National Work Experience Standard

CERTIFIED BY FUTURES FOR ALL

Certification Full Assessment

Evidence Submission Guide

About this guide

This guide explains what to submit for your Certification Full Assessment, how much to submit, and how the assessment process works. **Read it alongside our Discover the Standards and Good Practice Guide documents**, which set out what each standard means and what good practice looks like.

How assessment works

Assessment takes place in two main stages. First, you complete a self-assessment, evaluating your programme against each of the nine standards. This gives you a chance to reflect on your practice before any formal assessment begins.

Second, if you choose to proceed to full assessment, we will onboard you and invite you to gather and submit evidence for each standard. Your assessor then reviews everything you submit as a whole, building an overall picture of your programme before looking at individual standards in detail. Your evidence is considered in context, not just standard by standard in isolation.

Within the full assessment stage, you will have a follow-up conversation with your assessor lasting approximately one hour. This gives you the opportunity to add context, explain aspects of your programme that are harder to show on paper, and respond to any questions. Some of the most important things an employer does are not easily captured in a document, and the conversation is there to make sure those things are taken into account.

The benchmark for certification is meeting every standard. Where your practice goes further, your assessor will note this and it will be reflected in your report.



Before you submit

One programme per submission

All evidence must relate to a single, clearly defined work experience programme. If you deliver more than one programme, each should be submitted separately. You will have discussed this at your assessment briefing.

Keep it recent

Evidence should reflect current delivery. As a general guide, materials should relate to activity from within the last 12 to 18 months. If you have any questions about this, speak to us before submitting.

Quality over quantity

For most standards, 1 to 2 well-chosen pieces of evidence are enough. You do not need to submit everything you have. A single document that clearly shows what your programme does and what it achieves will always carry more weight than several that say the same thing in different ways.

How to organise your submission

Your evidence should be uploaded to the Sharepoint folder we have shared with you, organised into a separate folder for each standard. If the same document is relevant to more than one standard, please place a copy of it in each relevant folder. This makes it easier for your assessor to navigate your submission and ensures nothing is missed.

Use the evidence overlap guide at the end of this document to see where a document can count for more than one standard.

Format

Evidence can be submitted in any standard digital format: PDF, Word, PowerPoint, Excel, images, or website links.

Data protection

Remove or redact any personal data relating to young people before submitting. Futures For All will handle all data in line with our **Certification Data Sharing and Privacy Guide** and the data sharing arrangements agreed at the start of the assessment.

Evidence Checklist

The following checklist shows examples of the kinds of evidence that tend to work well for each standard. These are guidelines, not a fixed list - if you have evidence that demonstrates your practice clearly and it is not listed here, please include it. Your assessor will consider any relevant evidence you submit.

Items marked with an ✳ are examples of evidence that tends to demonstrate practice that goes above and beyond the standard. These are not required, but if you have evidence of this kind it is worth including.

Where the assessment conversation is listed, it means something discussed verbally in your follow-up conversation can count towards that standard. That said, we recommend submitting at least one document per standard where you can – written evidence gives your assessor the clearest foundation to work from. The conversation is there to add context, clarify your submission, and help reach a confident decision where evidence is borderline or incomplete.

Contact us

To discuss your certification or for more information, contact us at **national.standard@futuresforall.org**





Read our checklist for each of the nine standards

Standard 1: Clear Aims

Did you know?

You should aim to **submit 1 to 2 pieces per standard** to meet the standard.

This standard is about whether the purpose of the work experience is clear and visible in how the programme has been designed.
Programme advert or written statement of aims
Timetable or programme plan showing how aims are reflected in activities
Post-placement feedback or survey confirming aims were met ✳
Futures For All impact report ✳
Planning or review meeting notes showing aims have been reviewed over time ✳
Assessment conversation ✳

Standard 2: Engagement and Outreach

This standard is about whether young people can access opportunities through a clear, structured route rather than informal or reactive arrangements.
Programme advert with clear information on how to apply or sign up
Application form or sign-up process
Emails or correspondence with schools or partner organisations showing an established route in
Outreach or engagement session materials ✳
Evidence of how the approach to outreach has been reviewed with partners ✳
Assessment conversation ✳

Standard 3: Safe, Accessible and Inclusive Practice

This standard is about whether essential safety and safeguarding foundations are in place and young people are set up to take part with confidence. Aim to submit at least one safety or safeguarding document and one piece showing information was shared with young people in advance.
Risk assessment
Safeguarding policy
Health and safety policy or employer liability insurance
Information shared with young people in advance (for example a schedule, key contacts, what to expect)
Post-placement feedback showing the placement felt safe and inclusive ✳
Evidence of how access needs were identified and responded to ✳
Assessment conversation ✳

Standard 4: Learning and Developmental Outcomes

This standard is about whether clear outcomes have been identified and shared, so young people and staff know what the placement is designed to achieve.	
Programme advert or materials showing learning outcomes	
Timetable or session plans with outcomes linked to activities	
Onboarding or introductory materials sharing outcomes with young people	
Post-placement feedback confirming outcomes were met	✳
Futures For All impact report with evidence of skills or confidence gained	✳
Iterations of session materials showing outcomes refined over time	✳
Assessment conversation	✳

Standard 5: Programme Structure

This standard is about whether the work experience follows a coherent, structured programme that gives young people genuine opportunities to participate actively.	
Timetable or day-by-day programme plan	
Session plans or activity materials showing a logical sequence	
Work experience booklet or participant guide	
Post-placement feedback on specific activities or content	✳
Iterations of materials showing programme structure developed over time	✳
Examples of young people's work or outputs demonstrating active participation	✳

Standard 6: Meaningful Interaction

This standard is about whether young people have genuine opportunities to interact with workplace staff and take an active role throughout the placement.	
Timetable or session plans showing interaction built into the programme	
Work experience booklet or guide describing interaction opportunities	
Post-placement feedback referencing quality or range of interactions *	✳
Examples of young people's work showing collaborative tasks *	✳
Futures For All impact report *	✳
Assessment conversation *	✳

Standard 7: Opportunities for Reflection

This standard is about whether structured time for reflection is built into the placement, so young people can recognise what they have learned and how it connects to their future.	
Timetable showing structured reflection time built in	
Session plans or reflection activity materials	
Reflection tasks, journals or forms completed by young people	
Examples of young people's work showing learning applied (for example an updated CV or improved presentation)	✳
Follow-up communications supporting next steps after the placement	✳
Assessment conversation	✳

Standard 8: Recognition and Supporting Next Steps

This standard is about whether young people receive clear acknowledgement of their participation and contribution.	
Certificate of completion or formal acknowledgement of participation	
Written feedback given to young people individually or as a group	
Follow-up communications signposting young people to next opportunities or resources	✳
Assessment conversation	✳

Standard 9: Evaluation and Continuous Improvement

This standard is about whether the employer collects feedback from young people and uses it to inform how the programme is delivered in future.	
Post-placement feedback form or survey	
Pre-placement feedback form or survey	
Futures For All impact report	
Planning or review meeting notes showing feedback reviewed and acted on	✳
Evidence of specific changes made in response to feedback	✳
Iterations of materials showing programme development over time	✳
Assessment conversation	✳

Evidence overlap guide

The table below shows which evidence types are relevant to which standards. Use it to plan your submission and identify where the same document can count for more than one standard.

Did you know?

One piece of evidence can tick multiple boxes and meet the requirements of several different standards.

✓ = relevant for this standard ✳ = relevant and tends to demonstrate practice that goes above and beyond the standard

Evidence Type	S1	S2	S3	S4	S5	S6	S7	S8	S9
Programme advert	✓	✓		✓					
Written statement of aims or programme plan	✓								
Timetable or programme plan	✓			✓	✓	✓	✓		
Session plans or activity materials				✓	✓	✓	✓		
Work experience booklet or participant guide					✓	✓			
Application form or sign-up process		✓		✓					
Outreach or engagement session materials		✳							
Emails with schools or partner organisations		✓							
Pre-placement info shared with young people			✓						
Risk assessment			✓						
Safeguarding policy			✓						
Health and safety policy or employer liability docs			✓						
Pre-placement feedback or survey									✓
Post-placement feedback or survey	✳		✳	✳	✳	✳			✓
Futures For All impact report	✳		✳	✳	✳	✳			✓
Reflection tasks or journals completed by young people							✓		
Examples of young people's work or outputs					✳	✳	✳		
Certificate of completion								✓	
Written feedback to young people								✓	
Follow-up communications or next steps signposting							✳	✳	
Iterations of materials showing programme development				✳	✳				✳
Planning or review meeting notes	✳								✳
Evidence feedback informed changes									✳
Assessment conversation	✳	✳	✳	✳		✳	✳	✳	✳