

Work Experience Process

Choose Your Path

First of all, you will be provided with a username and password so you are able to log into Work Experience database.

www.ebpsouth.work-experience.co.uk

Online

An online placement is a work experience placement sources from the online database featuring over 5000 placements.



Once you have logged in, you can click on 'Search for placement' and start.



Once you've applied for a placement, go back and choose more, max 4.



After you've applied for your placements rank them in order of preference using the green and red arrows.



The Work Experience Team will now contact the employers to secure you a placement. If the your choices are unsuccessful you will need to make more for the Work Experience Team to work on.

NOTE: It could be any of your choices be happy with them all.



Once you have made your choices you can keep track of their progress by logging on and clicking 'my placements'.



'Awaiting Employer Offer' means that we are in contact with the employer to see if they can take you for work experience. If they are unavailable the Work Experience Team will move onto your next available placement.



When your placement is 'Confirmed' you need to go and see your school work experience coordinator for the next step.

If you have decided that you would prefer an own placement speak to your co-ordinator immediately to avoid declining a confirmed placement. If you do need to decline a placement that's confirmed you may be charged.

Own Placement

An own placement is a work experience placement that you have found yourself.

If you have an own placement you will need to complete an own placement form, these are available from your coordinator in school or from the resources tab on the work experience database.



Once you have your form, you will need to find a placement and get the employer to fill out the form.

Employers offering a work experience placement must have employers liability insurance.

NOTE: All sections must be complete, legible and the form must be signed.



Completed forms must be returned to your coordinator in school.

They will then send it to Work Experience Team who will process your form.



Once the Work Experience Team have processed your form, it will appear as 'Confirmed' on the Work Experience database.

Go to www.ebpsouth.work-experience.co.uk to keep up to date on the progress.

If you have decided that you would prefer to apply online you still can as long as the form has not been processed. However it will be your responsibility to contact the employer and let them know you are no longer coming.

A detailed guide to using the work experience database and how to choose placements is available under the resource tab on the home page as well as the own placement form.

Work Experience Important Information

Before you apply— Get an idea of where you can travel to and what the travel costs might be.

Read the job description carefully to make sure you can get to and from the placement at the start and finish times. Some placements will also require you to complete an application form. Any additional instructions for this will be in the job description.

Talk through your choices with a parent/carer/teacher to make sure it is a suitable placement for you.

Online Placements— The online work experience database allows you to search and apply for work experience placements. This can be accessed from anywhere with an internet connection! Your online account will show you the applications that you have made and also what is happening with each one in your list. Your School coordinator will give you the login details. You can choose a number of placements, any one of your choices could be confirmed so make sure you are happy with them and that you can get there as there is a charge to cancel a confirmed placement—This is currently **£39**.

Own Placements— An own placement is a work experience opportunity that you have found for yourself. If you have a friend or relative that owns a business, you may want to complete your work experience with them. You may also approach a business yourself instead of using our online system. Please **DO NOT** create an online wish list if you are planning on arranging an own placement. If this happens and you end up with 2 confirmed placements you will be charged a fee to cover the cost of the cancellation —This is currently **£39**. Own placement forms are available from your school coordination or from the resources tab on the home page of the work experience database.

What happens next?

Online Placements—Once you have chosen your placements you can rank them in the order you would like them and then they will be approved by your school coordinator. We will then begin to work on them in the order you have chosen. They will then move between the following stages.

Awaiting employer offer—This means we have made contact with the employer and we are awaiting a response.

In Progress — These applications are on hold and we are yet to contact the employer. This is because you have an application awaiting employer offer.

Confirmed— This means the placement has been approved by the employer and you need to contact them for an interview.

Unavailable—The placement has not been approved. This can be for various reasons which will be passed on to your school coordinator.

Important things to remember

Certain jobs are more popular and are often over subscribed such as (healthcare, solicitors, architects, construction and mechanics) the earlier you apply the better but this still doesn't guarantee your place. The only guaranteed placement is an own placement.

Work Experience is EXPERIENCE OF WORK, it does not have to be linked to your future career choices. Whether you plan on college, an apprenticeship or university, at some point in your future you may want or need to get a part time job. The transferrable skills you learn during work experience will give you confidence and equip you with a wide range of skills which can be used in many different professions.

More detailed guides on searching for placements can be found in the resources area of the WEX database at www.ebpsouth.work-experience.co.uk