



# Work Experience

15<sup>th</sup> – 19<sup>th</sup> July 2024



# Who Are EBP South?

- We are a registered Charity and have been established since 1997
- Our mission is to inspire and prepare young people for the world of work.
  - We achieve this by connecting education and business.
- We do it because we believe in broadening horizons for young people to reach their future potential.





# OUR ROLE

- With the students help in making applications online, we will help secure placements using an online system.
- Contact employers to secure student placements by email, letter and telephone
- Confirm or decline placements and move onto students next choice. It will be the students job to monitor this and apply for more placements to keep their Wishlist topped up
- Advising and guiding employers and schools on work experience placements
- Carry out Placement Suitability Checks with employers to make sure placement is safe for the students to go to

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# Why Do Work Experience ?

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**Work experience is proven to help students with their employability skills, but it can also help someone gain confidence in themselves!**

**Benefits are:**

- Skills Development
- Gaining a better understanding of the world of work
- Putting current skills and knowledge into practice
- Discover what skills employers look for when hiring for future Job Vacancies
- Develop self confidence and communication skills
- Improves motivation and academic attainment and Improves young people's employability skills
- Work Experience can help with getting into College or getting an apprenticeship



# Work Experience Process

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](http://www.ebpsouth.work-experience.co.uk)

## Choose Your Path

**ONLINE**

**OWN PLACEMENT**

You can **ONLY CHOOSE** 1 Pathway





WORK EXPERIENCE OWN PLACEMENT FORM



**INSTRUCTIONS TO SCHOOL**  
Please ensure all sections are completed and readable. Illegible forms will be returned and may cause a delay to the placement. Send via e-mail attachment to:- [workexperience@ebpsouth.co.uk](mailto:workexperience@ebpsouth.co.uk)

Student's Name:		Date of Birth:
School:		Year Group:
WEX Start Date:	WEX End Date:	Extended WEX Only Preferred Day(s) Mon Tues Weds Thurs Fri Please Circle

**EMPLOYER**

How is the Student Known to You?			
Company name:		No of employees:	
Main contact person:		Position:	
Workplace address:	Postcode:	Is this a home address?	<b>Employer's Liability Insurance Details</b>
		YES / NO (Please circle)	
Tel:		Mob:	Expiry Date:
Email:		'EU details required, if not placement may be declined'	
<b>Placement Details</b>			
Job Title:			
Job Description (Please list the key tasks and / or activities that the student will undertake)			
Dress Code: (circle applicable) Smart Casual Practical Workwear Overalls Safety Footwear No Trainers No Jeans Hair Tied Back No Jewellery			
Working Days:		Start/Finish Times:	
Any other information? (i.e., other dress code, PPE or any weekend work?)			
Would you offer this opportunity to another young person, possibly from another school? (Please circle your answer)			
YES (during a different week)		YES (during the same week)	
I/We can offer placements to _____ students at any one time.		NO	
I/We can offer a maximum of _____ placements per year.			
<b>Risk Assessment</b>			
The Management of Health and Safety at Work Regulations place a duty on employers and the self-employed. The duty states that the employer shall make a suitable and sufficient assessment of the risk to employees." This includes employees who are classed as a child (below minimum school leaving age) and a young person (over minimum school leaving age, but under 18 years of age). Both of these definitions may be relevant to students on work experience.			
In addition, "Every employer shall, before employing a child, provide the parents/guardians of the child with comprehensible and relevant information on the risks identified by the assessment and the preventative and protective measures" More information available at: <a href="http://www.hse.gov.uk/youngpeople/workexperience/placeprovide.htm">http://www.hse.gov.uk/youngpeople/workexperience/placeprovide.htm</a>			

Health and Safety check list	YES	NO
Is there someone in overall control of health and safety? <u>Name:</u>		
Do you have a written Health and Safety policy? Date Last Reviewed:		
Have risk assessments been carried out to their lowest level through a safe system of work?		
Is the placement in a high-risk environment?		
Are there any significant risks to the student that we need to be aware of?		
When you induct students, will you explain the risks, how they are controlled? whilst checking that they understand what they have been told? (Includes site tour, first aid, fire, prohibited areas)		
You will check that students know how to raise any health and safety concerns?		
Do you have a first aid kit, accident book and will you report any (RIDDOR) accidents? Name of appointed first aider:		
Do you have fire extinguishers? and means of raising an alarm? Date extinguishers last checked:		
Are appropriate Health and Safety signs (e.g., Fire Exit signs) displayed in the workplace?		
Have you read our Child Protection Guidance and understand your safeguarding responsibilities?		

**Prohibitions** (e.g., student will not use guillotines, students must not enter areas designated off limits etc)

**EMPLOYER CONFIRMATION AND AGREEMENT**

I confirm that: - to the best of my knowledge and belief, the information given is correct.  
- I have read the attached Letter of Understanding, child protection guidance and that all the points are acceptable to me.

As representative of the employer I agree to the student named above working on our premises, and to abide by all legislation relating to Equal Opportunities, Health and Safety and Child Protection. I will arrange for my Employer's Liability Insurance to provide cover against accident and injury caused to the student by negligence of the employer or another employee and will accept or insure myself against liability for loss, damage or injury caused by the student in the same way as for other paid employees. My company/organisation has prepared a Risk Assessment (if applicable) and a safe system of work which covers all the tasks we expect this student to undertake.

Employer signature \_\_\_\_\_ Date \_\_\_\_\_  
Name \_\_\_\_\_ Position \_\_\_\_\_

**STUDENT**

As the student named, I agree to take part in this work experience programme. I also agree to hold in confidence any information about the employer's business which I may obtain during this work period and not to disclose such information to any other person without the Employer's permission. I also agree to observe all safety, security and other regulations laid down by the Employer and made known to me either by the Employer's representative or by the displayed instructions. I will pass on to my parent or guardian any information, given to me by my employer, which may affect my personal health, safety or welfare.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

**PARENT / CARER with legal responsibility for the student**

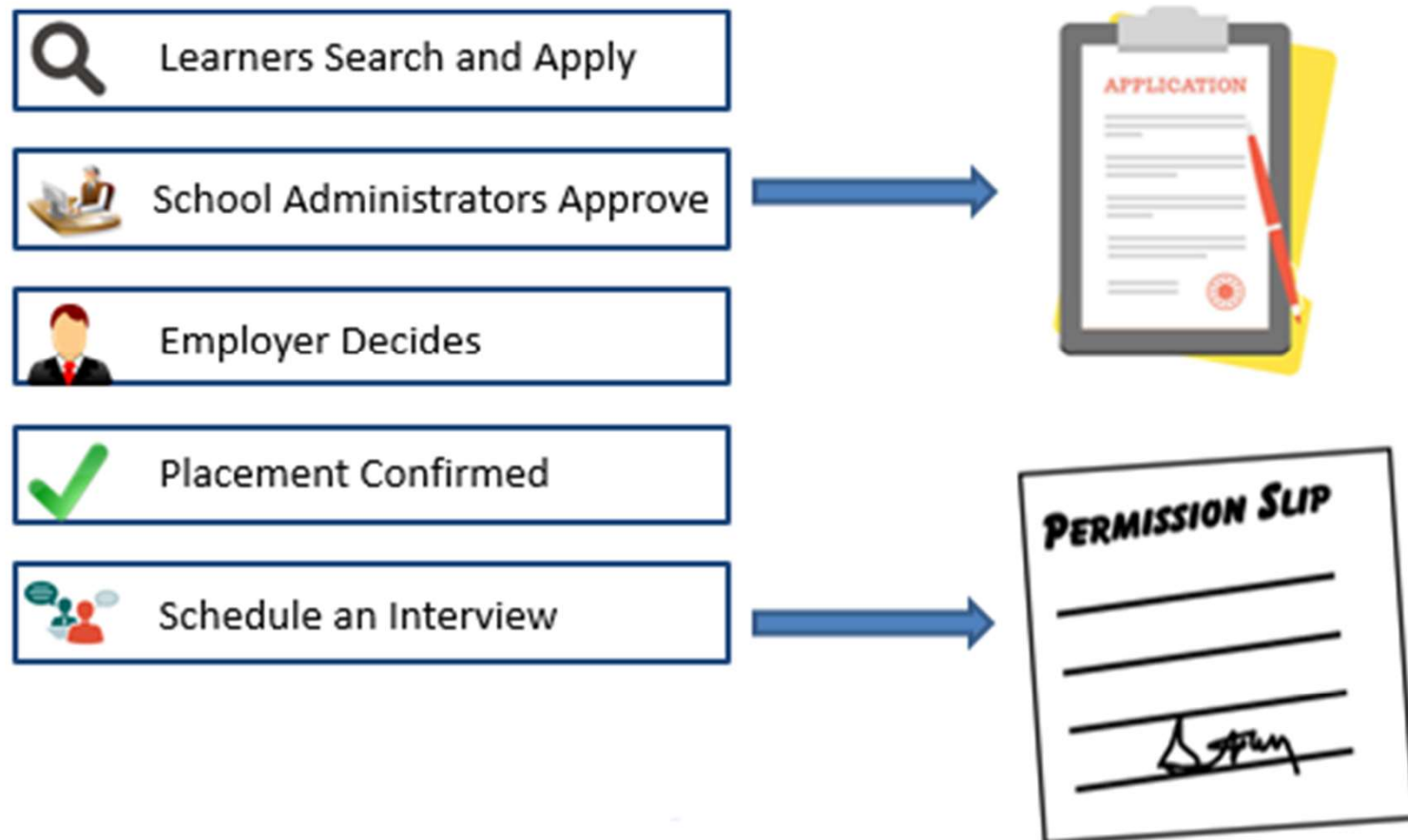
As parent / carer of the student named above I confirm that I have read and understood the information on this form. I agree to his/her taking part in this programme and undertake that he/she will observe the conditions set out above. I confirm that he/she does not suffer from any medical or other condition which could result in unnecessary risk to his/her health or safety or to the safety of another person. (Should you be in any doubt please consult the teacher responsible before signing this form).

I confirm that if he/she leaves the employer's premises during lunch or break periods, no liability can be accepted by the employer or the school for any incident that may occur. Once on the placement, parents should discuss the arrangements for lunch and break periods with their child and make sure they are suitable.

Signature of Parent / Carer \_\_\_\_\_ Date \_\_\_\_\_  
Name \_\_\_\_\_



# The Online Process





# Placements

Looking for a placement?  
Use the search facility opposite to find your ideal job or employer...

## Search Details

**Employer**

**Category** -- Please Select --

**Postcode**  Distance  miles

**Types of Tasks**

- Involve desk-based work
- Involve outdoor work
- Involve using computers a lot
- Involve skilled practical work
- Be a creative role
- Involve interaction with the public
- Involve group work/team skills
- Involve working with animals
- Involve working with adults in a caring role
- Involve physical activity
- Involve working with children in a caring role
- Be in a medical health related environment
- Require a good level of fitness
- Be out of the ordinary

**Limit** 50 Results per page

**Helpful Hints!**

Remember to spell the words correctly!

Search for placements near to where you live - use the employer and postcode fields to refine your search

Clear Search

## Results

▲ Employer	Emp ID	Job Title	Job ID	Postcode	Distance (Miles)	
ADT Fire and Security (Portsmouth)	493	Administration Assistant	532	PO6 4PS	0.46	
Amdale Ltd	544	Assistant in Admin	592	PO3 5BU	1.06	
Babcock International Group	640	Administration Assistant	698	PO6 3EN	0	
Batchelor & Smith Ltd	846	Admin Assistant	925	PO6 1PA	1.63	
Ceramic Tile Distributors	1667	Administrative/Showroom Assistant	1802	PO3 5TU	1.78	
Consumables Solutions Ltd	761	General Admin Assistant	833	PO6 3EN	0	
Copnor Junior School	2137	Administration Assistant	2394	PO3 5BZ	1.93	
Douglas Stafford	2189	Administration Assistant	2465	PO6 3EN	0	
First Wessex Housing Group	428	Head Office - Work Shadowing	429	PO2 8HB	1.92	
Freight Transport Ltd	831	Administration Assistant	908	PO6 1TW	1.36	
Handle With Care	1071	Administration Assistant	1172	PO3 5DA	1.86	
HMS Excellent	731	Medical Centre Assistant	801	PO2 8ER	1.56	
Jeffries	2102	Estate Agent's Assistant	2349	PO2 0LZ	1.69	
JM Automatics Ltd	522	Admin Assistant	565	PO3 5HJ	1.06	
Johnson Controls	2177	Admin Assistant	2446	PO6 3AU	0.64	
KSL Chartered Accountants	1731	Office Assistant	1871	PO6 3EB	0.78	

# Placements

## Options

 Print this Page

 View on Google Maps

 Apply Now

 Add to Favourites



## Job Details - Workshop Assistant (10739)

### Job Details

<b>Employer</b>	Aldermaston Tool Co
<b>Website</b>	Not Specified
<b>Job Title</b>	Workshop Assistant
<b>Job Description</b>	<p>IMPORTANT: This opportunity is available to post 16's ONLY. Please DO NOT apply if you are under 16 years old.</p> <p>Aldermaston Tool Co are the largest power tool showroom of their kind in the whole of Europe. They are authorised dealers and repair agents for all the leading makes and models.</p> <p>Whilst on placement you might have the opportunity to:</p> <ul style="list-style-type: none"><li>- Learn to use the ordering system</li><li>- Answer the telephone</li><li>- Carry out housekeeping duties</li><li>- Assist customers</li></ul>
<b>Job Address</b>	Unit 47, Youngs Industrial Estate Tadley Hampshire <a href="#">RG7 4PW</a>
<b>Directions</b>	<a href="#">Get Directions</a>

### Job Information

<b>Start/Finish Times</b>	Mon-Fri 8am-5pm
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### Student Information

<b>Dress Code / Personal Protective Equipment and Clothing</b>	<b>Dress Code</b> <ul style="list-style-type: none"><li>- Practical workwear</li><li>- Sturdy, flat, enclosed, sensible footwear</li></ul>
<b>Meal Break</b>	<ul style="list-style-type: none"><li>- Bring own lunch</li><li>- Bring own drinks</li></ul>
<b>Meal Break Duration</b>	1 hour
<b>Meal Break Notes</b>	Not Specified
<b>Interview Required</b>	Yes
<b>Should the learner bring any of the following to their interview:</b>	<ul style="list-style-type: none"><li>- Consent Form</li></ul>

Apply Now

# Placements








Applied for a placement?

Use this page to keep an eye on your placement applications...

## My Placements (12)

### My Wishlist

 The items displayed below require attention from your work experience coordinator.

Rank	Employer	Job Title	Start	End	Postcode		Change Rank
2	Apple Tree Day Nursery	Nursery Assistant	11/12/2017	15/12/2017	PO2 9SD		
3	Havant and Waterlooville Football Club	Assistant Grounds Keeper/Coaching Assistant	11/12/2017	15/12/2017	PO9 5TH		 
4	Maincoms Ltd	Office Assistant	11/12/2017	15/12/2017	PO6 3TH		

 [Print Parent Consent](#)

**Some Placement Applications  
will become**

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**Unavailable**

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# Work Experience Process

Once your application has changed to

**Employer Accepted**

Or

**Confirmed**

**STUDENTS NEED TO MAKE CONTACT  
WITH EMPLOYER !!!**





## Important Key Points to remember!

- Can only apply up to 4 placements at a time
- You have to be eager for all 4 choices, not just your first
- Make sure you can get there - train, bus, taxi, walk
- Make sure when searching, use correct post code
- 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, 8 hours a day and it will be unpaid
- Employer must have **Employers Liability Insurance** or we cannot approve placement
- Phone for Interview as and when placement is Confirmed!!!

# Placement Suitability Checks

- Employers Liability Insurance (not Public Liability)
- Evidence of H&S Policy (if above 5 employees)
- Evidence of Risk Assessments or Young Persons Risk Assessments (if above 5 employees)
- Check if Employers provides PPE (Personal protective Equipment) or if student needs to provide own
- First Aid Procedures – First Aid Kit, Accident Book/Reporting system and that employer understands RIDDOR (Reporting, Injuries, Diseases, Dangerous Occurrence Regulations)
- Fire Procedures – Fire Risk Assessment (if above 5 employees), whether verbal to raise alarm or call points, fire extinguishers, exits clear and unobstructed.
- Any prohibited tasks and procedures for students

# Login

User Name / Email Address

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Password

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Login

[Forgotten your Password?](#)

[View Useful Resources](#)

**Privacy Note**

If you have any technical issues, please contact your school work experience coordinator.

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(v3.9.0)

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## My Details

User Name / Email  
Address

If you wish to change your password please provide your current password and your new password below, otherwise you can leave these 3 fields blank if you just wish to change your user name/email address

Current Password

Password

Confirm Password

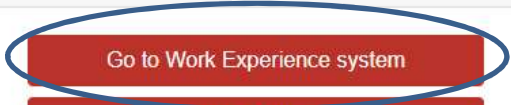
Save



## Your Systems

[Go to Work Experience system](#)

[Go to All Together App](#)



# Login

**Website:** <http://ebpsouth.work-experience.co.uk>

**Google:** EBP south work experience login

**Username:** fullname (all lowercase no spaces)

**Password: Wex123!**

**When you change your password, you need to make sure you use a Capital Letter, a Numeric & also a special character (! Or # recommended, as it will be more familiar to you).**

**WEX Dates: 15<sup>th</sup> – 19<sup>th</sup> July 2024**



Thank you for listening

Good Luck!