

## SUGGESTED RESOURCES FOR WORK EXPERIENCE

The resources reviewed in the table below are a sample of those on the market that will support you in organising work experience for 14 - 16 year olds. You will see there are sections on the following resources:

- Paper Based
- Video/CD/DVD
- Software
- Websites

### Paper Based:

Title	Description	Price	Publisher (contact)
<b>Be Safe: An introductory Guide to Health and Safety</b>	A booklet comprising two parts. The first part gives students lots of information about health and safety in the workplace including simple health and safety rules. The second part of the booklet is a workbook that students could complete whilst on work experience recording health and safety information specific to their placement.	No charge.	Learning and Skills Council Tel: 0870 900 6800 Copies can be obtained from the LSC: Reference MISC/0609/03 or downloaded from <a href="http://www.lsc.gov.uk">www.lsc.gov.uk</a>
<b>Career Management: Work Experience</b>	Support material to help students prepare for, go through and debrief after work experience. Topics include: building confidence, what you give and what you get, getting on with the boss, sexist attitudes in the workplace. Available in spiral-bound book, PDF download or CD-ROM.	£25 per pack.	Chalkface Project Tel: 01908 505151 <a href="http://www.chalkface.com">www.chalkface.com</a> You can download a free sample from the Internet.
<b>Careers for KS3</b>	A pack of assignments structured to introduce students to the world of work and help them make career choices.	£25 per pack.	Chalkface Project Tel: 01908 505151 <a href="http://www.chalkface.com">www.chalkface.com</a>
<b>Collecting Evidence to Show Achievement</b>	A booklet with samples of evidence to help students understand how to show their achievements for the Work Experience Certificate Log Book/Log Book Plus.	No charge.	Connexions West of England David Firmin Tel: 0117 9074418 Email: <a href="mailto:dfirmin@connexionswest.org.uk">dfirmin@connexionswest.org.uk</a>
<b>Experiences of Work - for young people with learning difficulties and disabilities</b>	An information resource designed to support staff involved in setting up work experience placements, other experiences of work and promoting participation, progression and achievement for young people with learning difficulties.	No charge.	Connexions West of England Venetia Ross-Elliott Tel: 0117 9074515 Email: <a href="mailto:mperks@connexionswest.org.uk">mperks@connexionswest.org.uk</a>

Title	Description	Price	Publisher (contact)
<b>Key Skills Log for Learning and Work</b>	The aim of the log book is to support Key Stage 4 students in developing their understanding and application of key skills. The students practise and collect evidence of their key skill achievements. A certificate may be awarded to students who show evidence for 4 of the 6 key skills and a set of work skills. The Work Experience Certificate Log Book/Log Book Plus can contribute evidence towards the work skills and improving own learning and performance.	£1.50 per log book + p&p for organisations in B&NES, Bristol, N.Somerset and S.Gloucs.  £3 per log book + p&p for organisations in other areas.	Connexions West of England David Firmin Tel: 0117 9074418 Email: dfirmin@connexionswest.org.uk
<b>Key Skills Resource Pack</b>	The pack and CD contain photocopiable resources that will help young people develop their key skills.	£40 per pack + p&p for organisations in B&NES, Bristol, N.Somerset and S.Gloucs.  £30 per pack + p&p for organisations in B&NES, Bristol, N.Somerset and S.Gloucs who use the Key Skills Log Book.  £60 per pack + p&p for organisations in other areas.	Connexions West of England David Firmin Tel: 0117 9074418 Email: dfirmin@connexionswest.org.uk
<b>Mentor's Record of Young Person's Progress</b>	Mentors working with a young person who is taking part in extended work experience can use this record of progress. This can be used in conjunction with the Connexions Work Experience Certificate Log Book/Log Book Plus and is cross-referenced to these resources.	No charge.	Connexions West of England David Firmin Tel: 0117 9074418 Email: dfirmin@connexionswest.org.uk

<b>Title</b>	<b>Description</b>	<b>Price</b>	<b>Publisher (contact)</b>
<b>Progress File</b>	The Progress File is a set of materials designed to help young people plan and manage their own learning and career development. The booklet 'Moving On' has a section -'Using Progress File to manage your experiences of work'.	No charge.	DfES www.dfes.gov.uk/progfile
<b>Safeguarding Children in Education</b>	This document is about the duty of LEA's schools of all kinds, and further education institutions to have arrangements for carrying out their functions with a view to safeguarding the welfare of children. It also updates and replaces the existing guidance about the organisation of child protection arrangements in the education service that is contained in circular 10/95:protecting children from abuse: the role of the education service. It is supported by a website that includes examples of good practise and model policies for education establishments to use, at: www.teachernet.gov.uk/childprotection Annex A of this document makes specific reference to the necessary steps to be taken when allowing students to take part in work experience programmes.	No charge.	DfES www.dfes.gov.uk
<b>Tasks for Extended Work Experience</b>	A set of photocopiable tasks for young people to undertake during extended work experience.	No charge.	Connexions West of England David Firmin Tel: 0117 9074418 Email: dfirmin@connexionswest.org.uk
<b>Teachers'/Tutors' Guide for the Work Experience Certificate Log Book/Log Book Plus.</b>	A guide to help teachers/tutors support students using the Work Experience Certificate Log Book/Log Book Plus during their work experience placement.	No charge.	Connexions West of England David Firmin Tel: 0117 9074418 Email: dfirmin@connexionswest.org.uk
<b>Tips for Success for the Work Experience Certificate Log Book/Log Book Plus.</b>	Tips to help implement the Work Experience Certificate Log Book/Log Book Plus successfully, and ensure as many students as possible achieve certification.	No charge.	Connexions West of England David Firmin Tel: 0117 9074418 Email: dfirmin@connexionswest.org.uk
<b>Top 12 Skills and Personal Qualities</b>	12 posters produced by Hereford and Worcester Connexions.	£41.95 for 12 posters.	Hamilton Enterprises (Cumbria) Limited Tel: 01229 480618 Email: Hamilton_Enterprises@btopenworld.com

Title	Description	Price	Publisher (contact)
<b>Work Experience: A Guide for Secondary Schools (2002)</b>	This booklet offers general guidance and practical advice on the main issues relating to work experience for students during KS4. It is intended to help schools establish well-structured programmes that create the maximum learning benefit for students, and to help teachers with responsibility for students over school leaving age. It is part of the Curriculum and Standards series and complements such publications as the QCA's 'Learning from Work Experience: A guide to successful practice', the DfES guide for employers 'Improving Work Experience: a good practice guide for employers' plus 'Health & Safety on Work Experience (KS4): A good practice guide'. The booklet also offers an outline of the legal background and supersedes 'Work Experience: A guide for Schools' issued in 1999 by the DfES.	No charge.	DfES www.dfes.gov.uk Ref. SPD WES 01 02RE
<b>Work Experience and Job Coaching for Students with MLD/EBD</b>	The lesson plans and worksheets help students who need extra guidance gain familiarity with concepts involved in the process of employment, and increase their chances of success. Teachers' notes give links between activities and key skills, and address the practicalities of getting students out of the classroom and into the workplace. Available in spiral-bound book, PDF download or CD-ROM.	£25 per pack.	Chalkface Project Tel: 01908 505151 www.chalkface.com You can download a free sample from the Internet.
<b>Work Experience Certificate Log Book</b>	The A5 log book supports students on work experience. It encourages students to take responsibility for deciding personal targets and helps them to collect evidence to show their achievements. The targets support the development of key skills and personal qualities and encourage students to extend their knowledge of the working environment. To achieve the certificate students will need evidence to show they have met their targets. Log books are moderated by Connexions West of England. The certificate can be used as evidence towards some ASDAN awards, some OCR, Edexcel, AQA and ABC qualifications, and the Connexions Key Skills Log.	75p per log book + p&p for organisations in B&NES, Bristol, N.Somerset and S.Gloucs.  1.50p per log book + p&p for organisations in other areas.	Connexions West of England David Firmin Tel: 0117 9074418 Email: dfirmin@connexionswest.org.uk
<b>Work Experience Certificate Log Book Plus</b>	The A4 log book has the same outcomes as the Work Experience Certificate Log Book, the difference is in size and presentation. More graphics, larger fonts and less text make the log book suitable for students with special needs.	£1 per log book + p&p for organisations in B&NES, Bristol, N.Somerset and S.Gloucs.  £1.50 per log book + p&p for organisations in other areas.	Connexions West of England David Firmin Tel: 0117 9074418 Email: dfirmin@connexionswest.org.uk

Title	Description	Price	Publisher (contact)
<b>Work Experience Learning Frameworks and CD-ROM</b>	The DfES supported research by the CEI into opportunities in work experience, which aims to improve the quality of work experience and to ensure specific learning outcomes for students. They have produced frameworks covering 27 work areas with activities and teacher notes. A3 photocopyable sheets.	£60 for set, CD + manual.  £35 for set.	Centre for Education and Industry University of Warwick Tel: 02476 523909 Email: <a href="mailto:cei@warwick.ac.uk">cei@warwick.ac.uk</a> <a href="http://www.warwick.ac.uk/cei">www.warwick.ac.uk/cei</a>
<b>Work related learning and the law:guidance for schools and school-business link practitioners (2004)</b>	This guide has been written to help schools and school-business link practitioners address the legal issues surrounding work-related programmes.	No charge.	DfES <a href="http://www.dfes.gov.uk">www.dfes.gov.uk</a> Ref. DfES 0475 2004
<b>Work-Related Learning Toolkit and CD-ROM</b>	Section C covers Health and Safety on extended training placements. Section D covers planning the process.	Contact Leacan.	Leacan <a href="http://www.leacan.org.uk">www.leacan.org.uk</a>
<b>'Working - In' Series</b>	This is a 'Careers' series, which is free to schools, colleges and PRU's. More careers than work experience but could be used to introduce students to the range of working opportunities.	No charge.	Connexions <a href="http://www.connexions.gov.uk">www.connexions.gov.uk</a>
<b>World of Work Resources Listing - June 2004</b>	A catalogue of career and work experience resources.	No charge.	Hamilton Enterprises (Cumbria) Limited Tel: 01229 480618 Email: <a href="mailto:Hamilton_Enterprises@btopenworld.com">Hamilton_Enterprises@btopenworld.com</a>

**Video/CD/DVD:**

<b>Title</b>	<b>Description</b>	<b>Price</b>	<b>Publisher (contact)</b>
<b>A-Z of Work Experience</b>	A new video produced and acted by young people of various abilities. Suitable for E2E and work-related learning. Extensive teacher/tutor notes.	£40 + VAT.	Hamilton Enterprises (Cumbria) Limited Tel: 01229 462684 Email: Hamilton_Enterprises@btopenworld.com
<b>Check It Out</b>	A 20-minute video on 'Risk assessment for young people on work placement.' It shows the risks they may face in the workplace and how to avoid having accidents or injuring other people.	£25.	HSE Books ISBN: 071762532X Tel: 01787 881165 www.hsebooks.com/books
<b>Life Stuff - From the Top</b>	6 x 25 minute programmes for 16-19 year olds about the world of work. It looks at some careers that young people may not have considered or would think of as beyond their reach. Each programme centres on the work of an individual who has reached the top of their profession and will tell the story of their journey from the age of 16 to where they are now and their current working day. The series features people with excellent negotiating and networking skills.	£29 for 6 x 25 minute programmes.	Channel 4 www.channel4.com/learning
<b>My Brilliant Career</b>	25 x 5 minute programmes, aimed at young people from 14 upwards, are snapshots of a wide range of jobs, from advertising to hairdressing, from engineering to animal welfare. The programmes are made in the style of television commercials, whetting the appetite of students, soon to be workers, whilst giving some insight into the fast-changing world of work.	£29 for 25 x 5 minute programmes.	Channel 4 www.channel4.com/learning
<b>Off Limits - Get Working</b>	2 x 25 minute programmes look at a variety of young people who balance school life with the demands of a job and provide information about an employee's rights and employers' obligations. Entitled 'Round the Clock' and 'Your Rights and Wrongs at Work'.	£19 for 2 x 25 minutes programmes.	Channel 4 www.channel4.com/learning
<b>Off Limits - Work Experience</b>	2 x 25 minute programmes provide students with an introduction to work experience. Entitled 'All in a Week's Work' (documentary) and 'When Roger met Karen' (comedy drama).	£19 for 2 x 25 minute programmes.	Channel 4 www.channel4.com/learning

<b>Title</b>	<b>Description</b>	<b>Price</b>	<b>Publisher (contact)</b>
<b>Skills for Work Video Series</b>	Each 20 minute programme demonstrates the use of key skills in the workplace: Volume 1 - Introduction Volume 2 - Communication and Working with Others Volume 3 - Numeracy and IT Student worksheets are included for different levels of ability.	£19.50 per video.  £50 for 3 videos.	Careersoft Ltd Tel: 01422 330450 www.careersoft.co.uk
<b>What the Employer Expects (2002)</b>	The video reveals what an employer will expect from work experience students or school leavers they may employ. It gives advice about interviews, the importance of a well-presented application form and problems employers have encountered with young people.	£34.95 for 1 x 25 minute programme.	Tony Jewers Productions Tel: 01206 734372 www.tonyjewers.co.uk

**Software:**

Title	Description	Price	Publisher (contact)
<b>Ani-MODS</b>	A computer program in which 3D animated characters tell a story, with interactive tasks and a quiz for the user to complete. Each short module lasts 15 minutes and introduces a topic to the student with curriculum suggestions and follow-up support materials. There are 16 modules. Modules 5-8 deal directly with work experience i.e. Health and Safety, Issues on your first day at work, Making the most of your Work Experience and Sorting out your work experience.	£80 to purchase a site licence for a year.  £35 per module.  Currently there is a special offer for Modules 5-8 of £110.	Careersoft Ltd Tel: 01422 330450 www.careersoft.co.uk
<b>CID</b>	A careers information database with 850 job details, 7000 photographs and video clips. There are also additional programs to purchase. Suitable for KS3 and KS4 to cover all ability ranges including special needs.	Supplied to schools in B&NES, Bristol, N.Somerset and S.Gloucs through Connexions West of England.	Careersoft Ltd Tel: 01422 330450 www.careersoft.co.uk
<b>KUDOS</b>	A careers matching program for young people, which in addition to the job records and photographs etc, contains salary and labour market information and live web/email links. There is free access for 5 consecutive users to CareersMatch. Worksheets are available.	Also available at Young People's Information Points and Connexions Centres.	Cascaid Ltd www.cascaid.co.uk
<b>On the Spot Multimedia</b>	Explores 150 jobs in a lively and fun way to help students understand the skills needed to do them. The programme is full of sounds and colour imagery with spoken job descriptions, and is ideally suited to younger students or those with learning difficulties. The programme allows the user to print out the 'On the Spot' leaflets for the jobs featured.	£100 + VAT.	High Flyers Publishing www.highflyerspublishing.co.uk

## Websites:

Title/Link	Description	Publisher (contact)
<a href="http://www.cegnet.co.uk">www.cegnet.co.uk</a>	A careers education website for staff in schools and colleges and their partners. It has the latest news on policy and research in the careers field, teaching resources, helpline, discussion and chat rooms, practical advice on managing careers work, with links to relevant websites. To access the schemes of work go to 'Teaching and Learning/Schemes of work/KS3 or KS4.'	Cegnet
<a href="http://www.channel4.com/brilliantcareers">www.channel4.com/brilliantcareers</a>	A website for young people thinking ahead, exploring jobs and careers. There is an online 'personality test' for students, a database of jobs, competitions, articles and CV templates.	Channel 4
<a href="http://www.channel4.com/learning">www.channel4.com/learning</a>	Available on a new subscription website to support the teaching of Citizenship, PSHE and careers guidance for 14-19 year olds. The site includes extensive notes and worksheets for teachers. A free area of the site demonstrates the material that is available. Log on to <a href="http://www.channel4.com/lifestuff">www.channel4.com/lifestuff</a> .	Channel 4
<a href="http://www.channel4.com/realdeal">www.channel4.com/realdeal</a>	A website for the aspiring entrepreneur, providing a key service to anybody with an initial business idea. It opens up the business world to the uninitiated, providing inspiration, key learning tools and information to help young people turn their business idea into reality.	Channel 4
<a href="http://www.connexions-cd.org.uk">www.connexions-cd.org.uk</a>	A website from Connexions Cornwall and Devon. Go to 'Careers/career@ctive' for quizzes on world of work, job interviews and self-awareness. There are lots of areas of interest on the website, however some relate to Cornwall and Devon only.	Connexions Cornwall and Devon
<a href="http://www.connexionswest.org.uk">www.connexionswest.org.uk</a>	A website from Connexions West of England. Go to 'Careers' for help with developing a career plan, information on a range of career types and the options for training or studying towards a career.	Connexions West of England
<a href="http://www.connexionswest.org.uk/pdf/workmatters2004.pdf">www.connexionswest.org.uk/pdf/workmatters2004.pdf</a>	Key facts and figures about working in B&NES, Bristol, N. Somerset and S. Gloucestershire including; the number of people in work, what they do, how much they earn, what skills/qualifications they have etc.	Connexions West of England
<a href="http://www.connnexions-direct.com/itsyourchoice">www.connnexions-direct.com/itsyourchoice</a>	Information on work and learning.	Connexions Service
<a href="http://www.connnexions-direct.com/jobs4u">www.connnexions-direct.com/jobs4u</a>	Go to 'Jobs4u' and you will find a database of over 600 jobs!	Connexions Service
<a href="http://www.dfes.gov.uk/wrlr/">www.dfes.gov.uk/wrlr/</a>	A website for teachers about work-related learning.	DfES
<a href="http://www.experiencesofwork.co.uk">www.experiencesofwork.co.uk</a>	Useful information for teachers, students and employers about all aspects of work experience, including; Health and Safety Database, WEX Policy, Guidelines for Extended WEX etc.	Connexions West of England

<b>Title/Link</b>	<b>Description</b>	<b>Publisher (contact)</b>
<a href="http://www.hse.gov.uk">www.hse.gov.uk</a>	This is a website for staff where they can find information about a range of health and safety topics. Some of the information might be useful when preparing students for work experience placements in classroom based sessions.	HSE
<a href="http://www.marksandspencer.com">www.marksandspencer.com</a>	Information about Marks and Start, the new flagship community programme. Go to the link 'Site Map', under the heading 'The Company' go to 'Marks & Start.' It gives the opportunity of work experience to people of different ages and walks of life, helping them to access the world of work.	Marks and Spencer
<a href="http://www.newi.ac.uk/englishresources/workunits/ks4/lang/workplce/wkplcunit.html">www.newi.ac.uk/englishresources/workunits/ks4/lang/workplce/wkplcunit.html</a>	Work experience worksheets.	North East Wales Institute of Higher Education
<a href="http://www.parentcentre.gov.uk">www.parentcentre.gov.uk</a>	Information for parents about work experience. Search for 'Work Experience'.	DfES
<a href="http://www.placementsurvivalguide.com">www.placementsurvivalguide.com</a>	An interactive health and safety website. The student is given information about an aspect of health and safety and this is followed by a quiz. On completion of the quiz a certificate is issued and this can be printed for the student to keep.	Trident Trust
<a href="http://www.safelearnerinfo">www.safelearnerinfo</a>	This toolkit provides examples of good practice; case studies, links and other useful information to help colleges, providers and others funded by the LSC improve standards of health and safety to benefit learners.	Learning and Skills Council
<a href="http://www.skillsmartretail.com">www.skillsmartretail.com</a>	Lots of information about working and training in retail.	The Retail Sector Skills Council
<a href="http://www.studentzone.org.uk">www.studentzone.org.uk</a>	Advice for students about work experience. Go to 'Careers' and then 'Work Experience'.	Eduserv
<a href="http://www.teachernet.gov.uk/management/atoz/W/Work_experience/">www.teachernet.gov.uk/management/atoz/W/Work_experience/</a>	A website for teachers about work experience.	Teacher Net
<a href="http://www.thegrid.org.uk/learning/wrl/workexperience">www.thegrid.org.uk/learning/wrl/workexperience</a>	The website provides information about work experience and work-related learning in Hertfordshire.	Hertfordshire Careers Services
<a href="http://www.youngworker.co.uk">www.youngworker.co.uk</a>	A website produced by ROSPA for students, teachers and employers regarding health and safety on work experience.	Royal Society for the Prevention of Accidents
<a href="http://www.youthinformation.com">www.youthinformation.com</a>	A website for students. Go to 'Employment and Training' for information on being at work, looking for work, training schemes, types of work, unemployment and voluntary work.	National Youth Agency

**There may be other resources that you are aware of and merit being included on this list. If so, please contact:**

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