



Work Experience George Mitchell School

23rd March – 3rd April 2020

School Coordinator:
Ms Ainsworth



What is Work Experience?

- An unpaid opportunity for you to experience working life, whilst you are still at school
- A chance for you to develop and practice new skills and become more confident in your abilities
- A general experience of work, but can be vocational
- May help you refocus on education and form future career choices





'Own Placements'

- Placements could be anywhere in England
- Employers in some occupations prefer direct approach by students
- Prepare how you dress and what you will say to the employer.....why do you want to work there?
- Prepare an introductory email
- Placements should not be with a direct family member
- Check the journey route, times and the cost
- Be realistic about what work you 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 **8th November 2019**



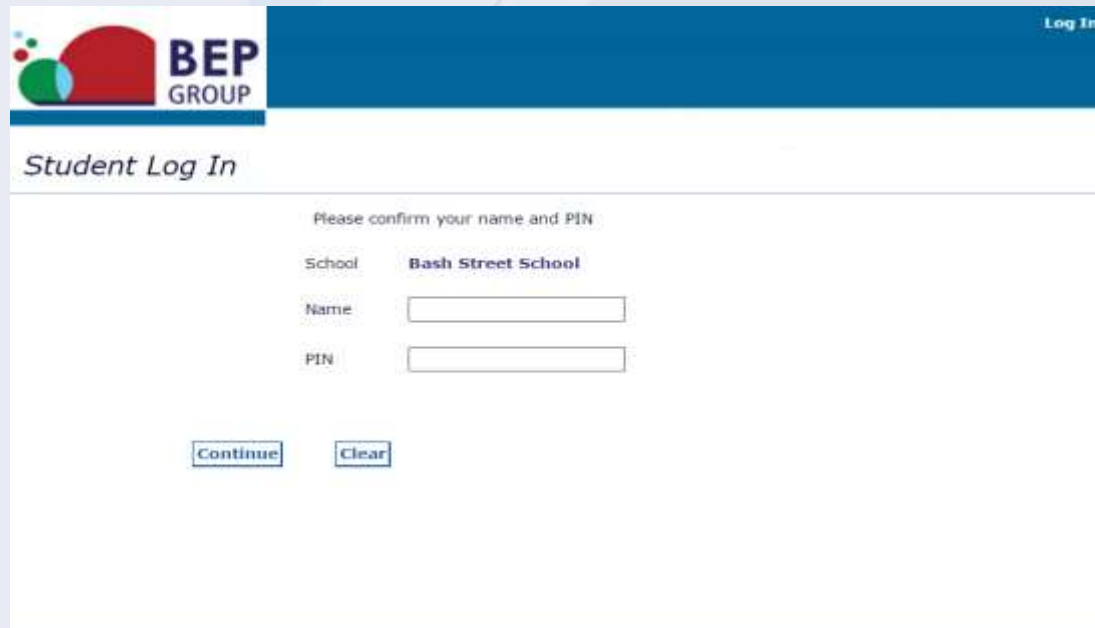
Webview


(Online Work Experience System)

For students not finding their own placement:

Access from 11th November 2019

<http://bep.learnaboutwork.net>



 Log In

Student Log In

Please confirm your name and PIN

School **Bash Street School**

Name

PIN



When you have successfully logged in you will be directed to the student home page where you 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



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' you can see a full job description for the placement you 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 also view the selections to check location, hours tasks and health and safety

You 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 your choices.



You are logged in as **Maria Robertson** [Admin Menu](#)

[Home](#) [Work Experience Literature](#) [Search](#) [Own Placement](#) [My Placement Details](#) [Feedback](#)

My Placement Details

 **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 | ✕ |



2nd December 2019



After allocation

- You may need to reselect, if not allocated a job
- You 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 your 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, you **must** contact the employer **immediately** to confirm your 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



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



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

Phones

Attitude

Conduct

Timekeeping



After the Placement

- On completion of Work Experience employers can leave feedback in your log book, have a look!
- You may be asked to complete a school evaluation form to feedback about your placement
- On successful completion of your placement, you will be issued with a certificate
- Some successful placements can lead to employment or more!



www.bepgroup.net



Any questions?

