

**Work Experience
Norlington School
16 – 27 January 2023
Parent/student talk**



Three things!

- Lots of information, so ...
 1. Own placement – to guarantee choice
 2. Deadline not a target – don't leave own placement until the last minute
 3. Once any placement confirmed ...
contact employer!

What is Work Experience?

- An unpaid opportunity for you to experience working life, whilst you are still at school
- A chance for you to develop and practice new skills and become more confident in your abilities
- A general experience of work, but can be vocational
- May help you refocus on education and form future career choices

'Own Placements'

- Placements could be anywhere in the UK
- Employers in some occupations prefer direct approach by students
- Prepare how you dress and what you will say to the employer.....why do you want to work there?
- Prepare an introductory email
- Placements should not be with a direct family member
- Check the journey route, times and the cost
- Be realistic about what work you will do in that job role

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 regret 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



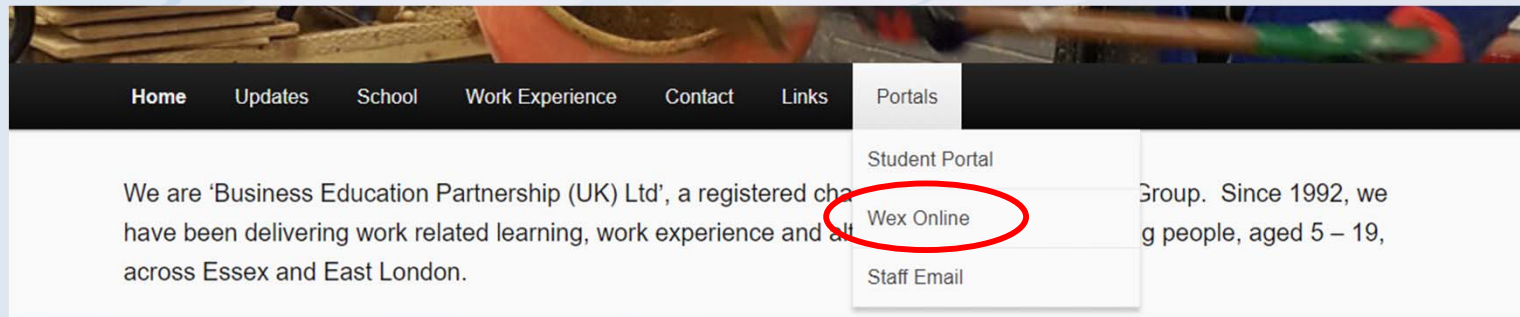
- Forms must be signed and returned to the school **by 21 October**



Webview

(Online Work Experience System)

www.bepgroup.net

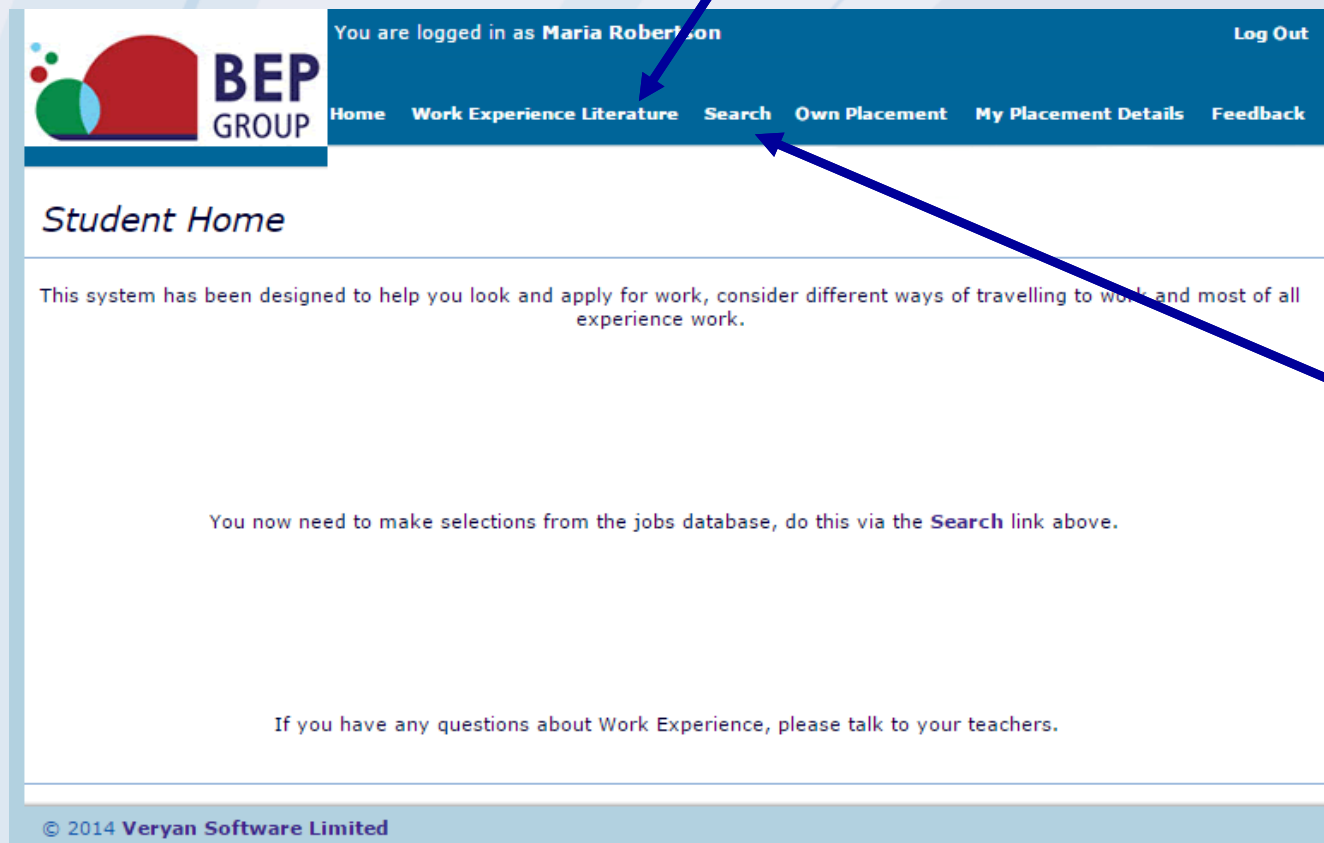


A screenshot of the "Student Log In" page. The page features the BEP GROUP logo on the left and a "Log In" link on the right. The main heading is "Student Log In". Below it, there is a form with the following fields: "Please confirm your name and PIN", "School" (pre-filled with "Bash Street School"), "Name" (with an empty input field and a blue arrow pointing to it), and "PIN" (with an empty input field). At the bottom of the form are two buttons: "Continue" and "Clear". A blue callout box on the right contains the text: "First and Last name School will issue PIN".



When you have successfully logged in you will be directed to the student home page where you will be able start the process of making selections

There is a student guide to the system available under the 'work experience literature' icon



The screenshot displays the BEP GROUP student home page. At the top left is the BEP GROUP logo. The top right shows the user is logged in as Maria Robertson with a Log Out link. A navigation menu contains links for Home, Work Experience Literature, Search, Own Placement, My Placement Details, and Feedback. The main content area is titled 'Student Home' and contains the following text: 'This system has been designed to help you look and apply for work, consider different ways of travelling to work and most of all experience work.' Below this, it states: 'You now need to make selections from the jobs database, do this via the Search link above.' At the bottom, it says: 'If you have any questions about Work Experience, please talk to your teachers.' The footer contains the copyright notice: '© 2014 Veryan Software Limited'.

Click on 'search' to start looking for a placement



Search

Please select one of the options below, or enter the job number

Job number

[Go](#)

OR lookup an employer's name here:

[Go](#)

- | | | |
|---|--|---|
|  Administration, Business and Office Work |  Engineering - Mechanical (inc Motor Vehicle) |  Media, Print and Publishing |
|  Animals |  Engineering - Professional and Technical |  Performing Arts |
|  Building and Construction - Manual Trades |  Environment and Plants |  Personal (Hair and Beauty) |
|  Building and Construction - Professional Trades |  Financial Services |  Personal (Support Services) |
|  Catering |  Healthcare |  Retail Sales and Customer Services |
|  Computers and IT |  Hospitality |  Science, Mathematics and Statistics |
|  Design, Arts and Crafts |  Languages, Information and Culture |  Security and Armed Forces |
|  Education - Childcare |  Legal and Political Services |  Social Work and Counselling Services |
|  Education - Teaching |  Leisure and Tourism |  Sport |
|  Education - Training |  Manufacturing and Production |  Transport and Logistics |
| |  Marketing and Advertising |  ALL All occupations |

Filter by job category and location

To restrict your search to a specific post code area or town, enter the details here and press submit before making your classification selection.

Postcode:

Area:

[Submit](#)

[Clear](#)



You are logged in as **Maria Robertson**

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Opportunity List

Records 41 to 60 of 146

[First](#) | [Previous](#) | [Next](#) | [Last](#)

Organisation	Job Title	Postcode	Job No.	Details
Chinese Information and Advice Centre	Admin Assistant	WC2H 0NE	25327	View
Chisti and Co Property Services	Estate Agency Administrator	IG1 4TD	35369	View
City YMCA London	Customer Services/Office Assistant	EC1Y 8SE	39073	View
Clarke Hillyer Ltd	Administration Assistant	E4 9HH	38552	View
Clegg Gifford and Co Ltd	Clerical Work	RM1 3NH	3284	View
Coffey Brooks Financial Services Ltd	Admin Assistant	CO15 1SP	33798	View
Controlled Flame Boilers LTD	Admin Assistant	CO15 4LU	35717	View
Corner House Care	Activities Assistant	CO15 1DB	42707	View
Country Places Lettings	Admin Assistant	CM14 4BY	46271	View
Cranford Property Services	Admin Assistant	RM6 6NL	41990	View
Dhillons	Admin Assistant	IG3 8LB	25381	View
Drakefield Ltd	Accounts Clerical Assistant	CM13 3XL	31840	View
E2V Technologies	Admin Assistant	CM1 2QU	46812	View
Eleanor Nursing and Social Care	Admin Assistant	IG2 6RE	20107	View
Essex Nuffield Hospital	Admin Assistant	CM15 8EH	42670	View
Essex Shipping Services Ltd	Admin Assistant	CM14 4SR	27483	View
Express Toughening Ltd	Admin Assistant	IG6 3XE	16556	View
Extrastaff	Admin Assistant	CM20 1EY	42315	View
First Data	General Assistant	SS14 3WF	45465	View
FTS Recruitment Solutions Ltd	Consultants Assistant	RM13 7RB	32893	View

A list of 'available' jobs will appear

By clicking on 'view' you can see a full job description for the placement you are thinking of selecting

Most jobs available on the system will be in administration, retail and education





Job Description

[Return to job list](#) | [New search](#) | [Add to selections](#) | [Help](#)

Employer	Drakefield Ltd CM13 3XL
Job Title	Accounts Clerical Assistant
Job Number	31840
Classification	Administration, Business and Office Work
Business	warehouse and distribution
Skills Gained	
Job Description	Comply with company safety policy, be aware of risk assessments that may apply. Student duties may include: Word processing, photocopying, filing, faxing. Distribution of the incoming post Telephone inquiries Invoicing and ordering. Data input
Requirements	Students should be confident, with initiative and able to communicate. A good level of literacy and numeracy are essential. Keyboard skills are useful.
Health and Safety	An induction will be given on first day, which will include Health & Safety. All electrical equipment used by student such as Photocopier, PC's, Fax, etc. has been electrically safety tested. Student tasks may involve some light lifting of files and packs of photocopier paper. Student must adhere to employers Health & Safety polices and procedures. Regular breaks from computer as required. At no time will the student be left alone on the premises. Parents are reminded that students are legally required to take proper care of themselves and others. It is also an offence to misuse or interfere with anything provided in the interests of Health and Safety. Students may be required to leave the premises at lunchtime where they will not be supervised. Travel arrangements to and from the placement are the responsibility of the student Instruction, Training and Supervision will be given.
Hours	9:00 to 4:00pm m Mon to Fri
Meals	one Hour Minimum lunch break
Travel	student to arrange
Clothing	Smart, clean clothes should be worn (shirt and tie) unless told otherwise at interview.
Interview	
Website	
Address	Unit 60, Horndon Industrial Park, Station Road West Horndon BRENTWOOD CM13 3XL
	Click here for a map



Parent/carer's should also view the selections to check location, hours tasks and health and safety



You will need to make a **minimum** of 3 and up to 6 'live job' selections, put them in choice order and be prepared to go to any one of your choices.



You are logged in as **Maria Robertson** [Admin Menu](#)

[Home](#) [Work Experience Literature](#) [Search](#) [Own Placement](#) [My Placement Details](#) [Feedback](#)

My Placement Details

 [Return to job list](#) | [New search](#) | [Help](#)

Plan your journey.

Job	Employer	Job Title	Town	Postcode	Status	Choice	#	
13206	Abbotts Countrywide	Estate Agency Administrator	ROMFORD	RM1 1PS		R5 ▼	1	<input type="checkbox"/>
38120	Chingford Golf Range & Academy	Range Assistant/Receptionist	LONDON	E4 8HQ		R3 ▼	1	<input type="checkbox"/>
18311	Abbey Care Complex	Residential Care Assistant	ILFORD	IG2 7NE		R6 ▼	1	<input type="checkbox"/>
18952	Game Stores Group plc	Sales Assistant	THURROCK	RM20 2ZQ		R2 ▼	1	<input type="checkbox"/>
40131	O G Clothing Co	General Assistant	LONDON	E17 3LX		R4 ▼	1	<input type="checkbox"/>
28907	Spatial Design Architects	Architecture's Assistant	BRENTWOOD	CM14 5JR		R1 ▼	1	<input type="checkbox"/>

Submit before 9 December 2022



After allocation

- You may need to reselect, if not allocated a job
- You will receive a job description which includes a risk assessment for the job and a parental consent form
- This needs to be signed by the student and your parent, guardian or carer and returned to school
- All students will be issued with a log book to record their work experience

Employer Contact

- BEP informs the employer of the placement details...employers do sometimes forget!
- On receipt of the parental consent form and job description, you **must** contact the employer **immediately** to confirm your attendance.
- Some employers may have to withdraw from accepting the placement, this can be at a late stage
- **In many cases, no contact = no work experience!!!**

During the Placement

- You will be expected to work business hours. This is anything up to a maximum of 40 hours per week!
- You must contact your employer if you are ill, running late or attending an appointment
- BEP Group will be advised if you do not attend placement and in turn will contact the school to find out where you are
- If you have any issues during your placement you must contact the school



Whilst on placement you will be treated as an employee by the company, you can be dismissed!

Phones

Attitude

Conduct

Timekeeping



After the Placement

- On completion of Work Experience employers can leave feedback in your log book, have a look!
- You may be asked to complete a school evaluation form to feedback about your placement
- On successful completion of your placement, you will be issued with a certificate
- Some successful placements can lead to employment or more!

www.bepgroup.net



Any questions?

