



Student Name:

Tutor Group:

Username:

Student Guide to Arranging Work Experience May 2024

School Coordinator:

Office Location:

Ground Floor English Block (down stairwell)

Email:

careerscoordinator@croftonschool.co.uk

Tel No:

01329 666074 (direct)

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Deadlines

If any of the deadlines are missed, students may be expected to attend additional support sessions.

27 Sept 2023	Student Assembly – EBP South Introduction to Work Experience
13 Oct 2023	All students must have logged on to their WEX account, including students considering an Own Placements.
ASAP	Own Placement - students who wish to complete an Own Placement, please collect a form from your School Work Experience Coordinator ASAP.
24 Nov 2023	Online Placements - students must have made 4 online choices, completed and signed the 'Wishlist' and return it to School Work Experience Coordinator.
01 Dec 2023	Own Placements (out of Hampshire) - students completing an own placement must be returned the signed Work Experience Own Placement form by this date.
05 Jan 2024	Own Placements (within Hampshire) - students completing an own placement must be returned the signed Work Experience Own Placement form by this date.
22 Mar 2024	Students must have contacted their employer and arranged to meet with them by this date.
28 Mar 2024	All students to return their signed Work Experience Consent Form (for online placements) to your School Work Experience Coordinator.
14 May 2024	WEX Briefing Assembly
WORK EXPERIENCE – Monday 20 to Friday 24 May 2024	
Jun 2024	WEX Debrief – TBC

Students to check their WEX account weekly

This is a guide for students who are applying for work experience. It covers how to apply for Online Placements and how to complete an Own Placements job you have found yourself.

It also gives you some information about how The Work Experience Team manage the process.

Every school has its own way of managing work experience. Be sure to check for the deadlines that you are given as you may miss the opportunity to do Work Experience all together!

Our purpose is to help you get a work experience placement. We work with a designated Work Experience Coordinator within your school, and ensure that as many students as possible have a placement work experience.

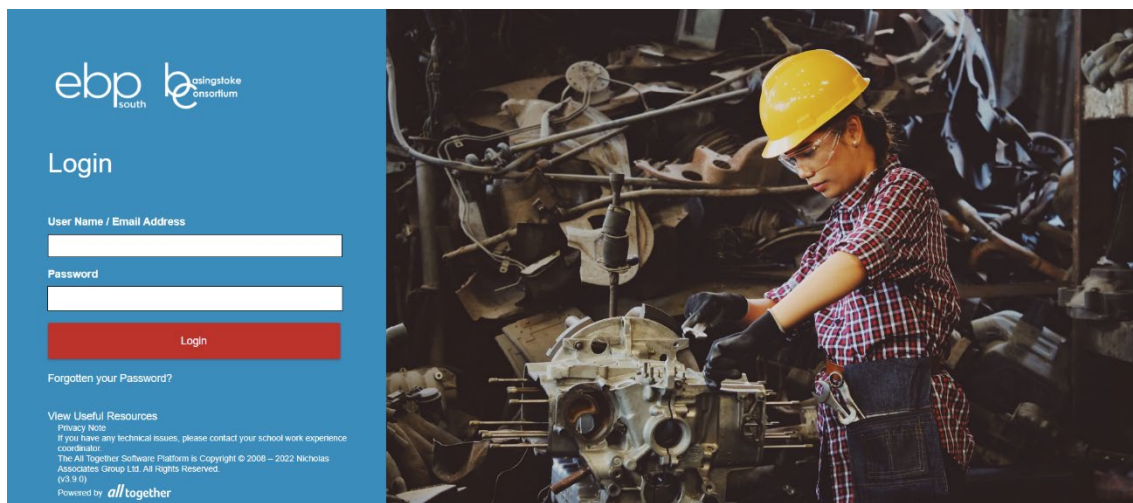
Good Luck!
The EBP South Work Experience Team

Logging in for the first time

Websites: <https://ebpsouth.work-experience.co.uk>

School will have automatically generated you an account and your School Work Experience Coordinator will give you your Username and Password. Once you have signed in, you can change your password to something more memorable.

All Together 3 – Login Screens

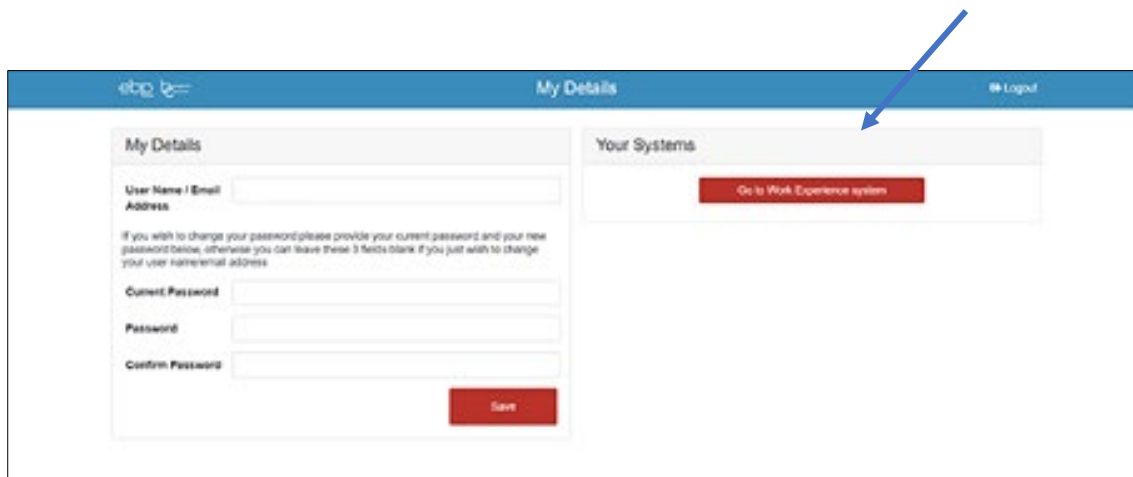


First password reset

First time you log on you will be asked to reset your password.

Your new password should have at least 8 characters - **both uppercase and lowercase letters, numbers and least one special character, e.g. ! @ , ? : - \$ = + ' £ % ***

Once you have changed your password you will need to log back in with your new password. You should see this screen, go to Your Systems and click Goto My Work Experience system.



You should now be able to log in to the main screen EBP South Screen.



If you are still having problems resetting your password, please see your Work Experience Coordinator who will be able to help you.

Once you have successfully logged, you are now ready to choose your work experience placement. There are two ways you can do this; an Own Placement (see page 5) or Online Placements (see page 6).

Own Placements

An own placement is a work experience opportunity that you have found for yourself. You may also approach a business yourself instead of using our online system. If you have a relative or family friend that owns a business, you may want to complete your work experience with them.

If you have found a placement for yourself, you need to complete an 'own placement form'. These forms are available from your School Work Experience Coordinator, in school. It is important that this form is completed and signed by employer, student and parent/guardian and returned to school by the deadline given.

TIP: If the Own Placement forms are not complete or are hard to read, they will be sent back and you will be asked to redo it.

Make sure you **DO NOT** create an online Wishlist if you are in the process of arranging an own placement. If this happens and you end up with 2 confirmed placements, you will be charged a fee to cover the costs of the cancellation – This is currently around £49.

The Process

Once your Own Placement form is filled out, your School will forward it to The Work Experience Team who will process your application. They will enter the details from the form to your online profile initially. Your status will be one of the following, usually dependent on whether that company has offered placements to people in the past

Confirmed (green)	This means that the placement has been approved and all checks are up to date.
Employer Accepted (orange)	Your request has been accepted. 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, your application will be confirmed.
Unavailable (red)	The placement has not been approved.

Unavailable Placements

In some cases, we have to make a placement unavailable. Even confirmed placements can become unavailable, and it can be for a whole range of reasons. If this happens, the team will make contact with your School Work Experience Coordinator and share the reason the placement was unsuccessful. They will then inform you, and you will be able to apply for another placement.

Out of area

Sometimes students want to do work experience in a different part of the country. In this case, all we ask is that you ensure the form is completed as thorough as possible. These placements will still undergo the same checks.

Online Placements

An online placement is a work experience placement sourced from the online database featuring over 5000 placements.

The online work experience database allows you to search and apply for work experience placements. This can be accessed from anywhere with an internet connection. Your online account will show you the applications that you have made and also what is happening with each one in your list. Your School Work Experience Coordinator will have applied for an account for you and will be able to give you the login details if you haven't already received them.

Before you apply....

The following pages give you information about how to find and apply for work experience using the online system. Look through the placements available, and see what there is you might like to do. However, ensure that before you start to create a Wishlist of prospective jobs, really think about it and discuss with your parents/guardians what your options are.

- * Get an idea of where you can travel to.
- * Is affording transport an issue?
- * Do the start/finish times allow for you to be able to get there on public transport if necessary?

When you are confident of what you can do, start picking placements and submitting them.

TIP: If you have a confirmed placement and you decide you can't get there; a cancellation fee will be payable. In most schools the fee will be passed onto the students. Be sure before you apply for a placement.

Searching for placements

On the upper tool bar click the tab named 'Search'. This is where you can search the database for opportunities. The vacancies that come up are known as 'live' which means that they are happy to offer work experience to students as far as we are aware.

TIP: This doesn't mean you will automatically be accepted; there are lots of things to do before an employer can confirm a placement.

There are many different search criteria you can use when looking through the options. You can use just one or you can select many.

This is where you can enter a company name and search for opportunities there.

Be very aware that for this function to work your search term needs to match how that company is recorded in the database. So for example if you search for Marks and Spencer's you will not find stores that are in as Marks & Spencer. A safer option in most cases is to pick a part of the company name – for example in the case of Marks & Spencer searching on just "Mark" would be advised.

You can use the category feature to search for the field of work that interests you. Once clicked on, it will give you a drop down menu for you to choose from.

This will bring up all options in that area and gives you the choice to add in the distance you can travel. This is a good way to search if you are unsure what you want to do, but want to stay close to home.

These boxes to tick are useful to find jobs that relate to interests that you have.

TIP: Try to keep your search to a maximum of 3 boxes. If there are too many ticked the system won't be able to search effectively.

The screenshot shows the 'Search Details' form with the following fields and options:

- Employer:** A text input field.
- Category:** A dropdown menu currently showing "-- Please Select --".
- Postcode:** A text input field.
- Distance:** A dropdown menu set to "1" with "miles" next to it.
- Types of Tasks:** A list of checkboxes for various task types:
 - 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:** A dropdown menu set to "50 Results per page".

At the bottom right, there are "Clear" and "Search" buttons. A blue oval highlights the 'Types of Tasks' section, and blue arrows point from the text boxes to the Employer, Category, Postcode, and Types of Tasks fields.

Job Descriptions

The system should now be showing you a list of available placements. From this list of placements, you can have a look and see if there are any that interest you.

TIP: If you are not seeing many then try expanding your search criteria.

From the list of jobs, you can have a closer look and apply for them. If you just hover over the job title, you will be given a brief job description that you will be able to read. This will give you an insight to what the job involves.

Employer	Emp ID	Job Title	Job ID	Postcode	
@ UK PLC	9212	Office Administration	10235	RG7 8NN	
12CP Barristers	4990	Barrister's Clerk		RG15 2FE	
1710 Naval Air Squadron	2528	Aircraft Engineer		RG11 3GX	
19 Computing	1339	Workshop Assis		RG11 1NR	
1BR Ltd	8409	Sales Admin Ass		RG7 3LJ	
1st Direct Windscreens Ltd	11046	Assistant		RG21 6AB	
24/7 Drainage Solutions Limited	7550	Assistant Labourer	8089	RG8 9JE	
24/7 Fitness	8736	Fitness Attendant	9715	PO7 7HS	
2CL Communications	7862	Workshop Assistant	8967	SO50 4NU	
3-2-5 Preschool	10906	Pre-school Assistant	12156	SP10 3RZ	

Office Administration - The student should be enthusiastic and respect confidentiality, will be assisting with office admin tasks, which will include, sorting post, labelling, document binding, franking, filing and shredding. The student may also be asked to carry out some internet research and maybe write an account of their work experience at the end of the placement

Once you have found a placement that you like the look of, you can click on the job title to take you to the full description. Here you will be able to find out all the necessary details of the placement. For Example; working hours, dress code, lunch, etc.

TIP: Read the whole description first and ensure that you are happy with the job. Remember once you've applied for a job you will potentially be going there, so make sure you are happy with that.

It is really important to check the address and find out where you need to go. If it is an area you don't know too well, clicking on the postcode will bring up google maps which will allow you to decide if the trip is possible.

Job Details - Admin Assistant (10236)

Job Details

Employer	@UKplc
Website	Not Specified
Job Title	Admin Assistant
Job Description	<p>@UKPLC Company Registrations is one of the UK's leading company formation agents with over 15 years of experience and 300,000 companies formed to date. They take pride in listening to their customers and taking their views into consideration when developing their products and services.</p> <p>Are you interested in an Admin career? Would you like the opportunity to see for yourself what working in this industry is like? If so, this opportunity on offer here at @UKPLC could be perfect for you.</p> <p>Whilst on placement you will be assisting with:</p> <ul style="list-style-type: none"> - Sorting post - Labelling and document binding - Franking the post - Filing and shredding <p>Whilst on placement you should be enthusiastic and respect confidentiality.</p> <p>So... if this is something you would be interested in learning more about then please apply.</p>
Job Address	5 Jupiter House Calleva Park Aldermaston Hampshire RG7 8NE
Directions	Get Directions

Job Information

Start/Finish Times	9.00am - 5.30pm
---------------------------	-----------------

Student Information

Dress Code / Personal Protective Equipment and Clothing	Dress Code - Smart casual
Meal Break	Clothing Notes Smart casual - Bring own lunch - Bring own drinks
Meal Break Duration	Not Specified
Meal Break Notes	(40 minutes) Kitchen facilities on site.
Interview Required	Yes
Should the learner bring any of the following to their interview:	- Consent Form

[Apply Now](#)

Your Applications

Once you are happy with the job and all its details, you will need to apply for the job. This can be done simply by scrolling down to the bottom of the page and clicking on **Apply Now**. You will come to a screen that asks you to choose the dates. Click on the drop-down menu, and your schools work experience dates will be pre-set for you.

Dates

* Quick pick dates

-- Select Dates --

Once you have chosen the dates, click Apply Now again. The maximum amount of jobs you can apply for is 4. Once this is done, it will take you to your placements and show you the ones that you have applied for. This is called your Wishlist and it is where all of your jobs will sit before we process them. You will be able to rank them in order of preference here by using the arrows to the right.

My Wishlist

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

Rank	Employer	Job Title	Start	End	Postcode		Change Rank
1	@UKplc	Admin Assistant	13/05/2019	17/05/2019	RG7 8NE		
2	1st Direct Windscreens Ltd	General Assistant	13/05/2019	17/05/2019	RG21 6AB		
3	The Cabinet Office	Admin Assistant	13/05/2019	17/05/2019	SW1A 2HP		

[Print Parent Consent](#)



DO NOT PRINT

Crofton School students **do not need to print the Print Parent Consent.** Parent/guardian consent is accepted by completing and signing the Wishlist form at the back of the WEX guide, pages 13-14.

My Placements

You can keep an eye on the progress of your placement by logging in and clicking on the “My Placements” tab. This will then keep you updated on the progress the Work Experience Team has made with your application.

You are logged in as (Crofton School)
[Edit Details](#) | [Logout](#) (Remaining 01:59:41)



We make contact with the employers you have applied for and ask them if they can take you. On some occasions we do not get the answers we would hope for, and an employer cannot accommodate the work experience placement.

It can be disheartening to have your applications made unavailable, however this is never anything personal about you. Company’s reasons are varied, but often it is because of their staffing levels or how busy they are.

You will be allocated a placement based on your Wishlist, so take care when making selections as you cannot change your mind once a placement has been confirmed.

Please speak to your parent/guardian and ask their opinions regarding your choices. If you decide that you do not want to go to a placement you have applied for, you will need to remove it using the stop signs on the Wishlist to delete it.

If we have already started processing your applications and you are unable to remove it yourself, you will need to speak to your School Work Experience Coordinator ASAP who can then ask us to remove it for you.

TIP: After it is confirmed, cancelled placements could incur a charge. Be aware that your school may pass the charge onto you. Make sure you are happy with all your applications.

What's next?

After your choices have been submitted and your School Work Experience Coordinator has approved them, the next stage will be for The Work Experience Team to start making contact with the employers you have selected to see if they can take you on. We will work down your Wishlist one at a time until one is able to accommodate the placement for you.

VERY IMPORTANT: If you do not have a Wishlist, the Work Experience Team cannot find you an alternative placement. You must make sure you still have items on your Wishlist or in progress UNTIL you get a "confirmed" or "employer accepted" status on your applications. It is your responsibility to keep checking your account.

If you do not have access to a computer at home, ask the School Work Experience Coordinator if you can use a computer in school during a break time to check the status of your applications, and make some more choices if necessary.

Once The Work Experience Team have sent the application to the employer, the status will change to "awaiting employer offer". There are different stages through the process. We have listed them below for you, so you know what each one means.

Wishlist	This means that the Work Experience Team have not yet started work on your placement. This may be because the parental consent is on hold, or the applications have only just been made.
In Progress	This is a choice that you have made that's on hold because you have another choice awaiting employer offer.
Awaiting Employer Offer	This means that we have sent off the application to the employer, and we are chasing them for an answer.
Confirmed	This means that the placement has been confirmed.
Unavailable	The employer has informed us that they are unable to accommodate work experience for the time your school goes out. If you have no more choices in your Wishlist then you need to make some more applications. Please contact your School Work Experience Coordinator for a new Wishlist.

Employer Accepted/Confirmed? What to do next

Once we have managed to confirm a placement with an employer for you, a printer icon will appear next to your confirmed placement. Click on this and you will be able to preview the complete job description of your placement, which you can review before your start date to prepare.

As soon as your placement is confirmed, you need to go and see your School Work Experience Coordinator so they can print your consent form. The consent form will need to be signed by yourself, your parent/guardian, and the employer. **ALL** employers expect you to contact them to arrange an interview before the placement starts. You can get the phone number from your consent form.

IMPORTANT

You must contact the employer as soon as possible to arrange a pre-placement interview, preferably within one week.

It is crucial that you do this, employers do not look favourably upon people who do not make contact or leave it until the last minute. It is not uncommon for them to withdraw their work experience offer, so make the call early.

If your work experience is not for months, they are likely to tell you to ring again or meet them nearer the time. It is YOUR responsibility to ensure that your interview takes place.

Cancellation of a Confirmed Placement and Fees

A fee will be charged by EBP South for any confirmed placement that are subsequently deleted by the student or parent/guardian.

Please make sure that you are able to travel to the placements before you apply for them. Think about how far you are willing to travel and how you will be travelling to the placement including the use of public transport/are your parents able to take/collect you every day.

The fee will be charged by EBP South if you cancel a confirmed placement due to travel.

If a fee is payable you will be contacted by the School Work Experience Coordinator, to arrange for payment to be made. Payments will requested by the school using the school's online payment system.

CHECKLIST

- **Choices – make your choices as soon as possible to avoid disappointment and remember to return the signed Wishlist to your School Work Experience Coordinator.**
- **Work Experience Wishlist – must be signed by a parent/guardian and returned to your School Work Experience Coordinator, no later than Friday 24 November 2023.**
- **Additional placement choices – if your 4 original choices have been declined. You will need to collect a new Wishlist, make 4 more choices and ask parent/guardian to sign new Wishlist.**
- **Own Placements – your signed forms need to be returned by:**
 - Monday 1 December 2023 for Out of area**
 - Monday 5 January 2024 for Within Hampshire**
- **Employer Interview – please contact your employment to arrange to meet with them within one week of receiving your Consent Form. All appointment must be made by Friday 22 March 2024.**
- **Consent Forms for a confirmed placement – must be signed by student, parent/guardian and employer and returned to your School Work Experience Coordinator, no later than Thursday 28 March 2024.**
- **Travel – You must make sure that you can travel to your employer either by public transport, bicycle or by car (parent/guardian or other family member). Travel Expenses cannot be paid by the school.**
- **Cancellation of a confirmed placement – if a confirmed placement is cancelled, a fee will be payable to EBP South.**

Work Experience Wishlist - May 2024

Monday 20 – Friday 24 May 2024

Student Name:

Tutor:

Your placements cannot be approved by the school until this consent form has been signed by a parent/guardian and returned to School Work Experience Coordinator.

Placements: Please apply for **4 online placements**, add your choices to your online Wishlist and complete and sign form below. **Placement is for one week only.**

Placement Description: For more information about a placement and what is involved or if there are any special requirements i.e. work clothes, travelling etc. please log in to the WEX account to read the placement description and risk assessment.

Placement Details: Employers will be contacted in order of online ranking.

	Employer:	Job Title:	Town/City:	Postcode:
1				
2				
3				
4				

Parent/Guardian Consent:

- 1) Parent/Guardian signature will confirm acceptance of any of the above placements.
- 2) Please indicate on placement if consent not given.

A charge will be payable to EBP South for any confirmed placement deleted by student/parent/guardian.

Parent/Guardian Signature:	
Parent/Guardian Name:	
Date:	

**Please return your signed Wishlist to
School Work Experience Coordinator ASAP**