

# Work Experience



Today's session will:

- Explain our rationale for Work Experience
- Inform you of the key dates
- Share information about how you can support your child to find their own placement

## Values

Perseverance –

*Enjoy the challenge*

Respect –

*Be kind, be safe*

Independence –

*Think for yourself*

Diversity –

*Include everybody*

Excellence –

*Go above and beyond*

**P**erseverance, **R**espect, **I**ndependence, **D**iversity, **E**xcellence



# Why do Work Experience?



- Provides opportunities for students to learn more about their own abilities.
- Helps students to explore their strengths and weaknesses and identify the gaps in their skills.
- Allows students to draw a comparison between the skills they possess and those required by a specific job.
- Encourages practical application of the knowledge they have acquired at school.
- Develops soft skills such as interpersonal skills, communication skills, team-work and time management.



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# What are the key dates?



Work Experience

18-22 March 2024

Deadline for own  
placement  
paperwork

15 November 2023

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# Why do we ask students to find their own placement?



- It's their chance to do what they want to do – gives them the opportunity to choose the field they might like to move into
- It develops their confidence and their maturity
- It supports their ability to problem solve
- It develops resilience
- Parents are able to have an overview of the work placement



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# How does my child their own placement?



- Use your contacts – do you know anyone who might offer your child a work placement?
- Approach a local employer – lots of companies are keen to support young people to find out more about the world of work

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# Top Tips




- Placements could be anywhere in the UK (or the world – we've had students go to Paris and Jordan before!)
- Employers in some occupations prefer direct approach by students, this tends to be most successful
- Prepare your child – ensure that they dress appropriately and think about how to speak to the employer.....why do they want to work there?
- Support them to prepare an introductory email, or take along the letter given to students by school
- Placements should not be with a direct family member
- Check the journey route, times and the cost involved
- Remember - be realistic about what work they will do in that job role

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# Further information

**Own Placement Form** 

School Name: \_\_\_\_\_ School Deadline: \_\_\_\_\_

**STUDENT DETAILS**

Name: \_\_\_\_\_ Postcode: \_\_\_\_\_

DOB: \_\_\_\_\_

**PLACEMENTS 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 and parents signature then returned to Ms Ainsworth (Library)
- Must pass a pre-placement check carried out by an approved person



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# Reminder - Dates for your diary



Work Experience

18-22 March 2024

Deadline for own placement paperwork

15 November 2023

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# Any questions?



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