



Work Experience The King Edmund School

4th – 15th 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 **12th October 2018**



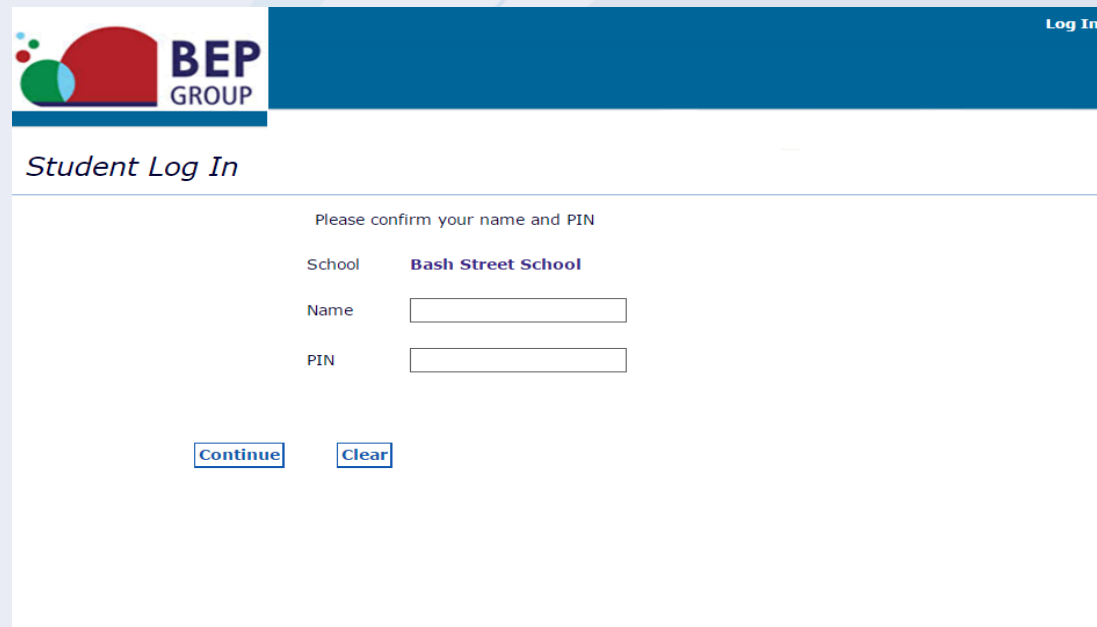
Webview


(Online Work Experience System)

For students not finding their own placement:

Access from 29th October 2018

<http://bep.learnaboutwork.net>



 **BEP**
GROUP Log In

Student Log In

Please confirm your name and PIN

School **Bash Street School**

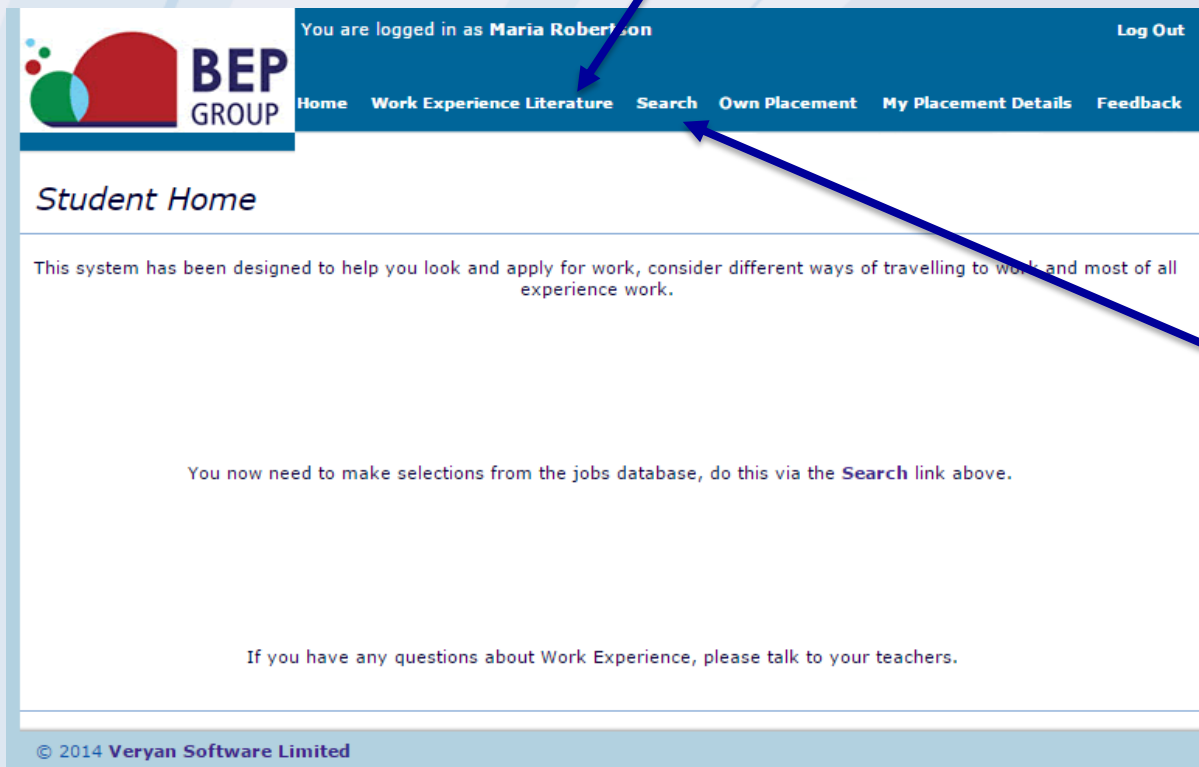
Name

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	View
Chisti and Co Property Services	Estate Agency Administrator	IG1 4TD	35369	View
City YMCA London	Customer Services/Office Assistant	EC1Y 8SE	39073	View
Clarke Hillyer Ltd	Administration Assistant	E4 9HH	38552	View
Clegg Gifford and Co Ltd	Clerical Work	RM1 3NH	3284	View
Coffey Brooks Financial Services Ltd	Admin Assistant	CO15 1SP	33798	View
Controlled Flame Boilers LTD	Admin Assistant	CO15 4LU	35717	View
Corner House Care	Activities Assistant	CO15 1DB	42707	View
Country Places Lettings	Admin Assistant	CM14 4BY	46271	View
Cranford Property Services	Admin Assistant	RM6 6NL	41990	View
Dhillons	Admin Assistant	IG3 8LB	25381	View
Drakefield Ltd	Accounts Clerical Assistant	CM13 3XL	31840	View
E2V Technologies	Admin Assistant	CM1 2QU	46812	View
Eleanor Nursing and Social Care	Admin Assistant	IG2 6RE	20107	View
Essex Nuffield Hospital	Admin Assistant	CM15 8EH	42670	View
Essex Shipping Services Ltd	Admin Assistant	CM14 4SR	27483	View
Express Toughening Ltd	Admin Assistant	IG6 3XE	16556	View
Extrastaff	Admin Assistant	CM20 1EY	42315	View
First Data	General Assistant	SS14 3WF	45465	View
FTS Recruitment Solutions Ltd	Consultants Assistant	RM13 7RB	32893	View

A list of 'available' jobs will appear

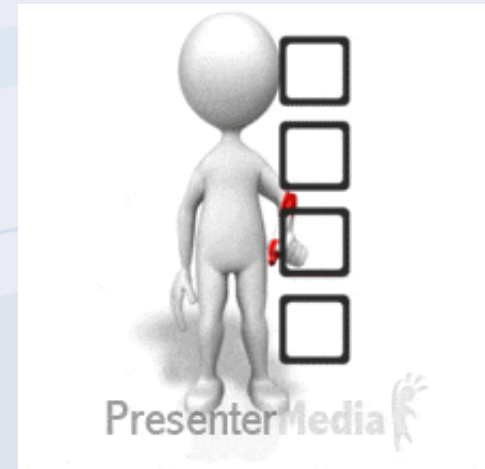
By clicking on 'view' they can see a full job description for the placement they are thinking of selecting

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	Drakefield Ltd CM13 3XL
Job Title	Accounts Clerical Assistant
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. Student duties may include: Word processing, photocopying, filing, faxing. Distribution of the incoming post Telephone inquiries Invoicing and ordering. Data input
Requirements	Students should be confident, with initiative and able to communicate. A good level of literacy and numeracy are essential. Keyboard skills are useful.
Health and Safety	An induction will be given on first day, which will include Health & Safety. All electrical equipment used by student such as Photocopier, PC's, Fax, etc. has been electrically safety tested. Student tasks may involve some light lifting of files and packs of photocopier paper. Student must adhere to employers Health & Safety polices and procedures. Regular breaks from computer as required. At no time will the student be left alone on the premises. Parents are reminded that students are legally required to take proper care of themselves and others. It is also an offence to misuse or interfere with anything provided in the interests of Health and Safety. Students may be required to leave the premises at lunchtime where they will not be supervised. Travel arrangements to and from the placement are the responsibility of the student 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, Station Road West Horndon BRENTWOOD CM13 3XL
	Click here for a map



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.



The screenshot shows the BEP GROUP website interface. At the top, it says "You are logged in as Maria Robertson" and "Admin Menu". Below this is a navigation bar with links: Home, Work Experience Literature, Search, Own Placement, My Placement Details, and Feedback. The main heading is "My Placement Details".

Below the heading, there is a "Journey Planner" section with the text "Transport for London" and "Choose how you want to travel". To the right of this section are links: "Return to job list | New search | Help".

The main content is a table titled "Plan your journey." with the following columns: Job, Employer, Job Title, Town, Postcode, Status, Choice, and #. The table contains six rows of job offers:

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

Below the table is a "Submit" button. A blue arrow points from the text "by 19th November 2018." below to the "Submit" button.



by 19th 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!

Phones

Attitude

Conduct

Timekeeping



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



Any questions?

