Effective practice checklist for the management of work experience programmes[7]

A = well developed practice

B = practice which has some strengths but needs further development

C = practice which needs development and support

Planning a 'whole organisation' approach to work experience programmes					
		A	**B**	**C**	**Response**
Planning a 'whole organisation' approach to work experience programmes					
1	The organisation offers a wide range of work experiences across a spectrum of occupational areas.				
2	The organisation provides a wide menu of work-related opportunities to meet individual needs.				
3	The organisation takes account of the local labour market when developing work placements.				
4	The organisation involves employers in developing a learning programme for individual learners.				
5	Employers are aware of the purpose of the E2E programme and the three core curriculum elements.				
Planning development of vocational skills					
6	Learners are helped to 'find their focus' by having the opportunity to explore a wide range of work areas.				

[7]Adapted from *Entry to Employment: looking back over the first year*, Adult Learning Inspectorate, 2004.

7	Tutors provide a package of work-related activities, e.g. job search, work tasters and access to national vocational qualifications to foster positive attitudes to work.				
8	Learners are helped to understand and develop the vocational and employability skills they need for work.				
9	Learners are helped to see the importance and relevance of their *Skills for Life* and their personal and social skills in the context of work.				
Programme design and delivery					
10	Learners are helped to 'find their focus' by having the opportunity to explore a wide range of work areas.				
11	A range of working environments is used to plan and develop vocational skills.				
12	There is a planned approach to work experience that is understood by all staff.				
13	Learning programmes are planned with the learner and the employer.				
14	Learners receive regular work placement visits from their tutors to give support and monitor progress in all aspects of their learning plan.				