



Coordinator Guide to arranging Work Experience

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Logging on

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

Click on the Login tab and enter your username and password. The Work Experience Team will provide the login details. Below is what your home screen will look like:

The screenshot displays the WEX Coordinator's Dashboard. At the top, the WEX logo is on the left, and the user is logged in as 'School Site (EBP South)'. A navigation menu includes Home, Set-Up, Job Bank, Manage Learners, Search, Manage Requests, Paperwork, Messages, Alerts (15982), and Reports. The main dashboard area is titled 'Coordinator's Dashboard' and contains several widgets:

- Date Range:** A filter widget with 'From' (01/09/2021) and 'To' (31/08/2022) date pickers, 'Batch Dates' link, and 'Previous', 'Current', 'Next' buttons. An 'Update' button is at the bottom.
- Requests:** A central widget showing a summary for all schools: 2 New Job Requests, 0 New Standard Requests, 0 Allocated to Learner, 0 Sent to Employer, 8 Employer Accepted, 6769 Confirmed, 9721 Unavailable, 0 Awaiting ELI, 0 Awaiting DBS, and 0 Places in your Job Bank.
- Announcements:** A widget stating 'There are no announcements'.
- Useful Documents:** A list of documents including 'Work Experience Paths' (50.6 kb), 'Working with animals' (34.9 kb), 'Student Guidance - online system' (1.2 Mb), 'Southampton Library Application Form' (63.5 kb), and 'Library Volunteer Information' (244.7 kb).
- Setup:** A widget with links for 'Edit Details', 'My Preferences', and 'Flag Management'.
- Manage Students:** A widget with links for 'Student List', 'Teacher Visits', 'Manage Tutor Groups', and 'Student Data Upload'.
- Login Statistics:** A widget showing system logins by role for today, the week, month, and total. Data includes: Generic User (0-0-0-1574), Student (0-37-80-278754), and Coordinator (2-19-33-37589).
- Paperwork:** A widget with a 'Ready To Print' button.
- Reports:** A widget with links for 'Allocation Overview', 'Not Allocated List', 'Allocated List', 'Grovel List', 'Confirmed List', and 'Previously Used Employers/Jobs'.

From here you're able to fully manage the process. For example you can pull off reports, track applications, print paperwork, and view who has never logged in.

Applications

From the student's profile, you can see the applications they've made. In the status column, it will give you an indication of the progress we've made. You'll also be able to change an application for the student if you don't think it's right for them.

The screenshot shows the WEX system interface. At the top, there is a navigation bar with links: Home, Set-Up, Job Bank, Manage Learners, Search, Manage Requests, Paperwork, Messages, Alerts (244), and Reports. Below this is a breadcrumb trail: Student List > Edit Student. The main heading is 'Student Details Melinda Ashbury'. There are tabs for: My Details, Contact Details, Placements (4), SEN / Medical, Notes (0), and Documents. Below the tabs is a table of applications with the following data:

Date Status Changed	Employer	Job Title	Category	Start	Status	Type	Rank	Duration	
22/08/2018	Abshot Country Club	Creche Assistant/Salon Assistant	PERSONAL AND OTHER SERVICES	03/09/2018	Allocated to Learner	Work Experience (Block)	2	5	1
22/08/2018	Acorn Pre-School (Fareham)	Pre-School Assistant	EDUCATION AND TRAINING	03/09/2018	Awaiting Employer Offer	Work Experience (Block)	1	5	1
22/08/2018	Ashley School of Dance	General Assistant	PERFORMING ARTS	03/09/2018	Allocated to Learner	Work Experience (Block)	3	5	1
22/08/2018	Beveridge Equestrian	Yard Maintenance Assistant	ENVIRONMENT, ANIMALS AND PLANTS	03/09/2018	Unavailable	Work Experience (Block)	4	5	2

When viewing applications, there will be one of six statuses in the status column:

Wish List	The Work Experience Team have not yet started work on the application. This may be because we're awaiting your approval, or the applications have only just been made.
Allocated to Learner	This is a choice that you have approved but is on hold because they have another choice awaiting employer offer.
Awaiting Employer Offer	We have sent off the application to the employer and are chasing them for an answer.
Employer Accepted	The employer has accepted the application. It's not confirmed because either we have never carried out a placement suitability check with them, or we need to renew the check. Once this is completed, the application will be moved to confirmed.
Confirmed	All placement suitability checks are up to date and the placement has been approved.
Unavailable	The employer has informed us that they're unable to accommodate work experience for the time the school goes out. If the student has no more in their Wish List they need to make some more applications.

The Online Application Process

Students log into the system and add 4 choices to their Wish List and rank them in order of preference from 1-4 (1 being the one they prefer the most).



You log into the system and approve all Wish List applications by changing them to Allocated to Learner (Please see page 9.) This gives us the go ahead to start working on them. If there are any choices you notice that are unsuitable for the applicant – You can change the status to Unavailable and provide a short reason why.



EBP South will move all first choices to Awaiting Employer Offer and send an application email/letter to the employer. **Please note** that not all students' first choices always go to Awaiting Employer offer for a multitude of reasons – one reason could be because multiple students have applied for a job that only takes 1 student at a time. If this is the case then we'll move straight onto the next available choice.



Some employers take longer than others to respond – If they don't respond to the initial request letter within 5 days, we will make follow-up phone calls and emails. If it gets to 30 days with no response, we will make it Unavailable and move onto the next choice.



If the employer says yes, we will change the status to Confirmed or Employer Accepted. It is at this point you print out the consent form and hand it to the student for them to contact the employer and arrange their interview. It is the student's responsibility to arrange their interview in a timely manner – **Failure to do so could result in the employer cancelling the placement.**



Once the student has attended an interview, the placement can go ahead. They need to return their fully signed consent form to school ideally before the placement starts. EBP South do not require copies of signed consent forms – They are for the school to keep on file.



If the employer says no, or we cannot get hold of them after 30 days we will make the application Unavailable and move onto the next choice.

We will continue this process and do our utmost to get a placement confirmed. It is the student's responsibility to ensure their Wish List is constantly topped up with choices – If they have no more in their Wish List then they will need to log back in and make some more applications.

NB: Three weeks before placements are due to commence, EBP South will send out a Reminder Letter to each employer (Own Placements and online applications) confirming the details, who to contact in an emergency, Child Protection Guidance, a Letter of Understanding, and an Employer Feedback Form which we encourage the employer to complete.

The Own Placement Process

The Own Placement Form is available to download from the Useful Documents section of the Work Experience website.

Completed Own Placement Forms must be returned to you with all sections complete, fully legible, and signed by the employer, student, and Parent/Carer.

We strongly suggest that Own Placement Forms are submitted to us at least 12 weeks before you're due to go out on Work Experience to allow time to complete the necessary placement suitability checks.

EBP South will process all Own Placement Forms within 7 days of receipt. Once processed they will appear on the website as either 'Allocated: Employer Accepted' or 'Confirmed' – Please note that both statuses mean that placement has been confirmed by the employer. Allocated: Employer Accepted just means that we need to conduct a placement suitability check or update the information we currently hold.

Parental Consent

Parents are required to give their agreement to work experience and provide any information about special needs and/or health and safety issues. Employers should be advised of any conditions that could result in an unacceptable risk to the student's health and safety or that of another prior to the start of the placement. Once a placement has been arranged, the employer, the student and his/her parent or guardian will be asked to sign a consent form. The school is responsible for obtaining the required signatures.

Placement Suitability Checks

The Employer has primary responsibility for the health and safety of the student and should be managing any significant risks. We will take reasonable steps to satisfy ourselves that employers are doing this by following the HSE guidance.

Not every employer requires a visit. For low risk environments, such as an office or shop, with everyday risks that will mostly be familiar to the student, assessing the Own Placement Form and speaking with the employer on the phone is enough in most cases.

Medium to high risk placements, we will satisfy ourselves that the employer has made arrangements for managing risks through induction, training, site familiarisation, policies and risk assessments.

We will not seek additional paperwork for assurances purposes or to second guess an employer's risk assessment or their risk control measures.

Placements during the school holidays

Some students, with the approval of the school, choose to undertake their work experience during school holidays. Such placements can only be approved on condition that EBP South and the employer have details of a teacher at the school who can be contacted in the event of an emergency.

Allocation Report

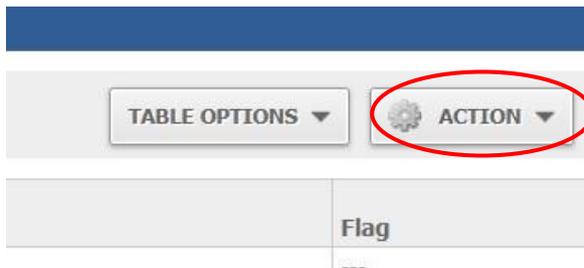


On the home screen, go to the bottom right and you will see a list of reports that you can pull. One of these useful reports is the Allocation Overview List. It shows you all the students and the status of their applications all on one page.

The screenshot shows the 'Allocation Report - Overview' page. It features a header with a pencil icon and the title. Below the header are two columns of filters. The left column includes filters for School (Bay House School), Quick pick dates (-- Please Select --), Date Range (between 01/09/2017 and 31/08/2018), Year (10), Status (-- All --), Tutor Group (-- All --), and Report Mode (Overview). The right column includes filters for Gender (-- All --), Student Status (-- All --), Student Live (-- All --), Student Archived (-- All --), Flag (with a flag icon), Postcode, and Placement Type (-- All --). Below the filters is a table with the following data:

Student Name	DOB	Gender	Year	Group	Start Date	End Date	Duration	Employer	Job Title	Job ID	Postcode	Status
Lewie	19/08/2003	Male	10	1011	09/07/2018	13/07/2018	5	Lee-on-the-Solent Junior School	Classroom Support	2492	PO13 9DL	Confirmed
Jay	11/02/2003	Male	10	1001	09/07/2018	13/07/2018	5	Broxap Ltd	Office Work	9962	GU35 9HH	Confirmed
Ellie	05/02/2003	Female	10	1008	09/07/2018	13/07/2018	5	Whitman Laboratories Ltd	General Assistant	3532	GU32 3DD	Confirmed
Tia	21/05/2003	Female	10	1004	09/07/2018	13/07/2018	5	Langdale Nursing Home	Care/Catering Assistant	2129	PO12 2JS	Unavailable

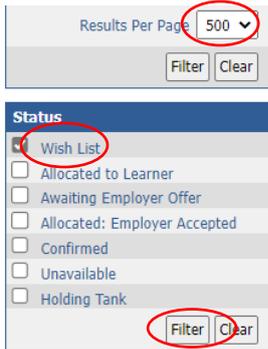
The above screenshot is what you will see when you click on allocation overview. On this page you can search for students with specific statuses on their applications. If you go to student status on the options and choose Confirmed (for example), you will be able to see all the students who have a confirmed placement.



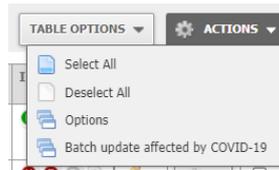
You are able to export the information to an Excel spreadsheet where you can print and edit it. To do this, you will need to go to the Action tab and click on it – it will give you a dropdown menu. Output **current** results to Excel will give the information you have on the page, and output **all** results to Excel will give you every student in the year.

Allocating placements to students

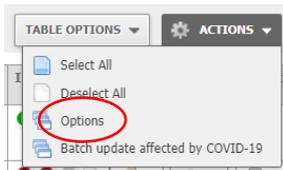
It is the school's responsibility to allocate Wish List placements. To do this, click on the Manage Requests tab along the top tool bar.



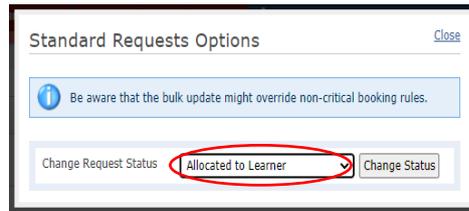
Scroll down a little bit and ensure that **only** Wish List is ticked on the menu on the left hand side and filter **all** results to show on one page.



Click on the cog at the top right hand side and press Select All which highlights every application on the page.



Go back to the cog and press Options.



Change request status to Allocated to Learner using the drop down menu.

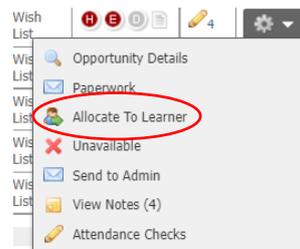
You can also allocate applications individually:

Go to the Manage Requests tab at the top of the screen and filter all Wish List applications to show on one page using the steps above.

Standard Requests (16)

Date Status Changed	Student	Year	School	Employer	Name	Telephone	Email Address	Job Title	Postcode	Start	End	Status	Information	Notes	Options
14/07/2022 12:39:18	Bain, Brandon	11	EWEX - EBP South	EWEX - Outstanding placements		0		Supported EWEX		05/09/2022	06/09/2022	Wish List			
05/09/2022 12:02:48	Beard, Mason	10	EWEX - EBP	Oliver Chuter	Mr Oliver	07821	olichutes@hotmail.co.uk	General Assistant	GU35 5AG	05/09/2022	06/09/2022	Wish			

Click on the cog highlighted on the right hand side of an application and select 'Allocate to Learner'



Printing paperwork

Quick Filter

Group

Year

Status

HS Status

Printed

Live

Origin

Filter

Flag

Results Per Page

Opportunity Status

Allocated to Learner

Awaiting Employer Offer

Allocated: Employer Accepted

Confirmed

Unavailable

Select Paperwork

Consent Form

WEX Certificate

You have the facility to print consent forms and certificates.

To begin - click on the paperwork tab along the top toolbar.

Use the quick filters to customize your search and find the correct ones that need to be printed. You'll need to ensure that only 'Allocated: Employer Accepted' and 'Confirmed' are ticked. You'll also need to select the paperwork you would like to print: consent form or certificate as demonstrated here.

Hit filter.

Next, you'll need to click on the Actions tab and select all.

(**tip:** ensure that you have all results on one page otherwise they won't all print). You then need to click on the Actions tab again, but this time click on Options.

You'll come across a screen that asks for some information. You will need to change the paperwork status to 'sent to all' and then select 'mark as sent and print' Once you've done this, all of the documents will download into a word document ready for you to print.

(**tip:** turn off your browser's pop-up blocker otherwise the word document won't download).



Paperwork Options [Close](#)

i Please select an option

Change Paperwork Status to

Print

Mark as Sent and Print

Recipient Type

Email

[Hide Logo and Address in Paperwork](#)

Handy Hints

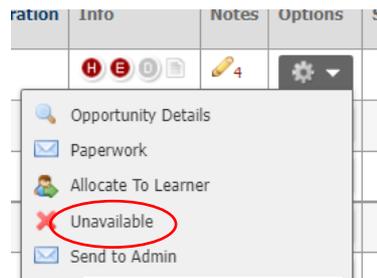
- If a student has decided that they no longer want to attend their placement, or have changed their mind about an application that hasn't been confirmed yet, you are able to decline it for them.

Search for the student and open up their record:

Student Details Test EBP

Created Date	Date Status Changed	Employer	Job ID	Job Title	Category	Start	End	Status	Type	Rank	Duration	Info	Notes	Options	Select
02/08/2017	06/09/2022	1710 Naval Air Squadron	2821	Aircraft Engineering Assistant	ENGINEERING	05/12/2022	09/12/2022	Wsh List	Work Experience (Block)	1	5				
21/06/2021	29/10/2021	JSC Direct Windows Ltd	12029	General Assistant	TRANSPORT AND LOGISTICS	11/12/2021	15/12/2021	Unavailable	Work Experience (Block)	5	5				
02/08/2017	06/09/2022	3D Hair and Beauty Salon	7339	Assistant Beauty Therapist	PERSONAL AND OTHER SERVICES	05/12/2022	09/12/2022	Wsh List	Work Experience (Block)	1	5				
05/07/2021	29/10/2021	Abbotts Ann Nursery School	10871	Nursery Assistant	EDUCATION AND TRAINING	11/12/2021	15/12/2021	Unavailable	Work Experience (Block)	8	5				
30/11/2017	08/12/2017	Acem Community Centre	1631	General Assistant	ADMINISTRATION, BUSINESS AND OFFICE WORK	11/12/2017	15/12/2017	Unavailable	Work Experience (Block)	2	5				
11/04/2019	16/08/2022	Apple Tree Day Nursery	1845	Nursery Assistant	EDUCATION AND TRAINING	11/12/2017	15/12/2017	Unavailable	Work Experience (Block)	2	5				
15/08/2018	11/03/2019	Bisbury Pre-School	1605	Pre-School Assistant	EDUCATION AND TRAINING	11/12/2017	15/12/2017	Unavailable	Work Experience (Block)	1	5				
22/06/2021	29/10/2021	Btcoes	1772	Assistant (Support)	FINANCIAL SERVICES	11/12/2021	15/12/2021	Unavailable	Work Experience (Block)	6	5				
15/08/2018	06/09/2022	Capkand	7905	Retail Assistant	RETAIL, SALES AND CUSTOMER SERVICES	05/12/2022	09/12/2022	Wsh List	Work Experience (Block)	3	5				
15/08/2018	07/01/2019	Carnival UK	4866	Administration Assistant	ADMINISTRATION, BUSINESS AND OFFICE WORK	11/12/2017	15/12/2017	Unavailable	Work Experience (Block)	6	5				

Go to the application you want to remove, hover over the cog on the far right:



Click 'Unavailable'

Unavailable Request

Unavailable Request	
Employer	3D Hair and Beauty Salon
Job Title	Assistant Beauty Therapist
Job ID	7339
School	EBP South
Student	Test EBP
Start	05/12/2022
End	09/12/2022
* Who made unavailable?	Learner
* Reason for making unavailable	We have been advised that you no longer want this placement
Notes	<div style="border: 1px solid #ccc; height: 40px;"></div>
Unavailable	

- When students are applying for their placements, they have the facility to add choices to their 'Favourites'

Employer	Emp ID	Job Title	Job ID	Postcode	Distance (Miles)	Favourites	View job details and apply
Little Learners Day Care	1239	Nursery Assistant	1350	PO1 5PR	0.11		

Home Search **My Favourites (4)** My Placements Resources Links Messages

Welcome > Favourites

Favourites

My Favourites

Rank	Employer	Job Title	Postcode	Remove	Change Rank
1	Georgina Chambers MUA Beauty Studio	Salon Assistant	PO4 8PH		
2	Little Learners Day Care	Nursery Assistant	PO1 5PR		
3	Royal Albert Day Centre	Care & Support Assistant	PO1 4JB		
4	Andrew Simpson Watersports Centre	Activity Assistant	PO3 5LY		

You, the coordinator, and EBP South do not get to see this list. It's **important** that the students know that adding choices to this list doesn't equate to an application – Its sole purpose is to save placements to come back to and apply for at a later date.

There are rare occasions where students add choices to their Favourites list thinking they have applied when they haven't- this can mean that these choices get missed.

- From the home page, you can access 'Useful Documents' on the left hand side.

Useful Documents View All

- [Work Experience - Good Practice For Schools](#) (252 Kb)
- [Work Experience - A Guide for Co-ordinators](#) (637.9 Kb)
- [Work Experience - Guide for Students](#) (611 Kb)
- [Work Experience - Guide for Employers](#) (600.5 Kb)
- [IBM Hursley Work Experience Application](#) (47 Kb)



Coordinator's Dashboard > Useful Documents

Useful Documents

- [Work Experience - Good Practice For Schools](#) (252 Kb)
- [Work Experience - Guide for Students](#) (611 Kb)
- [Work Experience - Guide for Employers](#) (600.5 Kb)
- [Own Placement Form](#) (222.2 Kb)
- [work-experience-log-book-for-students](#) (2.3 Mb)

Declined Health & Safety (2 files)

- [Placement Not Approved - Template](#) (116.1 Kb)
- [Declined info](#) (126.9 Kb)

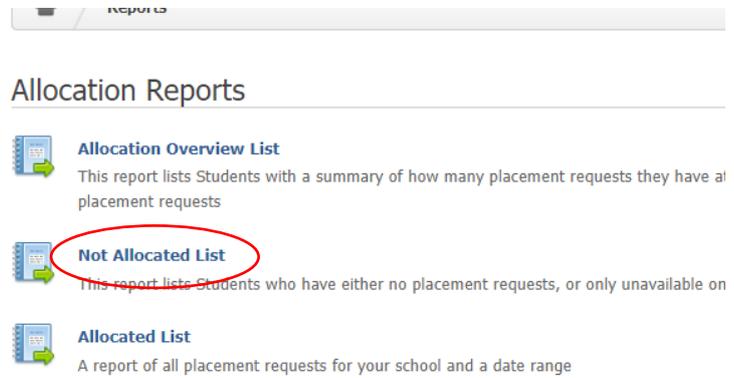
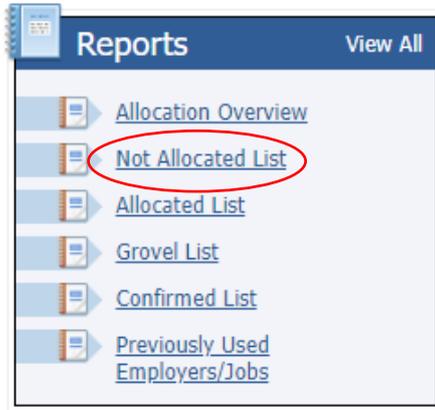
Employers Application Forms (15 files)

- [IBM Hursley Work Experience Application](#) (47 Kb)
- [Foxhills Junior School WEX application form](#) (105.5 Kb)
- [Southampton Library Application Form](#) (63.5 Kb)
- [Library Volunteer Information](#) (244.7 Kb)
- [Trelgar Work Experience Application Form](#) (224 Kb)
- [Paultons Park Work Experience Application Form](#) (483.1 Kb)
- [St Michaels Hospice Shop \(Vote Street\) application form](#) (53.4 Kb)
- [ExxonMobil application form](#) (66.3 Kb)
- [RAF ODIHAM PLACEMENT REQUEST FORM](#) (97.4 Kb)
- [Carnival UK Work Experience Request Form](#) (20 Kb)
- [Portsmouth Guildhall Application Form](#) (291.5 Kb)
- [Radian Application Form 2](#) (332 Kb)

Here you'll find useful guides, employer application forms, the own placement form, and much more.

- A good way to keep track of the students that have either never applied, never logged in, or who's choices have all become unavailable is through the Not Allocated List.

Click on 'Reports' either using the top toolbar, or on the home page and click on 'Not Allocated List':



When the report screen opens, make sure the following information has been selected from the drop down menus:

Options			
School	St Anne's Catholic School	App Form	-- All --
Quick pick dates	07/11/2022 to 18/11/2022	Gender	-- All --
Date Range	between 07/11/2022 and 18/11/2022	Student Status	Taking part in Work Experience
Year	10	Student Live	Yes
Tutor Group	-- All --	Student Archived	--All--
Report Mode	Not Allocated List	Flag	

** Remember to select 'Live' students and students that are taking part in Work Experience as highlighted above for an accurate report **

Your screen will look something like this:

Student	Student ID	DOB	Gender	Year	Group	Form Type	Flag	EPH
Adenuga, Aaliyah	103509	04/08/2008	Female	10	REDITH	---	---	---
Ahmed-Qureshi, Malaika	103448	29/01/2008	Female	10	SBERNADETTE	---	---	---
Alasah, Serene	103510	07/08/2008	Female	10	REDITH	---	---	---
Aryubi, Marwa	103512	04/11/2007	Female	10	REDITH	---	---	---
Ashton, Poppy	103482	24/12/2007	Female	10	SCATHERINE	---	---	---
Butterfill, Lily	103541	28/03/2008	Female	10	SHILDEGARD	---	---	---
Butterfill, Isabel	103573	28/03/2008	Female	10	JOSEPHINE	---	---	---
Catarino, Jessica	103542	19/06/2008	Female	10	SHILDEGARD	---	---	---
Davies, Marne	103456	01/10/2007	Female	10	SBERNADETTE	---	---	---
Davis, Angeln	103422	13/10/2007	Female	10	SALPHONSA	---	---	---
Djensadi, Aya	103545	07/11/2007	Female	10	SHILDEGARD	---	---	---
Dowlatzai, Marwa	105751	10/05/2008	Female	10	JOSEPHINE	---	---	---
Elsley, Eva	103485	02/05/2008	Female	10	SCATHERINE	---	---	---
Fowler, Alesha	103546	11/07/2008	Female	10	SHILDEGARD	---	---	---
Gallo-Higuera, Giovanna	103601	16/02/2008	Female	10	OTHERESE	---	---	---
Heman, Dalia	103603	12/05/2008	Female	10	OTHERESE	---	---	---
Hussain, Esha	103516	11/06/2008	Female	10	REDITH	---	---	---

You can export this report to excel by clicking on the Action tab at the top right (highlighted above) and selecting **Output all results to Excel**.

- Placement applications can be cancelled **up until the employer agrees to take the student**. If a student wishes to cancel a placement **after the employer has accepted** there will be a fee to cancel it. The same is applicable to Own Placements.
- The Job Bank is always worth checking for any placements that are available. To access it, click on 'Job Bank' using the top toolbar:



Your screen will look very similar to this:

Employer	Job ID	Job Title	Start Date	End Date	Places Offered	Booked Places	Availability	Options	Select
Cellis	15151	Junior Assistant	05/09/2022	09/09/2022	1	0	Available		<input type="checkbox"/>
DACO Scientific Ltd	10450	Production & Engineering Assistant	05/09/2022	09/09/2022	1	0	Available		<input type="checkbox"/>
Day Lewis Pharmacy Ltd	4902	Pharmacy Assistant (Chandler's Ford)	05/09/2022	09/09/2022	1	1	Taken		<input type="checkbox"/>
La Creuset UK Ltd	6173	Administrator	05/09/2022	09/09/2022	1	0	Available		<input type="checkbox"/>

Total Places Offered: 4
Total Places Remaining: 3

Jobs end up in here when a placement has been confirmed by the employer and the student has changed their mind, or when a student has a confirmed placement but has left the school.

The Jobs in here are available **to the best of our knowledge** for the dates indicated.

If any of the jobs on display are suitable for any of your students still looking for a placement – Phone or Email the Work Experience Team and they will contact the employer on your students' behalf.

The Job Bank changes on a day-to-day basis so it's always worth checking.

- The system has a range of reports you can pull off to assist you with the management of the process. Here are a couple of examples:

Login statistics: A report of which students have logged in, when they last logged in, and how many times they have logged in.

Grovel List: A report showing outstanding applications that are waiting for a response from the employer.

Confirmed List: A report showing all students with confirmed placements.

If there is ever anything else you require but are unsure where to look - please don't hesitate to speak to the Work Experience Team. We will endeavor to provide you with the information you need.