

'Students think hard, work hard and take pride in their work'

Work Experience 2023

Monday 3rd to Friday 7th July 2022

- Why do we do Work Experience?
- Reflection on last year
- What do you need to do?
- How should you make your decision?
- How will we help you?
- The role of EBP South

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I know what I want to do and who I want to work with

I know what I want to do but not who I want to work with

I have an idea of what I want to do

Right now, I have no idea what I want to do



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How to find Work Experience?

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**How to find work
experience**

- What do you enjoy doing?
- What would you like to try out?
- Where could you do this for a week?
- How will you get there?
- Who can help you?

Friends and family

Friends of Friends

EBP database

Phone/Email people you'd like to work
with
School



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How will we help you?

- I will send out a survey this week asking what level of help you will require
- You will have small group careers interviews over the coming weeks to help you decide what you'd like to do when you leave education
- We worked with dozens of employers last year, most of whom said they'd be happy to have someone again this year
- We will check and scan your Placement form for you. If you are filling it in electronically, you will need to email to nbt@ormistonsixvillages.org.uk as well as workexperience@ebpsouth.co.uk

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The role of EBP South

We work with a work experience broker called EBP South. Their job is to:

- contact the organisation to discuss the aims and objectives of work experience
- to check on the working environment ensuring that it was safe and suitable for young people undertaking work experience
- to check that the organisation had the relevant employer's liability insurance
- to check and verify any other legal documentation enabling students to attend their placement

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The Online Process



Please watch this video for details. Please note we only follow the Own Placement path. You may, however, look at the database to see what types of companies offer work experience to help you decide who you'd like to spend the week with



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Please note:

- We need EBP South to perform these checks even if your chosen work experience placement is taking place with family or friends.
- For this partnership to work, we initially share basic data about students with EBP South including name, age and gender. This is held securely for the duration of the partnership.
- In order for this process to be successful, **we ask for a voluntary contribution of £19** which pays for this service. This should be paid via **ParentPay by 24th February**.
- For those in receipt of free school meals, this cost can be covered by the academy.
- We will not be able to host Work Experience this year if all those who are able are not willing to contribute.



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The official bit:

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Once you have found a placement, the **'Own Placement' form** (attached with the letter) will need to be completed by the employer and yourselves. Please ensure that the **first two pages remain with the employer** and the **final two pages are returned to school**. You can fill this document in **on paper or electronically**. Once this is completed, EBP South will then carry out their checks.

Please note:

Students **MUST be able to get to the placements** they apply for. Please consider travel prior to submitting the application.

Your signature on the 'Own Placement' form is required and indicates that you have read the form and approve of your child's placement choices. All applications should be made no later than **Monday 17th April**



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Work Experience Timeline

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- **16th January:** Work Experience Information Evening
- **17th-20th January:** Work Experience letter, Own Placement form, EBP South log-in shared with parents and students
- **23rd January:** Student survey due via Satchel One
- **February-April:** Y10 group and individual Futures interviews
- **24th February:** £19 EBP South contribution due on ParentPay
- **17th April:** Own Placement forms submitted
- **27th April:** Futures Fair
- **April/May/June:** Continued communication with parents and students
- **3rd-7th July:** Work Experience week



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