

Work Experience Process

Choose Your Path

Online

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

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 10.

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

If you would prefer to find a placement that isn't on the system or have already sourced your work experience you will need to complete an own placement form. This is available from your school work experience coordinator or under the resource tab on the home page of the work experience database.

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

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

Once the form is completed please return it to your school work experience coordinator. 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. Speak to your school work experience coordinator for your username and password.

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.