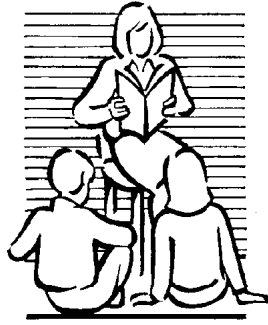


1 *Playing*  
with children



2 *Reading*  
to children



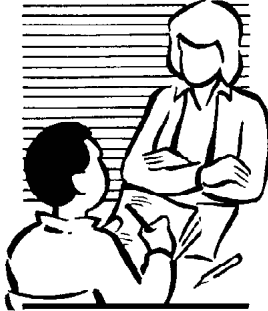
3 *Observing*  
fellow staff



4 *Listening*  
to children



5 *Helping*  
children at meal times



6 *Interviewing*  
the officer in charge



7 *Talking*  
to children



8 *Attending*  
a staff briefing



9 *Preparing*  
play materials



10 *Making*  
music with children

NAME \_\_\_\_\_

FORM \_\_\_\_\_

PLACEMENT \_\_\_\_\_

# *Work Experience* **IN CHILD CARE**



**Work Experience Learning Framework  
for Pre-16 Students**

## Questions to ask

### 1 *Background to the business*

- a. What is the history of the organisation?
- b. What are the basic facts and figures about the organisation?
- c. What are the main patterns of employment eg. full-time/part-time?
- d. How many nursery teachers, nursery nurses, and other staff are employed there?

### 2 *Employment in child care*

- a. What trends are there in employment in child care?
- b. What different types of jobs are available?
- c. What career and training opportunities are there?
- d. How does management communicate with staff?

### 3 *Working conditions*

- a. What are working conditions like for staff?
- b. What rights and responsibilities do staff have?
- c. What rights and responsibilities does the employer have?
- d. How are disagreements resolved?

### 4 *Organisation of the nursery*

- a. What are the different departments?
- b. How do the different departments work together?
- c. What type of organisation is it?
- d. Is there a recognised trade union or staff association?

### 5 *Nursery layout*

- a. How is the nursery laid out?
- b. What are the advantages of the current nursery layout?
- c. What are the problems with the current nursery layout?
- d. How could the nursery layout be improved?

### 6 *Health and safety*

- a. What health and safety rules do staff have to follow?
- b. What are the most common accidents?
- c. How is security maintained at the nursery?
- d. What special training do staff receive in order to cope with accidents/injuries to children?

### 7 *Admissions*

- a. How do parents find out about the nursery?
- b. Does the nursery have an admissions policy? If so, what are the criteria?
- c. How does the nursery liaise and communicate with parents?
- d. How are complaints from parents handled?

### 8 *Administration*

- a. What administrative systems are used?
- b. From whom does the nursery receive funding?
- c. If parents pay fees, how are these transactions handled and recorded?
- d. Has the nursery ever made application to, or received funding from, a charity, or the national lottery fund?

### 9 *Equal opportunities*

- a. Does the nursery have an equal opportunities policy?
- b. How are the vacancies advertised?
- c. Does the nursery make provision for children with special needs?
- d. Does the nursery receive requests from boys for work experience placements?

### 10 *Future directions*

- a. Is the demand for pre-school provision likely to increase or decrease in the future?
- b. Does the nursery offer provision for school age children before and after school?
- c. Why will good quality child care provision continue to be important?
- d. Will growth in provision be in the private or public sector?

