

Organising A Virtual Work Experience

Your Audience

Students typically are encouraged by schools to seek work experience between Year 10 and Year 11, ages 14 to 16. It may be useful to ask questions in the application process that let you know what GCSE's students are taking, or if they have any other experience in your field. You may also be interested to know of any plans applicants currently have for Post-16 education (A-levels, BTEC's, Apprenticeships etc.).

Requirements for a meaningful experience

- Learning outcomes defined based on the age and needs of students (i.e. what do you want them to achieve)
- Students meet a range of people from the workplace
- There is an extensive two-way interaction between the students and employees
- Students need to perform a task or produce a piece of work relevant to that work and receive feedback on it from the employer.

The Content

Some Types of Sessions:

- Introduction to your business – what you do and why
- Meetings with a range of employees in different roles to understand their job and how they got to where they are
- A virtual tour of the business
- Practical demonstrations
- Hands-on tasks
- Skills development

Example Sessions:

- What is Software Development?
- What does it mean to be Systems Engineer?
- Apprenticeships and other Early Careers Opportunities
- Career Development and CV writing

Project Considerations:

- What project can the students be doing for your business?
- How will you brief students on the project?
- How do you want them to share their results with you?
- How will you provide feedback to students on their project?

Timetable

You may see advice recommending work experience is structured as close to a normal working day as possible. However, virtually this may not be the best way forward. Anyone would struggle to stay

engaged with video calls from 9 am to 5 pm. Think about how long you want your experience to be, for example, 3 or 5 days, and plan sessions and projects accordingly.

Other Tips:

- Keep the same start, end, and lunchtimes each day to avoid confusion and give the best chance of students coming back online on time
- Plan short breaks in between presentations
- Keep presentations to less than an hour including time for questions

Example Timetable (5 days 10am-4pm)

Start	End	Monday	Tuesday	Wednesday	Thursday	Friday
10:00	11:00	Introductory Session	Topic Session	Topic Session	Topic Session	Project Time/Presentation Prep
11:00	12:00	Topic Session	Topic Session	Topic Session	Topic Session	Presentation Prep
12:00	13:00	Lunch break	Lunch break	Lunch break	Lunch break	Lunch break
13:00	14:00	Topic Session	Topic Session	Topic Session	Topic Session	Presentations & Feedback
14:00	15:00	Project Introduction	Project Time	Project Time	Project Time	Presentations & Feedback
15:00	16:00	Project Work	Project Time	Project Time	Project Time	Closing session

(Topic Sessions would not be longer than 45 minutes, allowing for short breaks throughout)

Dates

You can check your local council's website for term dates to inform when you hold your work experience week. It is also recommended that you ask school contacts when they think would be most appropriate concerning assessments and their planned career events.

Speaker for Schools

Speakers for Schools are an organisation that help facilitate work experience, both in-person and virtually. Your business can publish an advert for an experience on their website for students and teachers to see (minimum 8 week lead time recommended). Students can then apply through the website with the support of a teacher. Speaker for Schools will provide google accounts for volunteers from your business and students, so google classroom can be used to share activities, google meet links and other material during your experience.