



Frequently Asked Questions

■ **Administrative and Logistical Arrangements**

Do I need a DBS check?

Hosts typically do not need a DBS check, but requirements depend on the placement and circumstances. Spark! assesses the need for DBS checks and other measures. To ensure safety, we strongly advise avoiding situations where the student is left alone with one person. Obtaining a DBS certificate is good practice and encouraged.

Do I need to pay the student?

No. Students should not be paid for work experience, which is part of their education. However, some employers may choose to offer perks such as travel and meal costs. This is much welcomed by students but is not legally required. Please speak to us about the best way to do this.

Can I request to interview the student prior to the placement, or any other information about them?

If an interview or other information is required, please request this during the quality assurance process (risk assessment) or at least one month prior to placement e.g. access to laptops, consent forms, parental contact information, shoe size for PPE.

What insurance do I need to host a student?

All employers should have Employer's Liability Insurance (ELI). Other types of insurance will depend on the placement activities.

Should anything change prior or during the work experience placement what should I do?

You must inform Spark! immediately if any adjustments need to be made at any point. The sooner you inform us of any changes, we can take the appropriate action.

Can the student work from home during some of their placement as my team works remotely?

While some longer internships include remote work, we generally ask that all work experience placements take place in the workplace.



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■ Student Management and Workplace Conduct

Can the young person ever be left unsupervised?

While working, young people should always be near their supervisor or team, so they can ask for help if needed. Students can take their lunch break unsupervised, but you should go over expectations about where they can go at the beginning of the week and the length of their lunch break. They should inform someone when they leave so that you know when to expect them back.

What if the student struggles with tasks?

Students learn best by observing tasks before being expected to perform them. Some students may need it broken down or fully demonstrated. Ask the student what part of the task they find difficult, to see if you or a colleague can offer further support. Ensure your instructions are clear and that the student understands. Be patient and provide positive encouragement.

Consider adapting the tasks and offering them the opportunity to complete things independently. If the issue continues, please contact Spark! and we can discuss next steps.

What do I do if the student is really shy or quiet?

Students may feel shy in a new professional environment, so it's important to create a supportive atmosphere. Welcome them warmly, ask how they're feeling, provide a thorough induction with a tour and team introductions, and encourage open communication. Start with simple tasks to build confidence, avoid putting them on the spot, and offer positive reinforcement to highlight their strengths.

What should I do if the student has not turned up or informs me they have to leave unexpectedly?

You should notify Spark! immediately if a student has not arrived at their placement. Spark! will handle the matter accordingly. This is the same if they inform you about an unscheduled appointment or must leave due to an emergency.

What if a student's actions are deemed unacceptable in the workplace?

Your induction and ongoing feedback should set expectations, but it is also your responsibility to contact Spark! as soon as possible to discuss the situation if you remain unhappy. Rest assured, all concerns will be handled in a professional and efficient manner. Please do not ask students to leave if you have not spoken to a member of our team first.



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■ Workplace Preparation and Engagement

Am I allowed to take photos of the student on their placement?

Consent for photos must be requested and explicitly granted.

If the student is under 16, you must request consent through your Spark! contact. If the student is over 16, documented consent must be requested from your Spark! contact or the student.

Employers must adhere to safeguarding policies. If photo consent is given, it is important you avoid including any identifying details (e.g., full name, location) alongside the photo, especially if shared for marketing purposes. Please note, consent can be withdrawn at any time.

Is the employer expected to provide feedback at the end of the work experience?

Yes. You will be sent an online feedback form, typically after the work experience week. It should take you 10 minutes to complete. The feedback you provide helps us to improve our programme. We will obtain student feedback following the placement. Therefore, if you require feedback, please feel free to contact us.

During the week, what can I do to assist the student further?

Many students have been provided with a work experience log or Spark! resource pack that includes top tips for a successful work experience, a Skills Builder assessment tool for identifying key skills they can work towards improving and a daily reflection log. Please encourage them to complete this whilst they are with you.

What preparation has the student received before attending the work experience placement?

This includes liaising with career leads to match students to the most suitable placement, conducting an in-person pre-work experience workshop to best prepare them and to ensure they understand employer expectations. We also provide students with a comprehensive resource pack containing lots of helpful tips for a successful work experience placement.