience in assemblies, careers events, industry days etc.
  - Ask previous student cohorts to share their experiences
  - Parents' evenings

## Briefing materials

### Pre-placement Agreement Forms

- Pre-placement forms should be given to students as early as possible – ideally at the point of introducing the programme - and should be filled in and signed by:
  - The student
  - The student's parent/carer
  - The employer (as soon as the placement is offered)
- This form needs to collect essential information including:
  - Student details: school/college, date of birth, emergency contacts
  - Health declaration\* (**see suggested wording on page 3**)
  - Agreement to confidentiality, health and safety and security expectations

- At the point of placement being offered by the employer, the employer should record placement information on this same form, including:
  - Placement address
  - Contact name
  - Contact name of the person who will take responsibility for the student whilst on placement (if this is different to the main contact)
  - Duties/tasks the student will carry out
  - Working days/times and breaks
  - Clothing requirements/dress code
  - Specific safety clothing requirements – this should include anything the student may need to provide themselves such as protective footwear)
  - Employer’s Liability Insurance details (see *ELI FAQs*)
  - **If applicable**, a confidentiality clause preventing the sharing of business information

**\* Suggested wording for Health Declaration section of Pre-placement Agreement forms:**

*In order to ensure that there are no unnecessary risks to the Health & Safety of this student or the Health & Safety of another person, please indicate below any medical condition the student is suffering from which the employer should be made aware of (eg: asthma). Please ensure you make a full disclosure of all existing medical conditions so that the employer can then take this into account when allocating the duties to be carried out on placement.*

Sample student pre-placement forms can be found in Factsheet 10: *Resources*



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