

# **Student Guide to Arranging Work Experience**

**This is a guide for students who are applying for work experience. It covers how to apply for Online Placements, and also how to do an Own Placement for a job you have found yourself. It also gives you some information about how The Work Experience Team manage the process.**

**Every school has its own way of managing work experience. Be sure to listen for the deadlines that you are given as you may miss the opportunity to do Work Experience all together!**

Our purpose is to help you get a work experience placement. We work with a designated coordinator within your school, and ensure that as many students as possible have a placement for work experience.

Good Luck!  
The Work Experience Team

## 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.

If you have found something for yourself then you need to have an 'own placement form' completed. These forms are available from the coordinator in school and also on the work experience website through the resources tab. It is important that these are returned to school by the deadline given and are completed as thoroughly as possible.

**TIP: If the Own Placement forms are not complete or are hard to read, they will be sent back and you will be asked to redo it.**

Make sure you **DO NOT** create an online wish list if you are in the process of arranging an own placement. If this happens and you end up with 2 confirmed placements, then you will be charged a fee to cover the costs of the cancellation – This is currently around £35.

## The Process

Once your Own Placement form is filled out, your School will forward it to The Work Experience Team who will process your application. They will enter the details from the form to your online profile initially. Your status will be one of the following, usually dependent on whether that company has offered placements to people in the past:

<b>Confirmed</b>	This means that the placement has been approved and all checks are up to date.
<b>Employer Accepted</b>	Your request has been accepted. It's not confirmed because either we have never carried out a placement suitability check with them, or we need to renew the check. Once this is completed, your application will be confirmed.
<b>Unavailable</b>	The placement has not been approved.

## Unavailable Placements

In some cases, we have to make a placement unavailable. Even confirmed placements can become unavailable, and it can be for a whole range of reasons. If this happens, the team will make contact with your school and share the reason the placement was unsuccessful. They will then inform you, and you will be able to apply for another placement.

## Out of area

Sometimes students want to do work experience in a different part of the country. In this case, all we ask is that you ensure the form is completed as thorough as possible. These placements will still undergo the same checks.

## Online Placements

**An online placement is a work experience placement sourced from the online database featuring over 5000 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 have applied for an account for you and will be able to give you the login details if you haven't already received them.

### Logging on for the first time

Websites: <https://ebpsouth.work-experience.co.uk>  
<https://basingstokeconsortium.work-experience.co.uk>

School will have automatically generated you an account and your work experience coordinator will give you your Username and Password. Once you have signed in, you can change your password to something more memorable. Once this is complete, you can click on the apply now tab and start choosing placements!

### Before you apply....

The following pages give you information about how to find and apply for work experience using the online system. Look through what is available, and see what there is you might like to do. However, ensure that before you start to create wish lists of prospective jobs, really think about it and discuss with your parents/carers what your options are.

- \* Get an idea of where you can travel to.
- \* Is affording transport an issue?
- \* Do the start/finish times allow for you to be able to get there on public transport if necessary?

When you are confident of what you can do, start picking placements and submitting them.

**TIP: If you have a confirmed placement and you decide you can't get there; the fee is still payable. In most schools the £35 is passed onto the students. Be sure before you apply for a placement!**

## Searching for placements

On the upper tool bar click the tab named 'Search'. This is where you can search the database for opportunities. The vacancies that come up are known as 'live' which means that they are happy to offer work experience to students as far as we are aware.

**TIP:** This doesn't mean you will automatically be accepted; there are lots of things to do before an employer can confirm a placement.

There are many different search criteria you can use when looking through the options. You can use just one or you can select many.

This is where you can enter a company name and search for opportunities there.

**Be very aware that for this function to work your search term needs to match how that company is recorded in the database. So for example if you search for Marks and Spencer's you will not find stores that are in as Marks & Spencer. A safer option in most cases is to pick a part of the company name – for example in the case of Marks & Spencer searching on just "Mark" would be advised.**

You can use the category feature to search for the field of work that interests you. Once clicked on, it will give you a drop down menu for you to choose from.

This will bring up all options in that area and gives you the choice to add in the distance you can travel. This is a good way to search if you are unsure what you want to do, but want to stay close to home.

These boxes to tick are useful to find jobs that relate to interests that you have.

**TIP:** Try to keep your search to a maximum of 3 boxes. If there are too many ticked the system won't be able to search effectively.

**Search Details**

**Job Title**

**Employer**

**Category** -- Please Select --

**Address**

**Postcode**  Distance   miles

**Types of Tasks**

- Involve desk-based work
- Involve outdoor work
- Involve using computers a lot
- Involve skilled practical work
- Be a creative role
- Involve interaction with the public
- Involve group work/team skills
- Involve working with animals
- Involve working with adults in a caring role
- Involve physical activity
- Involve working with children in a caring role
- Be in a medical health related environment
- Require a good level of fitness
- Be out of the ordinary

**Limit**

## Job Descriptions

The system should now be showing you a list of available placements. From this list of placements, you can have a look and see if there are any that interest you.

**TIP:** If you are not seeing many then try expanding your search criteria.

From the list of jobs, you can have a closer look and apply for them! If you just hover over the job title, you will be given a brief job description that you will be able to read. This will give you an insight to what the job involves.

Employer	Emp ID	Job Title	Job ID	Postcode	
@ UK PLC	9212	<a href="#">Office Administration</a>	10235	RG7 8NN	
12CP Barristers	4990	Barrister's Clerk		SO15 2FE	
1710 Naval Air Squadron	2528	Aircraft Engineer		PO1 3GX	
19 Computing	1339	Workshop Assistant		PO1 1NR	
1BR Ltd	8409	Sales Admin Ass		GU37 3LJ	
1st Direct Windscreens Ltd	11046	Assistant		RG21 6AB	
24/7 Drainage Solutions Limited	7550	Assistant Labourer	6999	PO8 9JE	
24/7 Fitness	8736	Fitness Attendant	9715	PO7 7HS	
2CL Communications	7862	Workshop Assistant	8967	SO50 4NU	
3-2-5 Preschool	10906	Pre-school Assistant	12156	SP10 3RZ	

**Office Administration - The student should be enthusiastic and respect confidentiality, will be assisting with office admin tasks, which will include, sorting post, labelling, document binding, franking, filing and shredding. The student may also be asked to carry out some internet research and maybe write an account of their work experience at the end of the placement**

Once you have found a placement that you like the look of, you can click on the job title to take you to the full description. Here you will be able to find out all the necessary details of the placement. For Example; Working hours, dress code, lunch, etc.

**TIP:** Read the whole description first and ensure that you are happy with the job. Remember once you've applied for a job you will potentially be going there, so make sure you are happy with that.

It is really important to check the address and find out where you need to go. If it is an area you don't know too well, clicking on the postcode will bring up google maps which will allow you to decide if the trip is possible.

### Job Details - Office Administration (10235)

#### Job Details

Employer	@ UK PLC
Website	Not Specified
Job Title	Office Administration
Job Description	The student should be enthusiastic and respect confidentiality, will be assisting with office admin tasks, which will include, sorting post, labelling, document binding, franking, filing and shredding. The student may also be asked to carry out some internet research and maybe write an account of their work experience at the end of the placement
Job Address	5 Jupiter House Calleva Park Aldermaston Hampshire RG7 8NN
Directions	<a href="#">Get Directions</a>

#### Job Information

Start/Finish Times	9.00am - 5.30pm
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#### Student Information

Dress Code / Personal Protective Equipment and Clothing	Dress Code - Smart casual
	Clothing Notes Smart casual
Meal Break	Not Specified
Meal Break Duration	Not Specified
Meal Break Notes	(40 minutes) Kitchen facilities on site.

## Your Applications

Once you are happy with the job and all its details, you will need to apply for the job. This can be done simply by scrolling down to the bottom of the page and clicking on Apply Now. You will come to a screen that asks you to choose the dates. Click on the drop down menu, and your schools Work Experience Dates will be preset for you.

**Dates**

\* Quick pick dates

-- Select Dates --


-- Select Dates --








**Student Dates**  
13/08/2018 - 17/08/2018

Apply Now Cancel

Once you have chosen the dates, click Apply Now again. The maximum amount of jobs you can apply for is 10, and we usually recommend a minimum of 4. Once this is done, it will take you to your placements and show you the ones that you have applied for. This is called your Wish List and it is where all of your jobs will sit before we process them. You will be able to rank them in order of preference here by using the arrows to the right.

**My Wishlist**

 The items displayed below require attention from your work experience coordinator.

Rank	Employer	Job Title	Start	End	Postcode		Change Rank
1	@ UK PLC	Office Administration	13/08/2018	17/08/2018	RG7 8NN		
2	1st Direct Windscreens Ltd	Assistant	13/08/2018	17/08/2018	RG21 6AB		 
3	The Cabinet Office	Admin Assistant	13/08/2018	17/08/2018	SW1A 2HP		

## My Placements

You can keep an eye on the progress of your placement by logging in and clicking on the “My Placements” tab. This will then keep you updated on the progress the work experience team has made with your application.



We make contact with the employers you have applied for and ask them if they can take you. On some occasions we do not get the answers we would hope for, and an employer cannot accommodate the work experience placement.

It can be disheartening to have your applications made unavailable, however this is never anything personal about you. Company’s reasons are varied, but often it is because of their staffing levels or how busy they are.

You will be allocated a placement based on your wishlist, so take care when making selections as you cannot change your mind once a placement has been confirmed.

Please speak to your parent/guardian and ask their opinions regarding your choices. If you decide that you do not want to go to a placement you have applied for, you will need to remove it using the stop signs on the wishlist to delete it.

If we have already started processing your applications and you are unable to remove it yourself, you will need to speak to your work experience coordinator ASAP who can then ask us to remove it for you.

**TIP: After it is confirmed, cancelled placements could incur a charge. Be aware that your school may pass the charge onto you. Make sure you are happy with all your applications.**



## What's next?

After your choices have been submitted and your school coordinator has approved them, the next stage will be for The Work Experience Team to start making contact with the employers you have selected to see if they can take you on. We will work down your wish list one at a time until one is able to accommodate the placement for you.

**VERY IMPORTANT: If you do not have a wish list, the work experience team cannot find you an alternative placement. You must make sure you still have items on your wish list or in progress UNTIL you get a "confirmed" or "employer accepted" status on your applications. It is your responsibility to keep checking your account.**

If you do not have access to a computer at home, ask the coordinator dealing with work experience if you can use the ones in school during a break time to check the status of your applications, and make some more choices if necessary.

Once The Work Experience Team have sent the application to the employer, the status will change to "awaiting employer offer". There are different stages through the process. We have listed them below for you, so you know what each one means.

Wishlist	This means that the Work Experience Team have not yet started work on your placement. This may be because the parental consent is on hold, or the applications have only just been made
In Progress	This is a choice that you have made that's on hold because you have another choice awaiting employer offer.
Awaiting Employer Offer	This means that we have sent off the application to the employer, and we are chasing them for an answer
Confirmed	This means that the placement has been confirmed.
Unavailable	The employer has informed us that they are unable to accommodate work experience for the time your school goes out. If you have no more choices in your wishlist then you need to make some more applications.

## Employer Accepted/Confirmed? What to do next

Once we have managed to confirm a placement with an employer for you, a printer icon will appear next to your confirmed placement. Click on this and you will be able to preview the complete job description of your placement, which you can review before your start date to prepare.

As soon as your placement is confirmed, you need to go and see the coordinator within school so they can print your consent form. The consent form will need to be signed by yourself, your parent/carer, and the employer. **ALL** employers expect you to contact them to arrange an interview before the placement starts. You can get the phone number from your consent form.

## **IMPORTANT INFORMATION**

**You must contact the employer as soon as possible to arrange a pre-placement interview.**

**It is crucial that you do this, employers do not look favourably upon people who do not make contact or leave it until the last minute. It is not uncommon for them to withdraw their work experience offer, so make the call early.**

**If your work experience is not for months, they are likely to tell you to ring again or meet them nearer the time. It is YOUR responsibility to ensure that your interview takes place.**