



Work experience

M Classes - Monday 24 June to Friday 28 June 2024

E Classes - Monday 1 July to Friday 5 July 2024

October 2023



Work experience

- All Year 10 students will participate in a structured week of work experience in the summer term.
- Students will have the opportunity to observe, listen, ask questions and experience a real working environment.
- The experience is linked to previous Careers Education learning e.g., Year 9 Careers Inspiration Day.
- As part of Personal Development lessons, Year 10 will follow specific Careers Education learning in preparation for the week e.g., dress to impress.



Work experience

- A meaningful placement provides an opportunity to spend a period of time outside of the classroom, learning about a particular job, sector or industry first hand.
- Work experience can help students to decide upon appropriate options, destinations and pathways post-16.
- Students will get the chance to develop key transferable employability skills such as communication, independence and self-confidence.



The Benefits

Helps with post-
16 decisions

Personal reward
e.g. more
confidence

Develop
technical skills
e.g. knowledge

Future
opportunities
e.g. internships,
discover other
routes into jobs

Life experience
e.g. builds
character

Improved soft
skills e.g.
teamwork
communication

Gain industry
exposure

Impress at
interview e.g.
enhance the CV

Network growth
e.g. discover
new
opportunities

About Education Business Partnership – Who are we?

- Celebrating 30 years in 2023
- Active network of 1500 businesses
- Based in Newbury but able to travel county wide and beyond
- Working with students within primary schools, secondary schools and colleges across Thames Valley and Oxfordshire
- Placed over 1800 students on work experience in the 2022-23 academic year

Work Experience Options

Route One – Own Placement

- We encourage students to find their **own placement** -especially if the student/family has contacts who can help.
- An Own Placement form needs to be completed and sent into School
- EBP will carry out pre-placement checks

Route One : Finding an Own Placement

Who could provide a work experience placement ?

Family

Friends

Contacts

- **Employers must have full Employer Liability Insurance cover-exception is when working with a close family member and company is non-limited.**
- Placements outside of Berkshire and Oxfordshire may incur charges-we can check what these may be.
- Student and Employer complete and sign an Own Placement Form which is returned to school - student **MUST** also complete a general application form

Work Experience Options

Route Two – EBP Sourced placement

- EBP will **source a placement** for the student
- Student and parent/guardian must complete and sign general Application Form which is returned to school
- EBP will carry out pre-placement checks

Route 2: EBP Sourced Placements

- The students complete an **Application Form** using the **Student Guide** to assist
 - Include interests
 - Three general sectors interested in
 - Locations / where they can get to and how
 - Medical information

Be realistic, think of types of employers in the area

EBP Placement process continued

- Parental/Guardian signatures are required before EBP can start work on the application.
- Return completed form to school as soon as possible-latest **24th November**.
- EBP may need to interview some students for individual placing
- Once a placement has been confirmed-any changes will incur a charge

Pre- Placement Checks

- Checking that the setting is appropriate and safe for the student
- Insurance – EBP check Employer Liability Insurance is held
- Employers asked to undertake a Risk Assessment



Please bear in mind these are changing times

Due to the Covid-19 pandemic there may be changes or restrictions on work experience placements, including...

- Reduced placement opportunities
- Changing circumstances
- Placement may be cancelled by either party
- Hybrid working



Reflections from last year

- Some sector requests were far too specific
- Some sectors do not take under 16s on Work experience, for example:
 - Civilian Forces, i.e., Police, Ambulance, Fire Service
- Hospitals will run their own work experience programmes, aimed at over 16s
- Certain sectors are difficult to source, particularly:
 - Veterinary surgeons,
 - Journalism
 - Theatre
 - Architecture
 - Web design
 - Printing/graphics
 - Beauty
 - Warehouses
- Lots of places available within primary school settings and childcare



Choosing sectors

- Try not to be too specific

OCCUPATIONAL AREA	COMMENTS - please read these carefully
Animals (horses, dogs, cats), farms, gardening/horticulture, golf courses, garden centre	For these you must be prepared to travel, public transport will be limited, you will need to walk/cycle or go by car
Estate agents, finance, general office/admin, travel agency	May be general use of computers in an office.
Building trades, car related e.g. carpenters, site maintenance, body shop, mechanics	Safety boots will be required for these placements which you will need to provide
Hotels, catering to include restaurants/cafes/fast food	These may involve shift work e.g. 12pm-8pm
Day centres, day nurseries, playgroups, schools - primary & secondary, special needs, church, dentist	For secondary school please detail which subject(s) you are interested in e.g. sport, drama, art etc.
Retail - books, clothes, department stores, florist, opticians, supermarket, hairdressers, library, stationery, charity shop	It is important to say which type of shop you are interested in and why



Timeline of Events – Key Dates

Work experience launched at Year 10 information evening	Wednesday 4 October 2023 at 7pm
Application forms returned to school	Friday 24 November 2023
Own Placement forms returned to school	Friday 12 January 2024
Placement details provided	June 2024
Work Experience Week	10M – Monday 24 June to Friday 28 June 2024 10E – Monday 1 July to Friday 5 July 2024



Key Actions and Support

- All students must return a completed **Pre-16 Work Experience Application form**, to reception no later than **Friday 24 November 2023**.
- For students who are sourcing their own placement, they will also need to return the **Work Experience Own Placement form** no later than **Friday 12 January 2024**.
- Please refer to the **'Student Guide to Work Experience.'**
- Please refer to the **Year 10 Work Experience 2023 webpage** for a centralised Hub of resources.

How you can help and Questions!

- We are looking for companies in a wide range of industries
- Could YOUR company offer work experience placements?
- Any questions?

