

Get Started with

Workplace Visits

Guide for employers

Workplace Visits

Workplace visits are opportunities to invite a group of young people into your organisation to gain a better understanding of what your company does and the different roles available.

Getting Started & Planning the Visit:

- Prior to the visit, it is a great idea to set up a meeting with the school contact to agree on all the details of the visit and plan the format. For example:

suitable date
and time

number of
young people

duration of
visit

accessibility
needs

age and stage
of group

During the Visit:

- At the start of the visit, it is a good idea to gather the group in a quiet area to outline what they will be doing and cover important health and safety information - including fire alarm procedures.
- The format of the visit can be adapted to suit what works for you and the group of young people visiting.
- You may want to take the young people on a tour of your workplace, deliver a presentation about the company or a series of small interactive workshops where pupils can try a relevant task.
- During the visit, it is great for young people to meet and hear from a diverse range of team members. Young people like to see who they can be. If you can, invite an apprentice or recent school leaver to speak to the group as this usually goes down well.
- Please take account of the age of pupils when planning tasks. Any potential hazards should be brought to the attention of the teacher in advance of the visit.

Other Things to Note

The school will have to carry out an off-site risk assessment. They may contact you for a copy of your existing workplace risk assessment or ask if a teacher can visit in advance to identify any potential hazards.

Find out More

If you would like to find out more about being part of a Careers Event, please speak to your local [DYW Regional Group](#).

DYW Scotland also offer free training to support employers. Find out more [here](#).