



Student Guide to Arranging Own Placements

This is a guide for students who are finding Own Placements for their work experience. It also gives you some information about how The Work Experience Team manage the process.

Be sure to listen 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 coordinator within your school and ensure that as many students as possible have a placement for work experience.

Good Luck!

The Work Experience Team

Own Placements

An own placement is a work experience opportunity that you have found for yourself. If you have a friend or relative that owns a business, you may want to complete your work experience with them. Or you can approach any business local to you or outside the area. You may also use our database to search for ideas of employers who have offered work experience previously to schools. You will see their address details, but you will need to search for contact details yourselves using the internet or visiting the employer.

If you have found an employer and they have said yes, then you need to have an 'own placement form' completed. These forms are available from the coordinator in school and on the work experience website through the resources tab. It is important that these are returned to school by the deadline given and are completed as thoroughly as possible.

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.

The Process

Once your Own Placement form is completed, 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	This means that the placement has been approved and all checks are up to date.
Employer Accepted	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	The placement has not been approved.

Unavailable Placements

In some cases, we must make a placement unavailable. Even confirmed placements can become unavailable, and it can be for a variety of reasons. If this happens, the team will contact your school 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.

Checking Own Placement Status

Logging on for the first time

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

Your school will have generated you an account on the database and your work experience coordinator will give you your Username and Password. Once you have signed in, you can change your password to something more memorable. You will be able to then click on My Placements Tab and see the status of your own placement. You can also see the contact details for your placement here as well.

Searching for Employers on Database

On the upper tool bar click the tab named 'Search'. This is where you can search the database for opportunities.

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

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.

Searching by Postcode will bring up all options in that area.

Increasing mileage will bring up more employers.

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 a 'Search Details' form with several fields and a list of checkboxes. Blue arrows point from the text boxes on the left to specific parts of the form: one to the 'Employer' text input, one to the 'Category' dropdown, one to the 'Postcode' text input, one to the 'Distance' dropdown, and one to the list of checkboxes. A blue oval is drawn around the entire list of checkboxes. At the bottom right, there are 'Clear' and 'Search' buttons.

Search Details	
Employer	<input type="text"/>
Category	-- Please Select --
Postcode	<input type="text"/>
Distance	1 miles
Types of Tasks	<ul style="list-style-type: none"><input type="checkbox"/> Involve desk based work<input type="checkbox"/> Involve outdoor work<input type="checkbox"/> Involve using computers a lot<input type="checkbox"/> Involve skilled practical work<input type="checkbox"/> Be a creative role<input type="checkbox"/> Involve interaction with the public<input type="checkbox"/> Involve group work/team skills<input type="checkbox"/> Involve working with animals<input type="checkbox"/> Involve working with adults in a caring role<input type="checkbox"/> Involve physical activity<input type="checkbox"/> Involve working with children in a caring role<input type="checkbox"/> Be in a medical health related environment<input type="checkbox"/> Require a good level of fitness<input type="checkbox"/> Be out of the ordinary
Limit	50 Results per page

Clear Search

Job Descriptions

The system should now be showing you a list of Employers on our database who have offered work experience previously to students. From this list of employers, you can have a look and see if there are any that interest you. If any do, then search and look up the company on the internet and make contact.

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 hover over the job title, you will be given a brief job description. 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		SO15 2FE	
1710 Naval Air Squadron	2528	Aircraft Engineer		PO1 3GX	
19 Computing	1339	Workshop Assistant		PO1 1NR	
1BR Ltd	8409	Sales Admin Ass		GU37 3LJ	
1st Direct Windscreens Ltd	11046	Assistant		RG21 6AB	
24/7 Drainage Solutions Limited	7550	Assistant Labourer	8599	PO8 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 an employer 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 see all the necessary details of the placement. For example; working hours, dress code, lunch, etc.

It is important to check the address and find out where you need to go. If it is an area that 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 - Office Administration (10235)

Job Details

Employer	@ UK PLC
Website	Not Specified
Job Title	Office Administration
Job Description	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
Job Address	5 Jupiter House Calleva Park Aldermaston Hampshire RG7 8NN
Directions	Get Directions

Job Information

Start/Finish Times	9.00am - 5.30pm
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Student Information

Dress Code / Personal Protective Equipment and Clothing	Dress Code - Smart casual
	Clothing Notes Smart casual
Meal Break	Not Specified
Meal Break Duration	Not Specified
Meal Break Notes	(40 minutes) Kitchen facilities on site.

My Placements

You can keep an eye on the progress of your own 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 Own Placement.



Employer Confirmed? What to do next

As soon as your own placement is confirmed, **ALL** employers expect you to contact them to arrange an interview before the placement starts. You can get the phone number from your completed own placement form or see the details logging in and checking ‘My Placements’.

IMPORTANT INFORMATION

You must contact the employer as soon as possible to arrange a pre-placement interview.

It is crucial that you do this, employers do not look favorably 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.