



# Work Experience The King Edmund School

**4<sup>th</sup> – 15<sup>th</sup> February 2019**

School Coordinator: Mrs Maslen



# What is Work Experience?

- An unpaid opportunity for your child to experience working life, whilst they are still at school
- A chance for them to develop and practice new skills and become more confident in their abilities
- Usually non – vocational: it's a general experience of work
- May help to refocus on education and form future career choices





# 'Own Placements'

## How can you help?

- Employers in some occupations prefer direct approach by students, who do you know?
- Employers like students who show initiative, so don't do it all on their behalf!
- Placements could be anywhere in England
- Placements should not be with a direct family member
- Help prepare how they dress and what they will say to the employer.....why do they want to work there?
- Help prepare an introductory email
- Check the journey route, times and the cost
- Be realistic about what work they will do in that job role

Own Placement Form  
Deadline:



BEP Group  
(Business Education Partnership)

**1. STUDENT DETAILS** Tutor Group: .....

Name: .....

Address: ..... Postcode: .....

Home phone: ..... Mobile phone: .....

DOB: .....

School/College: .....

**2. PLACEMENT DATES - check and change if require d.**

Start Date: ..... Finish Date: .....

1 Week  2 week block (If only a 1 Week placement please annotate exact dates above)

**3. COMPANY/INSTITUTION DETAILS (ADDRESS OF WHERE STUDENT WILL BE BASED)**

Company name: .....

Address: .....

Postcode: .....

Telephone number: ..... Mobile telephone (if available) .....

**4. PLACEMENT DETAILS (to be completed by employer)**

Main contact: Title Firstname Lastname .....

Position: .....

Email address: .....

Student supervisor: Title Firstname Lastname .....

Interviewer: Title Firstname Lastname .....

Classification / type of business (eg IT, Journalism, Accountancy, Retail etc.) .....

Position offered (eg Clerical, General Assistant, Sales Assistant) .....

Is this placement definitely agreed?  Yes  No

Does your company already offer placements through BEP Group?  Yes  No

**5. EMPLOYER LIABILITY INSURANCE (PLEASE ENCLOSE COPY)**  
We regret that only those employers with Employer's Liability Insurance are eligible for inclusion in the BEP Group Work Experience Scheme

Insurer: .....

Policy number: ..... Expiry date: .....

**6. AGREEMENT BY COMPANY/INSTITUTION**

This placement has been agreed on behalf of the above named company / institution

Signed: .....

Print name: ..... Date: .....

**7. PARENT/GUARDIAN AGREEMENT TO PLACEMENT**

Signature: ..... Date: .....

- The employer **must** have Employer Liability Insurance (ELI)
- All forms **must** be fully completed with all employer contact details
- Must pass a pre-placement check carried out by an approved person



- Forms must be signed and returned to the school by **12<sup>th</sup> October 2018**



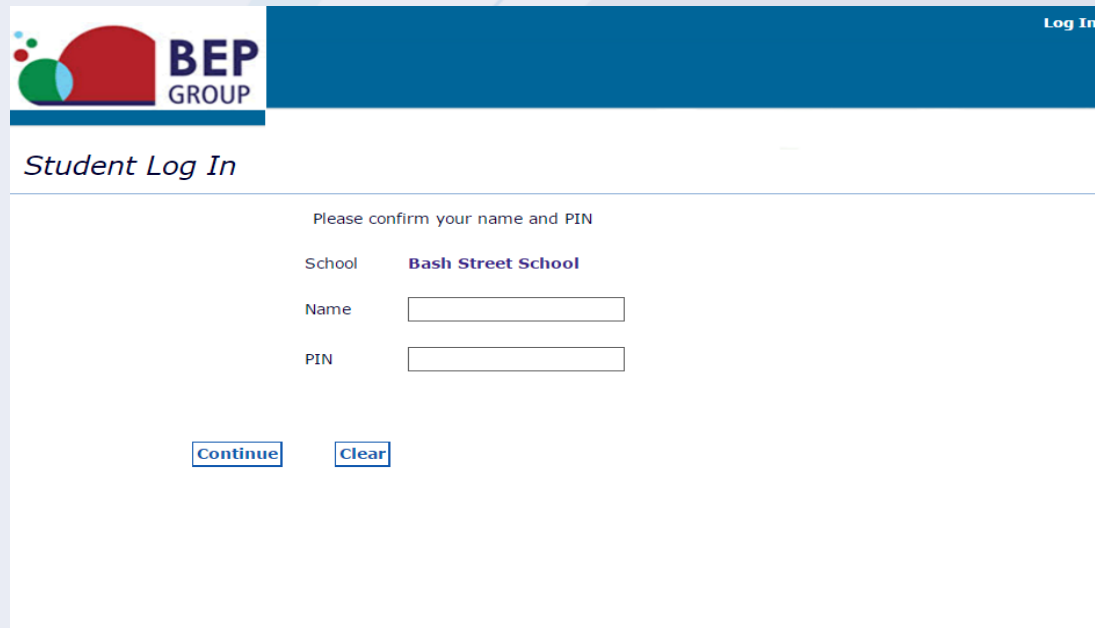
# Webview


(Online Work Experience System)

**For students not finding their own placement:**

**Access from 29<sup>th</sup> October 2018**

**<http://bep.learnaboutwork.net>**



 **BEP**  
GROUP Log In

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*Student Log In*

Please confirm your name and PIN

School **Bash Street School**

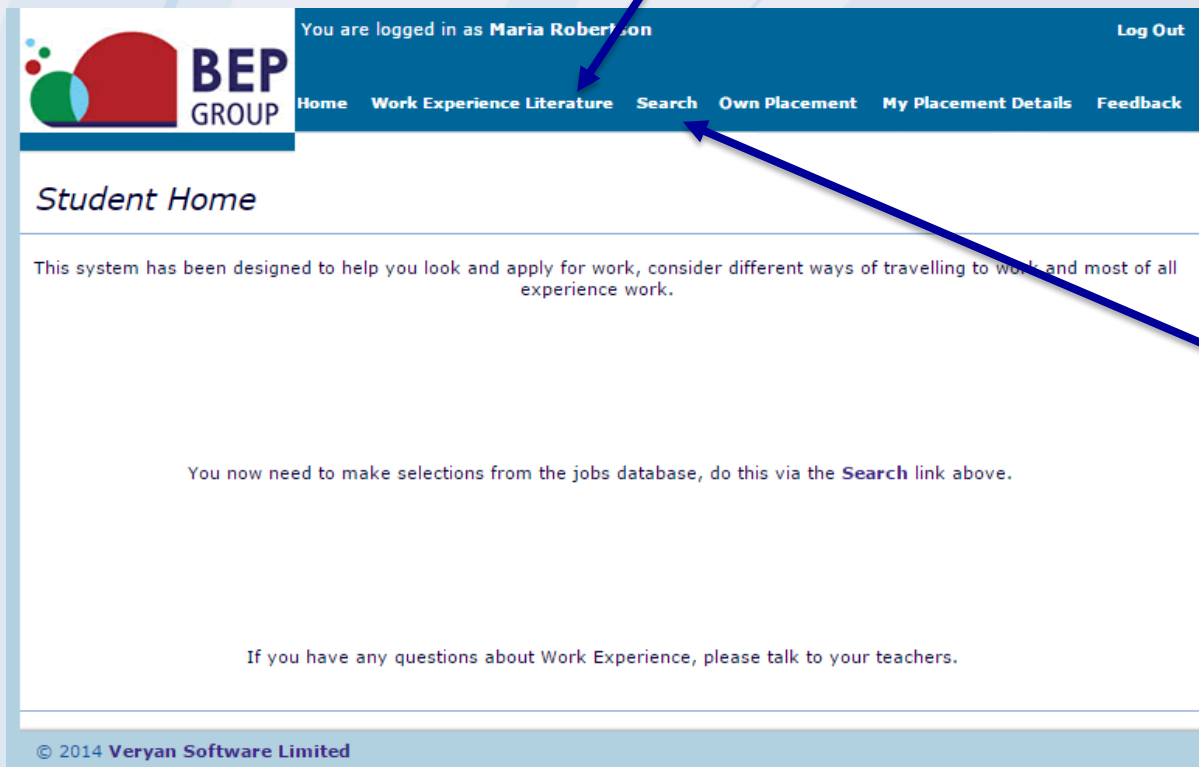
Name

PIN




When they have successfully logged in they will be directed to the student home page where they will be able start the process of making selections

There is a student guide to the system available under the 'work experience literature' icon



Click on 'search' to start looking for a placement



































 You are logged in as **Maria Robertson** Log Out

Home Work Experience Literature Search Own Placement My Placement Details Feedback

### Search

Please select one of the options below, or enter the job number

OR lookup an employer's name here:

|                                                                                                                                  |                                                                                                                                |                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
|  Administration, Business and Office Work        |  Engineering - Mechanical (inc Motor Vehicle) |  Media, Print and Publishing          |
|  Animals                                         |  Engineering - Professional and Technical     |  Performing Arts                      |
|  Building and Construction - Manual Trades       |  Environment and Planning                     |  Personal (Hair and Beauty)           |
|  Building and Construction - Professional Trades |  Financial Services                           |  Personal (Support Services)          |
|  Catering                                        |  Healthcare                                   |  Retail Sales and Customer Services   |
|  Computers and IT                                |  Hospitality                                  |  Science, Mathematics and Statistics  |
|  Design, Arts and Crafts                         |  Languages, Information and Culture           |  Security and Armed Forces            |
|  Education - Childcare                           |  Legal and Political Services                 |  Social Work and Counselling Services |
|  Education - Teaching                           |  Leisure and Tourism                         |  Sport                               |
|  Education - Training                          |  Manufacturing and Production               |  Transport and Logistics            |
|                                                                                                                                  |  Marketing and Advertising                  |  ALL All occupations                |

To restrict your search to a specific post code area or town, enter the details here and press  before making your classification selection.

Postcode:  Area:



Filter what is viewed by job category and location

## Opportunity List

Records 41 to 60 of 146

[First](#) | [Previous](#) | [Next](#) | [Last](#)

| Organisation                          | Job Title                          | Postcode | Job No. | Details              |
|---------------------------------------|------------------------------------|----------|---------|----------------------|
| Chinese Information and Advice Centre | Admin Assistant                    | WC2H 0NE | 25327   | <a href="#">View</a> |
| Chisti and Co Property Services       | Estate Agency Administrator        | IG1 4TD  | 35369   | <a href="#">View</a> |
| City YMCA London                      | Customer Services/Office Assistant | EC1Y 8SE | 39073   | <a href="#">View</a> |
| Clarke Hillyer Ltd                    | Administration Assistant           | E4 9HH   | 38552   | <a href="#">View</a> |
| Clegg Gifford and Co Ltd              | Clerical Work                      | RM1 3NH  | 3284    | <a href="#">View</a> |
| Coffey Brooks Financial Services Ltd  | Admin Assistant                    | CO15 1SP | 33798   | <a href="#">View</a> |
| Controlled Flame Boilers LTD          | Admin Assistant                    | CO15 4LU | 35717   | <a href="#">View</a> |
| Corner House Care                     | Activities Assistant               | CO15 1DB | 42707   | <a href="#">View</a> |
| Country Places Lettings               | Admin Assistant                    | CM14 4BY | 46271   | <a href="#">View</a> |
| Cranford Property Services            | Admin Assistant                    | RM6 6NL  | 41990   | <a href="#">View</a> |
| Dhillons                              | Admin Assistant                    | IG3 8LB  | 25381   | <a href="#">View</a> |
| Drakefield Ltd                        | Accounts Clerical Assistant        | CM13 3XL | 31840   | <a href="#">View</a> |
| E2V Technologies                      | Admin Assistant                    | CM1 2QU  | 46812   | <a href="#">View</a> |
| Eleanor Nursing and Social Care       | Admin Assistant                    | IG2 6RE  | 20107   | <a href="#">View</a> |
| Essex Nuffield Hospital               | Admin Assistant                    | CM15 8EH | 42670   | <a href="#">View</a> |
| Essex Shipping Services Ltd           | Admin Assistant                    | CM14 4SR | 27483   | <a href="#">View</a> |
| Express Toughening Ltd                | Admin Assistant                    | IG6 3XE  | 16556   | <a href="#">View</a> |
| Extrastaff                            | Admin Assistant                    | CM20 1EY | 42315   | <a href="#">View</a> |
| First Data                            | General Assistant                  | SS14 3WF | 45465   | <a href="#">View</a> |
| FTS Recruitment Solutions Ltd         | Consultants Assistant              | RM13 7RB | 32893   | <a href="#">View</a> |

A list of 'available' jobs will appear

By clicking on 'view' they can see a full job description for the placement they are thinking of selecting

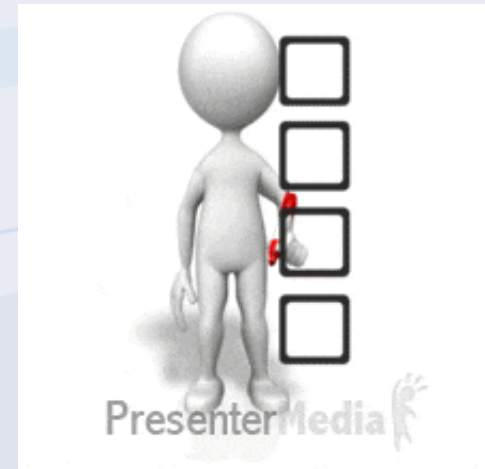
Most jobs available on the system will be in administration, retail and education



## Job Description

[Return to job list](#) | [New search](#) | [Add to selections](#) | [Help](#)

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employer          | <b>Drakefield Ltd CM13 3XL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Job Title         | <b>Accounts Clerical Assistant</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Job Number        | 31840                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Classification    | Administration, Business and Office Work                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Business          | warehouse and distribution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Skills Gained     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Job Description   | Comply with company safety policy, be aware of risk assessments that may apply.<br>Student duties may include:<br>Word processing, photocopying, filing, faxing.<br>Distribution of the incoming post<br>Telephone inquiries<br>Invoicing and ordering.<br>Data input                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Requirements      | Students should be confident, with initiative and able to communicate.<br>A good level of literacy and numeracy are essential.<br>Keyboard skills are useful.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Health and Safety | An induction will be given on first day, which will include Health & Safety.<br>All electrical equipment used by student such as Photocopier, PC's, Fax, etc. has been electrically safety tested.<br>Student tasks may involve some light lifting of files and packs of photocopier paper.<br>Student must adhere to employers Health & Safety polices and procedures.<br>Regular breaks from computer as required.<br>At no time will the student be left alone on the premises.<br>Parents are reminded that students are legally required to take proper care of themselves and others.<br>It is also an offence to misuse or interfere with anything provided in the interests of Health and Safety.<br>Students may be required to leave the premises at lunchtime where they will not be supervised.<br>Travel arrangements to and from the placement are the responsibility of the student<br>Instruction, Training and Supervision will be given. |
| Hours             | 9:00 to 4:00pm m Mon to Fri                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Meals             | one Hour Minimum lunch break                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Travel            | student to arrange                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Clothing          | Smart, clean clothes should be worn (shirt and tie) unless told otherwise at interview.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Interview         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Website           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Address           | Unit 60, Horndon Industrial Park,<br>Station Road<br>West Horndon<br>BRENTWOOD<br>CM13 3XL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                   | <a href="#">Click here for a map</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |



Parent/carer's should view the selections to check location, hours tasks and health and safety

Students will need to make a **minimum** of 3 and up to 6 'live job' selections, put them in choice order and be prepared to go to any one of their choices.



You are logged in as **Maria Robertson** Admin Menu

Home Work Experience Literature Search Own Placement My Placement Details Feedback

### My Placement Details

Transport for London **Journey Planner** Choose how you want to travel. Return to job list | New search | Help

Plan your journey.

| Job   | Employer                       | Job Title                    | Town      | Postcode | Status | Choice | # |   |
|-------|--------------------------------|------------------------------|-----------|----------|--------|--------|---|---|
| 13206 | Abbotts Countrywide            | Estate Agency Administrator  | ROMFORD   | RM1 1PS  |        | R5 ▼   | 1 | ✕ |
| 38120 | Chingford Golf Range & Academy | Range Assistant/Receptionist | LONDON    | E4 8HQ   |        | R3 ▼   | 1 | ✕ |
| 18311 | Abbey Care Complex             | Residential Care Assistant   | ILFORD    | IG2 7NE  |        | R6 ▼   | 1 | ✕ |
| 18952 | Game Stores Group plc          | Sales Assistant              | THURROCK  | RM20 2ZQ |        | R2 ▼   | 1 | ✕ |
| 40131 | O G Clothing Co                | General Assistant            | LONDON    | E17 3LX  |        | R4 ▼   | 1 | ✕ |
| 28907 | Spatial Design Architects      | Architecture's Assistant     | BRENTWOOD | CM14 5JR |        | R1 ▼   | 1 | ✕ |



**by 19<sup>th</sup> November 2018.**



# After allocation

- They may need to reselect, if not allocated a job
- Each student will receive a job description which includes a risk assessment for the job and a parental consent form
- This needs to be signed by the student and you, as their parent, guardian or carer and returned to school
- All students will be issued with a log book to record their work experience



# Employer Contact

- BEP informs the employer of the placement details...employers do sometimes forget!
- On receipt of the parental consent form and job description, students **must** contact the employer **immediately** to confirm their attendance.
- Some employers may have to withdraw from accepting the placement, this can be at a late stage
- **In many cases, no contact = no work experience!!!**



# During the Placement



- They will be expected to work business hours. This is anything up to a maximum of 40 hours per week!
- They must contact their employer if they are ill, running late or attending an appointment
- BEP Group will be advised if they do not attend placement and in turn will contact the school to find out where they are
- If they have any issues during their placement they must contact the school

Whilst on placement they will be treated as an employee by the company, they can be dismissed!

**P**hones

**A**ttitude

**C**onduct

**T**imekeeping



# After the Placement

- On completion of Work Experience employers can leave feedback in the student's log book, have a look!
- Students may be asked to complete a school evaluation form to feedback about their placement
- On successful completion of their placement, each student will be issued with a certificate
- Some successful placements can lead to employment



[www.bepgroup.net](http://www.bepgroup.net)



**Any questions?**

