



# Year 10 Work Experience

Monday 20th -Friday 24th March  
2023

School Coordinator:  
Ms Ainsworth  
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# 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



School Name: ..... School Deadline: .....

### STUDENT DETAILS

Name: ..... Postcode: .....  
DOB: .....

### PLACEMENT DATES (Check and change if required)

Start Date: ..... End date: .....  1 Week  2 week block

### COMPANY/INSTITUTION DETAILS (Address where student will be based)

Company Name: .....  
Address: .....  
Postcode: .....  
Telephone number: ..... Mobile number: .....

### PLACEMENT DETAILS (to be completed by employer)

Main contact: Title .....  
Position: .....  
Email address: .....  
Student supervisor: Title .....  
Interviewer: Title .....

Type of business/ industry: .....

Department and job role offered to work experience student:  
(e.g. Finance/ account assistant, Administration/General Assistant, Sales Assistant)

Could we contact you regarding taking any future placements? Yes  No

### EMPLOYER LIABILITY INSURANCE (PLEASE ENCLOSE COPY)

We request 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: .....

### AGREEMENT BY COMPANY/INSTITUTION

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

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

### 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



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



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**Any questions?**

