

# Student Guide to Work Experience

## What Is Work Experience?

Work experience is an opportunity for students to experience the world of work outside the school environment whilst exploring an occupational area of interest. At this stage it is not a step onto a career path, however the skills you learn will be very valuable for your future job/career.

These are some of the benefits of work experience

- An opportunity to use existing and develop new skills
- Build and develop communication and social skills
- Develops and builds self confidence
- Gain independence and accept responsibility
- Apply the knowledge you have learnt in school to a work environment
- Gain a broader understanding of how companies are structured and operate

Education Business Partnership (EBP) will work in partnership with your school to organise a placement for you.

Work experience is unpaid!

## Completing the Application Form

We try to make the process of work experience as realistic to finding a real job as possible, and the first stage is to complete an application form.

How you fill a form in will tell people a lot about you, first impressions are lasting.

- Please use black or dark blue pen, not pencil
- Write clearly, in capitals if necessary
- Do not crumple or tear the form, it will be photocopied
- Put as much information on the form as possible – it will help us when placing you

### 1. Name

Use your full name as it appears on the register.

### 2. Health Box

Please ensure this box is completed with all relevant information, including allergies and medication you take, we will not pass this on to the employer, it just helps us when placing. It is your responsibility to inform the employer of any medical condition you have. We will liaise with the school about your medical condition to ensure we put you in the right placement.

### 3. Hobbies, Interests, Part Time Jobs

Please give us as much information as possible. It really helps us get a good idea of who you are and gives us something to talk to employers about when we are finding you a placement. Include paper rounds, babysitting and any volunteering you do.

#### 4. Travel

Please think carefully about where you can get to and how, and how much it may cost. This is a great opportunity to develop your independence, e.g. you may already use the bus or train at weekends so why not for your work experience? Please state clearly on the form where you can get and how.

#### 5. Choices

Please give us three choices and we will do our best to find you a placement in one of these. If we are unable to do this, we will discuss this with you and your school.

Please do not put something on your form unless you are interested in it, please do not waste employers' time; they are giving up their time to support you and only want students who are keen, interested and committed.

Below is a list of possible ideas for placement choices. Please try to give us a variety of placement choices which interest you.

OCCUPATIONAL AREA	COMMENTS - please read these carefully
Animals (horses, dogs, cats), farms, gardening/horticulture, golf courses, garden centre	For these you must be prepared to travel, public transport will be limited, you will need to walk/cycle or go by car
Estate agents, finance, general office/admin, travel agency	May be general use of computers in an office.
Building trades, car related e.g. carpenters, site maintenance, body shop, mechanics	Safety boots will be required for these placements which you will need to provide
Hotels, catering to include restaurants/cafes/fast food	These may involve shift work e.g. 12pm-8pm
Day centres, day nurseries, playgroups, schools - primary & secondary, special needs, church, dentist	For secondary school please detail which subject(s) you are interested in e.g. sport, drama, art etc.
Retail - books, clothes, department stores, florist, opticians, supermarket, hairdressers, library, stationery, charity shop	It is important to say which type of shop you are interested in and why

Listed below are the areas where placements are very limited, so these are better suited to pursuing an own placement. If you select one of these areas as one of your three choices, the likelihood of being placed in that area is low.

**Vets, solicitor, journalism, theatre, architecture, web design, printing/graphics, beauty, warehouses.**

**Please Note: The Civilian Forces, i.e. Police, Ambulance and Fire Service do not take under 16s on Work Experience. Hospitals and other medical services, e.g. physiotherapists all have their own work experience systems and again rarely offer to under 16s.**

## 5. Signatures & Change of Placement Fee

Please ensure your parent/guardian reads the form once you have completed it. They need to sign it to show they agree with the choices you have made. Post 16 students will need to sign the form as well as their parents/guardians.

If we find you a placement that matches your criteria and you want to change it, we will charge an administration fee of **£60** along with the charge for the first and second placements. These charges may be passed on to you by the school.

Please note that due to the Covid-19 pandemic there may be changes or restrictions on work experience placements. You will need to follow government guidance and individual company policies leading up to and during the placement.

### Own Placements

You can arrange an 'own placement'. This is a good option if you know there is something specific you know you want to do, or if you have a personal contact. We would encourage you not to arrange an own placement with a parent/close friend or where you already have a part time job.

Your teacher will provide you with an own placement form. EBP will process all own placements alongside standard placements. If you are submitting an own placement you will still need to complete the application form.

Please be aware that if you arrange an own placement outside Berkshire and Oxfordshire there may be a charge for another agency to complete the pre-placement checks on our behalf. Prices for this service range from £50 - £100.

Please also be aware that if we are unable to sanction the own placement an administration fee of £25 will be charged.

Both of the above fees may be passed on by the school.

**Please support your tutor/work experience coordinator in school by returning your form by the agreed dates.**

### After Applications are received

- **Review of Forms and Interviews:** If required, students will be interviewed by EBP to clarify the content of their forms and choices.
- **EBP to place students:** EBP will ensure all companies used meet minimum health and safety standards. Insurance will be checked and employers will be asked to complete a risk assessment.  
If the location and type of placement matches those on application form, then the placement will be finalised. A placement description will be sent to the student with all the information about their placement.
- **Students to contact employers:** It is essential that all students contact the employers at least 2 weeks prior to the placement commencing. Most students will be asked to attend an interview in person or over the phone. It may be that students need support with this part of the process – ensuring they know where the placement is, how they will get there etc.
- **Staff Visit:** Students may be visited or contacted by a member of school or college staff during their placement
- **Debrief & Evaluation:** Students will be asked to fill in a short online survey about their placement experience.