

Work Experience Teacher Toolkit

Are you looking to offer your students exciting work experience opportunities where they can develop their essential skills in a real-life workplace? Our new McDonald's work experience programme does exactly that.

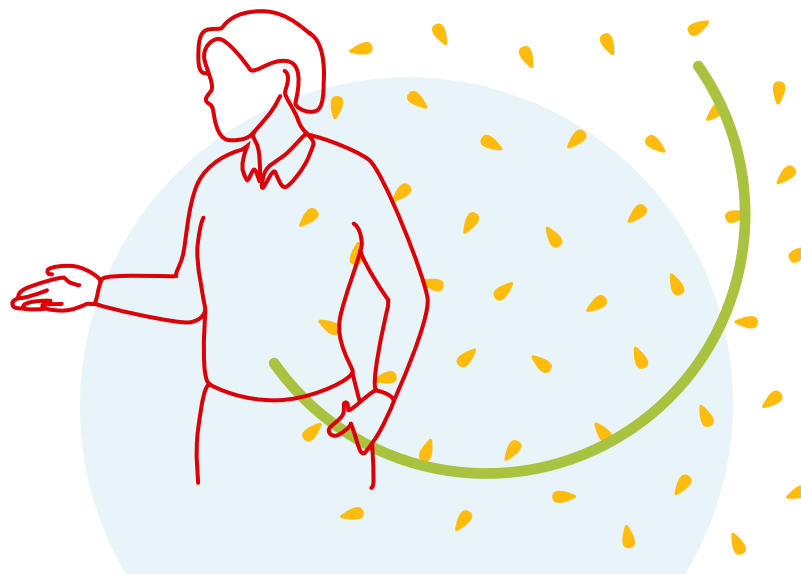
This immersive, in-person opportunity is open to people aged 14+ and invites them to experience the world of work at one of our busy restaurants. Young people will develop their communication, teamwork, goal setting and leadership skills, as they find out what it's like in today's working world.

This toolkit gives you everything you need to get a flavour of what's involved in a work experience placement, and how to showcase this opportunity to students, parents/carers and colleagues.

In this Teacher Toolkit you will find...

What is McDonald's Taste for Work?	2
Why have McDonald's introduced work experience?	2
What can young people expect from their placement?	3
The skills young people will develop on their placement	3
Safeguarding young people - our commitment	5
How to share with your colleagues and students	5
Helping your students apply for a placement	6
How to share with parents and guardians	6
Printable information leaflet for parents and guardians	7-8

In-person work experience



What is McDonald's

Taste for Work?

Our Taste for Work programme is all about giving young people exposure to those skills employers really value. We provide exciting opportunities to discover what it's like in the workplace and develop essential skills that can take you wherever you want to go in life.

McDonald's Taste for Work has been designed to incorporate the **Skills Builder Essential Skills Framework** (currently used within **80% of UK Secondary Schools and Colleges**), that supports people of all ages to develop the essential skills needed for life and work.

Our work experience placements support young people to develop these essential employability skills in a fun, stimulating environment. Taking part in these immersive, real-world experiences at one of our busy restaurants is a brilliant introduction to the workplace, surrounded by supportive staff.

Each placement lasts either five or 10 days, depending on the restaurant and the location. We'll make this clear on the job advert beforehand.



Please note work experience placements are unpaid.



Teachers and parents can access our exciting Taste for Work classroom challenges for free. **Search 'Taste for Work' to explore the programme website and discover various classroom challenges and our work experience offering.**

Why has McDonald's

introduced work experience?

Short answer? We've got ambitious plans. We're already one of the largest employers of young people, and we're just getting started. Our mission is to help people get the skills they need to build confidence, achieve and succeed, wherever their career path takes them. Over the years, we've seen millions of people take their first steps into the world of work with us. And we believe that the best place to learn is still hands-on, in person, in a real work environment. We also believe Taste for Work helps us connect with our communities, by providing an inclusive, supportive workplace for all.



Member of
Skills Builder
PARTNERSHIP

What can young people expect from their placement?

Going 'behind the scenes' at McDonald's is always intriguing. As well as seeing how a McDonald's really works, **your students will get to develop their own skillsets from one of the largest and most diverse employers in the world.** The skills they will be developing on their placement are used everyday by our team (we call them Crew) and are valued by employers, whatever job your students may take in the future.

On their first day, participants will be given a role in a key part of the restaurant to support their fellow Crew Members and keep the restaurant running smoothly. At the end of each day, there's time for them to reflect on what they've learned and how to use these new skills to progress.

Throughout their Taste for Work placement, they'll be guided and supported by one of our leadership team. They'll use their handy **Participant Booklet** to complete tasks and track their progress throughout their time with us.

The essential skills young people will develop include:



Communication
speaking & listening



Leadership

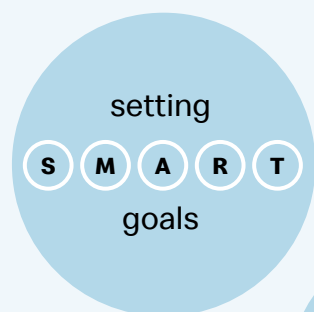


Teamwork






Planning

Participants will also be introduced to a variety of employability skills that will help them set and achieve their future career goals. This includes:



Example work experience placement timetable

A great way to get an idea of what's involved is to check out this example timetable for day one of the placement. Young people will receive a timetable outlining each day's activities in their **Participant Booklet**.

Time	Activity	Led by...
Morning 	Welcome Meeting, induction and tour (1 hour): This will help young people settle in, know where everything is, and what to expect. Food and Health & Safety training (1 hour): This will be online. It'll take young people through key health and safety requirements.	Restaurant/ Business Manager, People Manager or Shift Leader. A manager and/ or the point of contact.
Morning break (15 mins): Participants will have a short break before continuing with tasks.		
Morning	Goal setting (30 mins): Young people use their Participant Booklet to set goals for their placement using the SMART technique.	The participant, with support from their point of contact.
	Lunch break (1 hr): The participant has a one-hour break for lunch.	
Afternoon 	Restaurant experience: Young people work in the first of three areas, rotating through all of them during their placement: <ol style="list-style-type: none"> 1. Production – young people make our delicious food as part of the kitchen team 2. Customer areas – young people help keep the restaurant clean, speak with customers and help at service points 3. Service – young people interact with customers by taking or presenting orders 	The participant, with support from the Crew.
Afternoon break (15 mins): Participants will have a short break before continuing with tasks.		
	Developing essential skills (30 mins-1hr): Young people have time to reflect on the skills they developed during the day. There are prompt questions in their booklet to help them. End of day check-in (15 mins): Young people have a short check-in with their point of contact to reflect on how their day went.	The participant, with support from their point of contact. The participant's point of contact.

How does McDonald's safeguard young people?

Nothing is more important than the safety and wellbeing of our staff, and the young people entrusted to us on work experience placements.

- McDonald's has a robust policy in place, including regular staff training, to make sure everyone is safe in our restaurants.
- Staff know how to report something if it arises. If a situation does occur, the school will be informed immediately.
- All work experience participants will receive specific Health and Safety training, plus instruction and mentoring from employees to make sure they're supported throughout the placement.
- Young people will receive their own **Participant Booklet** which makes it clear who they can go to and how they can raise any concerns they have with confidence.

How to share with your colleagues and students

We've got you covered! Here are a few ideas for sharing the Taste for Work experience with students and colleagues:

- Use the information above to share the benefits of an in-person work experience placement at McDonald's.
- Host an assembly for students, explaining what Taste for Work is, and emphasising the skills and experience they'd gain.
- Share with relevant tutors and heads of year when their students are applying for work experience.
- Share with Food Tech and Hospitality teachers who may know of students who expressed an interest in a catering career. Remember, Taste for Work has been designed with any career path in mind.

Helping your students apply for a placement

There are many ways to help any keen students with their application, including:

- going through the process together.
- downloading our **'How To Apply' guide** on the Taste for Work website.
- sharing the guide with interested students and/or their parents or carers.
- helping them complete the application.
- conducting a practice interview with them if they're selected for an interview. (As part of the placement process, they will need to complete a strengths-based interview.)
- making sure they understand what they are signing up for: this is a **five-day placement (10 if you're in the Republic of Ireland)** and they will experience:



preparing food



customer service



maintaining customer areas



health and safety processes

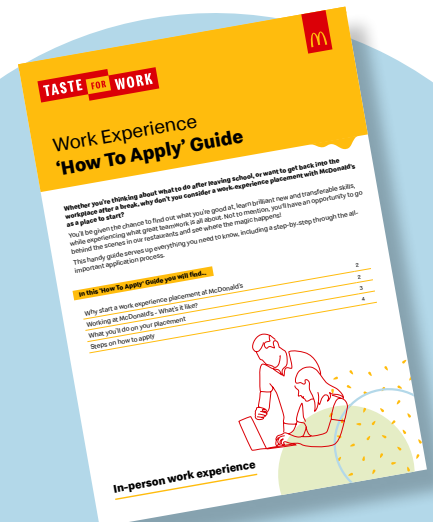


All work experience vacancies are shown on our careers website depending on where you live, and your nation's work experience system. Search **'McDonald's early careers'** in your browser then click on 'work experience' to find live opportunities.

How to share with parents and guardians

Getting your students excited about potential work placements is only half the challenge. We know that reassuring their parents or guardians that they can trust the school and the organisation hosting the work experience programme is vital.

With that in mind, we've produced a handy **Work Experience Leaflet for Parents and Carers** (on the following **2 pages**) for you to print off and share with interested students and/or their parents or guardians. This leaflet explains the safeguarding measures and also highlights the skills their young person will experience during their placement.



'How To Apply' guide
available on
Taste for Work

McDonald's Taste for Work

in-person work experience



Our work experience programme is designed to **create vital, valuable experiences for young people** across the UK and Ireland. All to help them discover the world of work, and their potential place in it. We're sure you've got questions, like; What does work experience involve? What skills will young people learn during the placement? How will this help their future prospects?

The answers to these questions, and more, are all in this leaflet.

But first, why should young people consider work experience at McDonald's?

The predicament faced by every young person as they consider entering the world of work is how do they get experience, when they have no experience?

Our mission is to help people gain the new skills they need to build confidence, achieve and succeed, wherever their career path takes them. Over the years, we've seen millions of people take their first steps into the world of work with us. And we believe that the best place to learn is still hands-on, and in a real work environment. As one of the largest and most diverse employers in the world, McDonald's is the perfect place for young people to gain this experience.

That's why we've opened our doors and are hosting high quality work experience placements in our restaurants across the UK and Ireland.

What will young people do on their placement?

Everyone who takes part will gain experience working in a fast-paced, busy environment where teamwork and communication are key. The programme is designed to develop the kinds of skills that employers are looking for and has been created by education experts to align with the **Skills Builder Essential Skills Framework**. During the placement, they will:



Take part in restaurant tasks such as serving customers, preparing food and maintaining the customer areas.



Complete valuable skills tasks around communication, teamwork and leadership.



Create or update their own CV and take part in a mock interview – to help them with getting on the career ladder.



Consider what their next steps might be into the world of work – to help them plan for their future.

In-person work experience

How To Apply



1 See what placements are available.

Search people.mcdonalds.co.uk / people.mcdonalds.ie then head to 'early careers' to find out which work experience placements are available. Keep checking back, even if at first there are no placements suitable - restaurants will post new ones regularly throughout the year.



2 Start the application.

During the placement application, our AI chatbot is on hand to guide your young applicant through each stage.



3 Complete the characteristics test.

Next up is the characteristics test - nothing to worry about, just a quick way for us to learn a little more about your young person and how they would work alongside our Crew Members. There are no right or wrong answers!



4 Fill out the rest of the application.

The test results will appear instantly, then it's on to the remaining few sections, adding in the kind of info you'd normally find on a CV.



5 We'll be in touch...

We will review the application and invite successful applicants for an interview.



6 Confirm the interview time and date.

If for some reason the interview needs to be rearranged, return to the conversation with the AI chatbot to do this. **What should they expect from the interview?** In-person work experience interviews are informal and will take place either in-person or over the phone. To support your young person, it's worth taking some time beforehand to help them prepare a few answers to questions like:

- 1 What do you hope to learn from this experience?
- 2 Which accomplishments are you most proud of?
- 3 What does respect mean to you?



7 Wait to hear from the restaurant.

If all goes well, applicants will be contacted after the interview to offer them a placement.



8 Read the pre-placement information carefully.

Once the placement dates are agreed and confirmed, your young person will be sent some essential pre-placement information, such as arrival times and uniform. Make sure they read it carefully and contact us with any questions. It's also worth letting us know if your young person has any additional support needs.



9 Start the work experience placement.

We hope your young person's application is successful, and that they really enjoy both the placement and developing their career skills, whatever path they decide to take.
We hope to see them in one of our restaurants soon!

Good Luck!

In-person work experience