

# An Employer Guide to Work Experience in Pembrokeshire: All Ages

In Partnership with the Pembrokeshire Public Services Board

Pembrokeshire Public Services Board

Bwrdd Gwasanaethau Cyhoeddus Sir Benfro



EMPLOYMENT BUREAU | BIWRO CYFLOGAETH



# An Employer Guide to Work Experience

With the Welsh Government's focus on employability the demand for good quality work experience placements has never been higher. School pupils to college students and adults looking to re-train all now need to access work placements.

Work experience can come in several different guises, below are definitions of the most common requests that your company may receive.

## **Work Experience:**

A less formal introduction to the work place where individuals have the opportunity to explore employability within an organisation or industry. This allows them to gain an insight of the type of work, various roles within that workplace and the organisation itself through shadowing and observing employees. Work experience is generally completed over a short period of time.

## **Work Placement:**

This is a more structured process where individuals can expand their skill set and gain practical experience in an organisation or industry and develop their work ready skills. It is generally run over a longer period, focussing on specific roles and responsibilities within the company. Placement will frequently involve progressing the skills of an individual by allocating them specific tasks under the supervision of employees.

## **Group Visits:**

Visits to employers (for up to three days) which may involve work activities and team building exercises |

## In Partnership with the Pembrokeshire Public Service Board:



# Benefits to your Company and your Community

There are many benefits to your company of offering work experience placements.

Here are just a few:

Work experience is a great recruitment strategy. You are helping to shape young people's perceptions of the world of work. Research shows young people are more likely to pursue a career in the field they have had work experience in, giving you a bigger pool of young talent to choose from.

You are helping to narrow the skills gap.

Work experience benefits your other employees by giving them the opportunity to mentor the trainee and show their own leadership skills.

Offering work experience opportunities doesn't cost you financially.

Work experience is good PR for your company - once word gets around that you offer an excellent work experience programme you will have the best young people wanting to work for you.

Young people bring a whole new energy and perspective to your business and give you an opportunity to tap into a younger market.

You can benefit from the knowledge of youth particularly in terms of IT and social media.

Building sustainability within your company/organisation and your community.



**Inclusivity**



**Energy & Ideas**



# Benefits to the Individual

Work experience is a great opportunity for individuals to gain practical skills and experience as well as developing the soft skills that employers are looking for.

## Work Experience:

- Develops employability skills
- Informs career choices and decisions
- An opportunity to put theory into practice
- Supports CV and university applications



## Enhanced soft skills:

- Increased confidence
- Communication
- Body language
- Appearance
- Respect, honesty & integrity
- Timekeeping
- Positive attitude
- Enthusiasm

If you are interested in finding out more please contact...



GIG  
CYMRU  
NHS  
WALES

Bwrdd Iechyd Prifysgol  
Hywel Dda  
University Health Board



# Manteision i'r Unigolyn

Mae profiad gwaith yn gyfle gwych i unigolion gael sgiliau a phrofiad ymarferol yn ogystal â datblygu'r sgiliau meddal y mae cyflogwyr yn chwilio amdanynt.

## Profiad Gwaith:

- Yn datblygu sgiliau cyflogadwyedd
- Llywio dewisiadau a phenderfyniadau gyrfa
- Cyfle i roi theori ar waith
- Yn cefnogi'r CV a cheisiadau prifysgol



## Gwell sgiliau meddal:

- Mwy o hyder
- Cyfathrebu
- Iaith y corff
- Ymddangosiad
- Parch, gonestrwydd a didwylledd
- Prydlondeb
- Agwedd gadarnhaol
- Brwdfrydedd

Os oes gennych ddiddordeb mewn darganfod mwy cysylltwch â ...



# Manteision i'ch Cwmnia'ch Cymuned

Mae llawer o fanteision i'ch cwmni o gynnis lleoliadau profiad gwaith. Dyma rai yn unig:

- Mae profiad gwaith yn strategaeth recriwtio wych. Rydych chi'n helpu i lywio canfyddiadau pobl ifanc o fyd gwaith. Mae ymchwil yn dangos bod pobl ifanc yn fwy tebygol o ddilyn gyrfa yn y maes y maent wedi cael profiad gwaith ynddo, gan roi cronfa fwy o dalent ifanc i chi ddewis ohoni.
- Yr ydych yn helpu i leihau'r bwlch sgiliau.
- Mae profiad gwaith o fudd i'ch gweithwyr eraill drwy roi cyfle iddynt fentora'r hyfforddai a dangos eu sgiliau arwain eu hunain.
- Nid yw cynnis cyfleoedd profiad gwaith yn costio'n ariannol i chi.
- Mae profiad gwaith yn un da o ran cysylltiadau cyhoeddus i'ch cwmni-unwaith y bydd gair yn mynd o gwmpas eich bod yn cynnis rhaglen profiad gwaith ardderchog bydd gennych y bobl ifanc orau sydd am weithio i chi.
- Mae pobl ifanc yn dod ag egni a phersbectif cwbl newydd i'ch busnes ac yn rhoi cyfle i chi fanteisio ar farchnadau. Gallwch fanteisio ar wybodaeth pobl ifanc, yn enwedig o ran TG a chyfryngau cymdeithasol.
- Datblygu cynaliadwyedd o fewn eich cwmni/sefydliad a'ch cymuned.



Cynwysoldeb



Egnia Syniadau



Department  
for Work &  
Pensions



Heddlu Police

**DYFED-POWYS**



Port of Milford Haven

# Canllaw'r Cyflogwr i Brofiad Gwaith Sir Benfro

Gydaffocws Llywodraeth Cymru argyflogadwyedd, nid yw'r galw am leoliadau profiad gwaith o ansawdd da erioed wedi bod yn uwch. Bellach mae angen i ddisgyblion ysgol i fyfyrwyr coleg ac oedolion sy'n dymuno ailhyfforddi i gyd gael mynediad i leoliadau gwaith.

Gall profiad gwaith ddod mewn sawl gwahanol wedd. Isod ceir diffiniadau o'r ceisiadau mwyaf cyffredin y gall eich cwmni eu derbyn.

## Profiad Gwaith:

Cyflwyniad llai ffurfiol i'r gweithle lle mae unigolion yn cael cyfle i archwilio cyflogadwyedd o fewn sefydliad neu ddiwydiant. Mae hyn yn caniatáu iddynt gael mewnwelediad o'r math o waith, rolau amrywiol yn y gweithle hwnnw a'r sefydliad ei hun trwy gysgodi ac arsylwi gweithwyr. Yn gyffredinol, mae profiad gwaith yn cael ei gwblhau dros gyfnod byr.

## Lleoliad gwaith:

Mae hon yn broses fwy strwythuredig lle gall unigolion ehangu eu set sgiliau a chael profiad ymarferol mewn sefydliad neu ddiwydiant a datblygu eu sgiliau parod i weithio. Yn gyffredinol mae'n cael ei redeg dros gyfnod hirach, gan ganolbwyntio ar rolau a chyfrifoldebau penodol yn y cwmni. Bydd lleoliad gwaith yn aml yn golygu datblygu sgiliau unigolyn trwy ddyrannu tasgau penodol iddynt o dan oruchwyliaeth gweithwyr.

## Ymweliadau Grwpiau:

- Ymweliadau â chyflogwyr (am hyd at dri diwrnod) a all olygu gweithgareddau gwaith ac ymarferion adeiladu tîm

**Gweithio Mewn Tîm**

## Mewn partneriaeth â Bwrdd Gwasanaethau Cyhoeddus Sir Benfro:



COLEG Sir Benfro  
Pembrokeshire COLLEGE



Cyfoeth Naturiol Cymru  
Natural Resources Wales



Parc Cenedlaethol  
Arfordir Penfro  
Pembrokeshire Coast  
National Park

# Canllaw'r Cyflogwr i Brofiad Gwaith Sir Benfro: Bob Oed

Mewn partneriaeth â  
Bwrdd Gwasanaethau Cyhoeddus Sir Benfro



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