

Work Experience Process

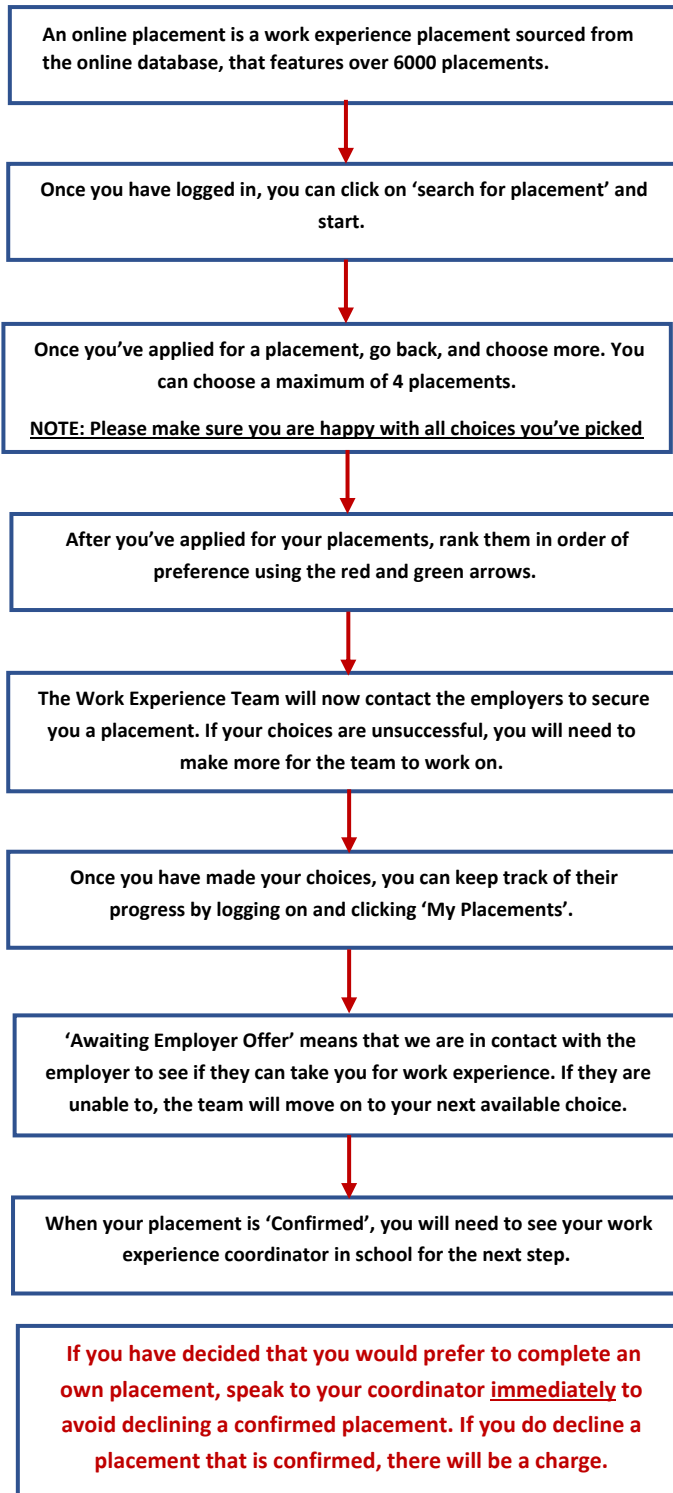


Choose Your Path

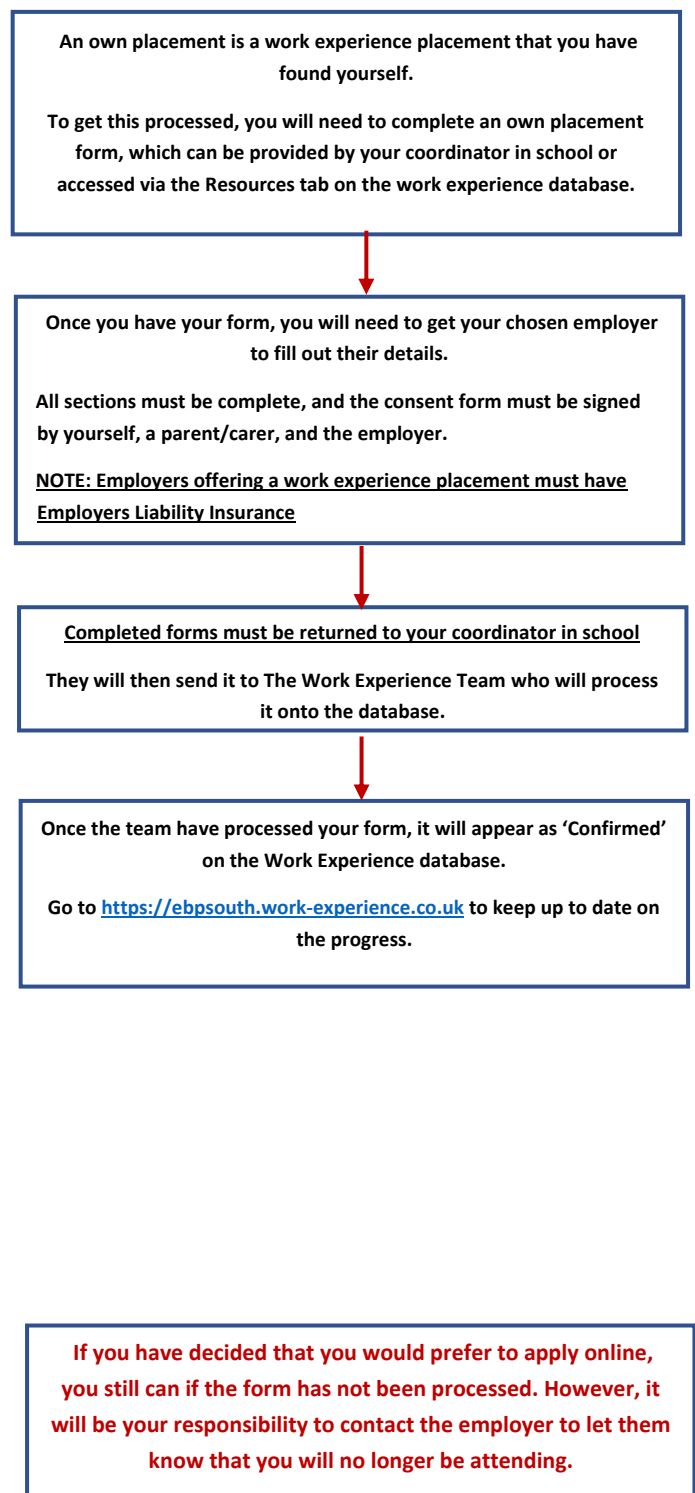
First, you will be provided with a username and password, so you are able to log into the Work Experience database.

www.ebpsouth.work-experience.co.uk

Online



Own Placement



You can find a detailed guide on how to use The Work Experience Database under the Resources tab on the home page, here you will also find the own placement form. Alternatively, we have a video on how to apply. If you would like to watch this, please follow this link: <https://www.ebpsouth.co.uk/resources/work-experience-for-students/>

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 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.

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. 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 contacted 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 at 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 oversubscribed 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