



Norfolk County Council



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Factsheet 9

After Work Experience...



9. After Work Experience

Preparing for post-placement evaluation

- Plan ahead (ideally at the start of the programme) for what you expect each student to do or produce in terms of evaluating and sharing their experiences after placements are completed

After placement, schools should:

- De-brief students via group discussions and follow-up activities
- Collect feedback from **students, employers, and parents** on how the work experience placement went – this could include asking:
 - Did you have enough information to prepare you? (all)
 - Did you find the experience positive? (all)
 - Is there anything that could have been improved? (all)
 - Did you find keeping a logbook/diary helpful? (student & employer)
 - Did the student communicate well with staff? (employer)
 - Will you offer work experience again? (employer)
- Evaluate the programme
- Identify good practice and case studies
- Consider providing students with a certificate of completion
- Report outcomes to SLT and governors

After placement, students should:

- Reflect on what they learned and how it links to both what they are studying in school and also their future goals
- Feedback on whether the experience met their expectations
- Discuss what went well/not so well (this can help school's own evaluation and inform whether placements with that employer need to be handled slightly differently in future)
- Review career ideas and explore further
- Complete logs, diaries, or reflective accounts
- Thank employers via thank you letter, e-mail, card etc.
- Update their CV with skills/experience gained
- If appropriate, ask their employer if they are willing to provide a reference for them (either a written reference to keep for future use, or consent to give their name as a referee in future)



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