




# COUNTRYSIDE LEARNING SCOTLAND

**Our Guide to Work  
Placements to develop the  
Young Rural Workforce  
and your Business.**



Follow us on

  @countrysidelearningscotland

 @countrysidels



THIS SIMPLE GUIDE IS TO HELP YOU  
**WELCOME YOUNG PEOPLE INTO  
YOUR WORKPLACE** AND GIVE YOU  
THE KNOWLEDGE AND CONFIDENCE  
TO TAKE THE NEXT STEP.

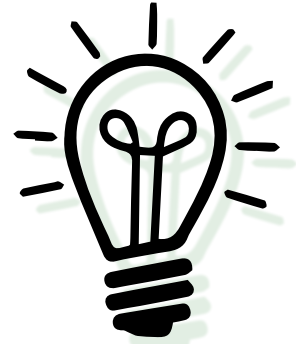


- Develop young people
- Raise your business profile
- Promote opportunities in your industry

- Costs you money
- Lots of paperwork & red tape
- Guarantee of job at the end

For most young people, work experience, will be the first time they experience the work environment. You have the opportunity to make sure that this first experience, is with your business.

# WHAT IS INVOLVED IN A **WORK PLACEMENT?**



A work placement is flexible;

**1**

**IT CAN BE  
A WEEK**

**2**

**A DAY  
A WEEK**

**3**

**A FEW HOURS ON  
A WEEKLY BASIS**

IT CAN BE STRUCTURED TO SUIT YOUR NEEDS AND THE YOUNG PERSON'S NEEDS. **THE KEY TO A SUCCESSFUL WORK PLACEMENT IS PREPARATION AND ORGANISATION.**

It is essential that the following are in place to deliver a positive work placement for you and the young person:

- ✓ A dedicated workplace supervisor for the young person
- ✓ An induction covering health & safety, orientation, rules and objectives
- ✓ A schedule of work for the young person including activities which allow them to observe different roles, undertake tasks, attend meetings and be part of normal everyday activities

- ✓ Clear and sufficient instruction, training and supervision so that the young person understands the importance of health and safety and so that they have a rich and varied experience
- ✓ Given regular feedback on their performance



# HOW DO I GET STARTED?



1

**Talk to us.** We can then help you structure the work placement with the local authority and Developing the Young Workforce.



2

**Check your Employer's Liability Insurance** and let your insurer know about the work placement.



3

**Check risk assessments for your work place**, this is something you will probably already have done for your insurance. However, remember, young people may lack experience & physical maturity/strength, they may be keen to impress and please, and be unaware of how to raise concerns.

4

**The Local Authority will visit** to look at the health and safety aspects of having a placement with your business



5

**Once you are approved by the Local Authority**, and have agreed the timings with the school and have your activity schedule in place for the young person, then you are good to go!



**WE CAN  
DO THIS  
TOGETHER**



**WE WILL HELP YOU BY:**

- ☺ Ensuring the correct placement structure for you and the young person
- ☺ Liaising with the Local Authority departments to support the set-up process
- ☺ Liaising with schools for bespoke placements
- ☺ Providing advice, guidance, and input throughout the placement process

FOR MORE INFORMATION ON  
**WORK PLACEMENTS**  
PLEASE CONTACT:

**TAYSIDE: Tors Hamilton**

tors@countrysidelearningscotland.org.uk  
[www.countrysidelearningscotland.org.uk](http://www.countrysidelearningscotland.org.uk)  
[www.scotland.lantra.co.uk/](http://www.scotland.lantra.co.uk/)  
[www.dyw.scot](http://www.dyw.scot)

**NATIONALLY: Ian Robertson**

ian@countrysidelearningscotland.org.uk



**FURTHER  
INFORMATION:**

**RISK ASSESSMENTS:**

[www.hse.gov.uk/young-workers/employer/work-experience.htm](http://www.hse.gov.uk/young-workers/employer/work-experience.htm)

Apprenticeships - Young people: training and employment - <https://www.gov.scot/policies/young-people-training-employment/apprenticeships/>

Follow us on  
f @ countrysidelearningscotland  
@countrysidels

