Logo, company name

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**Useful Information for Work Experience**

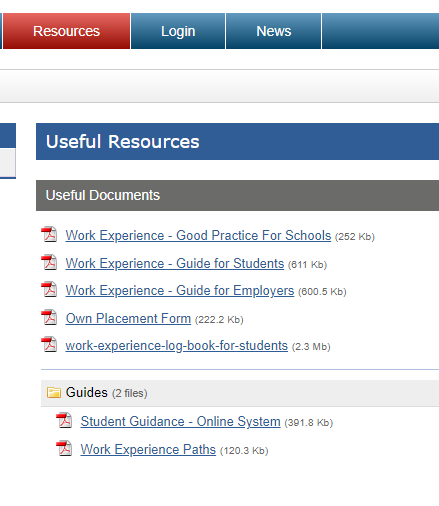
* Make sure you only apply using one pathway. **(See Paths Document)** either own placement form or online process. Please do not do both. If you chose online and then wish to change it once its confirmed, then there will be a deletion charge. If placement choices are not confirmed, there won’t be a charge.
* Can only apply up to 4 placements at a time using the Online Database. Students need to keep checking their chosen placements in the ‘My Placements’ tab, to make sure there is always a placement chosen for EBP South to work on. Students need to be proactive on this.
* You have to be eager for any of your 4 choices. Rearrange them in order of preference once chosen, using the red and green arrows
* Make sure you can get there - train, bus, taxi, walk (don’t rely on mum and dad)
* When searching, use correct post code, increase mileage and use the drop-down list to choose category. Tick boxes – select no more than 3, but you don’t have to tick any of the tick boxes if you do not wish to.
* Check through Job Description before applying. Make sure you are happy with the hours, lunch breaks, clothes to wear. All key ingredients when searching and applying for jobs in the future
* You can work up to 40 hours a week, up to 8 hours a day and it will be unpaid
* If using ‘Own Placement Form’ the Employer must have **Employers Liability Insurance** or we cannot approve placement. Family businesses that are not a Limited company would be exempt if taking son or daughter on work experience
* **IMPORTANT** – Students **MUST** contact Employer to arrange Interview when placement is ‘**Employer Accepted’** or ‘**Confirmed’**

**Video – Guidance on how to Search and Apply for Placements Using Online Database.**

Video on how to search and apply can be found on this link

<https://youtu.be/MIUo-RHYlRoOr>

All documents and information to help you, can be found on the Login Screen under ‘**View Useful Resources’.**

A person working on a machine

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