



Why do Work Experience?



It is one of the Gatsby careers benchmarks which all secondary schools and colleges are expected to provide for their pupils

Work experience is proven to help pupils with their employability skills, but it can also help someone gain confidence in themselves!





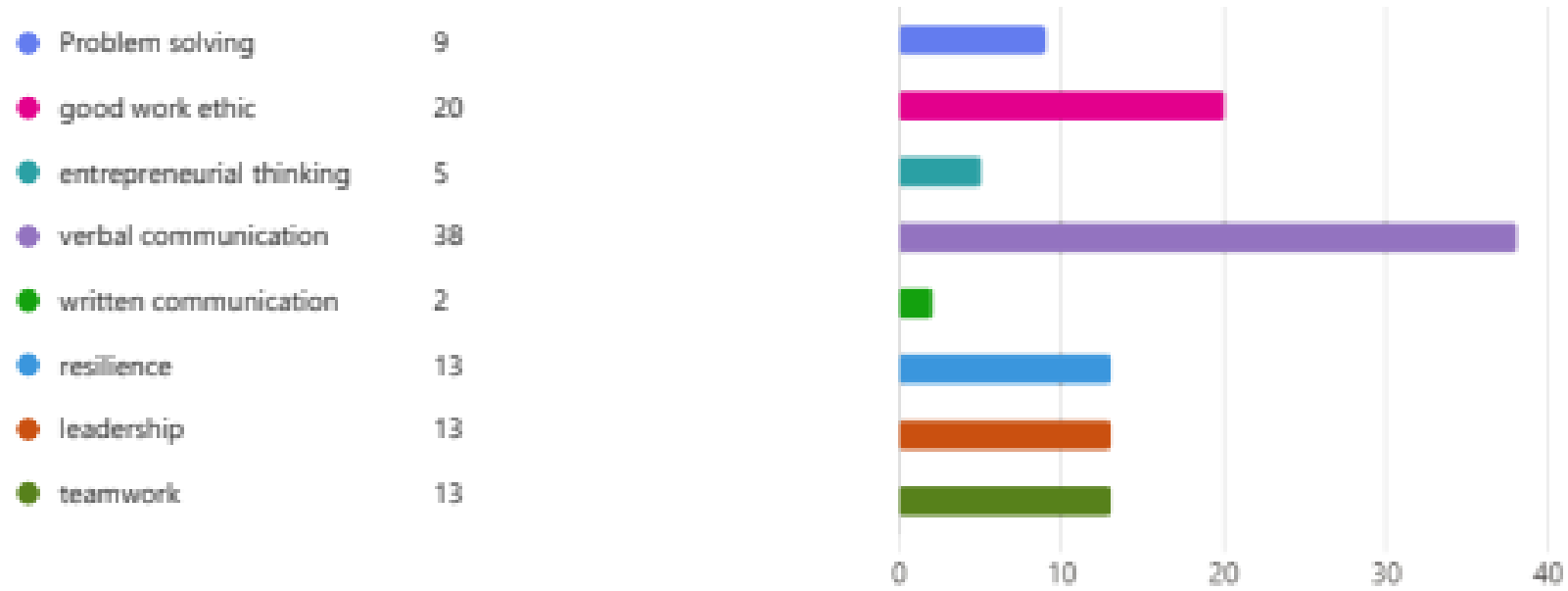
The benefits of Work Experience

- Skills development
- Gain a better understanding of the world of work
- Put current skills and knowledge into practice
- Discover what skills employers look for when hiring for future job vacancies
- Develop self-confidence and communication skills
- Improves motivation and academic attainment and improves young people's employability skills
- Work Experience can help with getting into College or getting an apprenticeship



The benefits of Work Experience

- 83% of pupils rated their work experience as being at least good
- 82% of pupils said they would consider a career in the field they completed their work experience in





What Sectors can Pupils do Work Experience in?



- Administration, Business and Office Work
- Building and Construction
- Catering and Hospitality
- Computers and IT
- Design, Arts and Crafts
- Education and Training
- Engineering
- Environment, Plants and Animals
- Financial Services
- Healthcare
- Languages, Information and Culture
- Legal and Political Services
- Leisure, Sport and Tourism
- Manufacturing and Production
- Marketing and Advertising
- Media, Print and Publishing
- Performing Arts
- Personal and Other Services including hair and beauty
- Retail Sales and Customer Services
- Science, Mathematics and Statistics
- Security and Armed Forces
- Social Work and Counselling Services
- Transport and Logistics



Online platform

Pupils will use their **school email address** as their username and a temporary password-Portchesterwex2026 so that they can log on to the Work Experience database to look for potential employers.

<https://ebpsouth.collsys.co.uk>



Online Platform



Login

Username

Password

☐ Remember Me

[Forgot Your Password?](#)

Login

If you are a student or staff member, use the below button to log in with your college account.

Log in with college account

Please click Login and not the Log in with college account at the bottom of page.



Online Platform



You have logged in using a temporary password. Please change your password before continuing.

Change Password

You can use the below form to update your password.

Password

Confirm Password

 Change Password



The password field MUST be at least 12 characters



Online Platform



Students' Work Experience Dashboard

To view progress of placements you can view these icons. A green tick will

Tutor Groups: 10P3Q

Year: Year 10 (14-15)

[Add App Shortcut](#)

[Change Password](#)

[Help Tutorials](#) [Your Web App](#)

[Dashboard](#) [LOGOUT](#)

Placement Submitted Awaiting Employer Confirmation Received Employer Confirmation H&S and Insurance Checks Placement Ready to Start

Currently you have no active placement requests. Please can you find and submit an own placement

[Create Placement](#) [View Companies](#)

This is where a student can submit an Online Own Placement Request.

To view companies that have offered placements in previous years. Please click View Companies.



View Companies



View Companies

Click on View Companies to view employers who have taken previously before. These are not guaranteed work placements, but more of a guide to help pupils understand what is out there. Pupils can approach companies on the list by looking online and finding contact details or visiting employers in person to see if they can offer any Work Experience.



View Companies



To search:

Click on Search Filters

Search Companies

Search Filters ▼

Keywords (e.g. Name, location, industry)

Q Search

☐ Save Search On

Refine Search Options

Industry	Job Type	Postcode Radius Search	Radius
Administration, Business and Office Work ▼	Administration, Business and Office Work ▼	PO14	5 ▼ Units (mi) ▼

Q SEARCH

1. Enter in Industry and Job type
2. Then select Post code
3. Select Radius/mileage from Post code
4. Click search and a list will appear below



View Companies

This is an example of what you might see

Chambers Sales & Lettings

Industry: Administration, Business and Office Work

Location:

25
Stubbington Green
Gosport
PO14 2JY

[See on map](#)

Find Out More

Click Find out more to
view more details.

Dibben Estate Agents - PO14 2JG

Industry: Administration, Business and Office Work

Location:

18 The Green
Stubbington
PO14 2JG

[See on map](#)

Click See on map to open
Google maps to view location of
the employer.

Then click on the Job link to view
what tasks could be included in the
placement.

Chambers Sales & Lettings

Employers: Chambers Sales & Lettings

Location:

25
Stubbington Green
Gosport
PO14 2JY

[See on map](#)

Jobs: [Estate Agent](#)



Choosing your Work Experience placement



You can also approach people you know or who aren't on the system.

86% of pupils last year arranged their own placements. You can go and work with them if they are happy to have you and meet certain criteria with regards to insurance

Things to consider when making your choice

- Make sure it is something you are interested in
- Make sure you can get there - train, bus, taxi, walk
- Make sure when searching, use correct post code- school is PO16 9BD
- You can work up to 40 hours a week, 8 hours a day and it will be unpaid
- Employer must have **Employers Liability Insurance** or we cannot approve placement
- Phone for Interview as and when placement is confirmed!!!



Create Placement – Enter in Own Placement Online



Tutor Groups: 10P3Q

Year: Year 10 (14-15)

 Add App Shortcut

 Change Password

 Help Tutorials

 Your Web App

 Dashboard

 LOGOUT



Placement Submitted



Awaiting Employer
Confirmation



Received Employer
Confirmation



H&S and Insurance Checks



Placement Ready to Start

Currently you have no active placement requests. Please can you find and submit an own placement



Create Placement



Click on Create
Placement



Create Placement



Create Placement

Start Process Select Company Signatures

Welcome to the Self Placement Registration system. We will take you through the steps to registering for a placement at a company of your choosing. Remember that you need to have contacted the company to agree a placement before entering the details in here.

The first step is to verify and input your basic details.

School Information:

School Name: Test School
School Telephone:
Placement Dates: *

None

Student Information

First Name: Tom
Last Name: Young
Date of Birth: *

08/01/2001

Age at Placement: *

Form / Tutor Group: *

Do you have any Medical or Other Conditions that may effect placement? *

☐ Yes ☐ No

Parent / Carer / Guardian Information

Name: *

Relation: *

Email Address: *

Phone Number:

SAVE NEXT

Once clicked, this page will appear. The pupil will need to complete each of the three tabs shown (start process, select company and signatures.) They will not be able to submit the form unless all fields are completed. It's important that you include the employers contact details and email address.

It is important that if the pupil has any Special Educational Needs or medical conditions that may affect the placement, it is written here. These needs can be discussed further with the employer before the placement begins by parents/guardians or the student.



Create Placement



Create Placement Save Status Up to Date

Start Process Select Company **Signatures**

The Final step is to sign it and get your parents permission.

Student Declaration

As the student named, I can confirm that I have secured my own placement and that the Employer has agreed to help support this placement. I can confirm that I agree to take part in this work experience programme. I agree to hold in confidence any information about the Employer's business which I may obtain during this work period and not to disclose such information to any other person without the Employer's permission. I also agree to observe all safety, security and other regulations laid down by the Employer and made known to me, either by the Employer's representative or by the displayed instructions. I will pass on to my parent or carer any information, given to me by my employer, which may affect my personal health, safety or welfare.

*

←

Once all fields are completed , the pupil needs to read the declaration and sign electronically.

Use Signature Clear Undo

Parent Signature

As parent / carer of the student named above on this application, I confirm that the information is accurate and that I agree to the student named taking part in the Work Experience programme and that they will observe the conditions set out by the employer. I confirm that the student does not suffer from any medical or other condition which could result in unnecessary risk to their health or safety, or to the safety of another person. (Should there be any doubt, I will contact the Employer to discuss further and notify the teacher responsible).

Once the placement commences, I will discuss the arrangements for lunch and break periods with the named student to make sure they are suitable. I confirm that if the named student leaves the Employer's premises during lunch or break periods, no liability can be accepted by the employer or the school for any incident that may occur.

*

No Signature Provided

Click here to send to parent/guardian for review.

SEND FOR PARENT / GUARDIAN / CARER SIGNATURE



Create Placement



Parents/Carers will then receive an email to review the details inputted by the pupil. If they are happy with the information provided, they need to sign the declaration and click send for approval.

EBP South will then contact the employer to complete the checks and approve the placement.

If you do not wish to use the Online Creation of a placement, you can use EBP South's Paper based Own Placement Form to collect the placement information.



Own Placement Form



WORK EXPERIENCE OWN PLACEMENT FORM		ebp south	
INSTRUCTIONS TO SCHOOL: Please ensure ALL sections are completed and readable. All 3 signatures are required for forms to be processed by EBP South. Illegible forms will be returned and may cause a delay to the placement.			
FOR PARENTS: It is important to disclose to your child's Placement Provider any information regarding medical conditions or vulnerabilities that may impact their ability to carry out certain duties and/or affect their health and safety.			
Student's Name:		Date of Birth:	
School:		Year Group:	
WEX Start Date:		WEX End Date:	
'EMPLOYERS' LIABILITY INSURANCE' Employer MUST have 'Employers' Liability Insurance' in place for a placement to be accepted by EBP South. Placements will be DECLINED without the correct insurance details in place. (Please do not confuse with 'Public Liability Insurance').			
ELI Insurer Name:		ELI Policy No	
		ELI Expiry Date:	
Employer Details ** PLEASE PROVIDE AN EMAIL ADDRESS **			
Company name:		How is the student known to you?	
Main contact person:		No. of employees:	
Workplace address:		Contact Position:	
Workplace address:		Tel:	
Is this a home address? (Please circle) Yes No		Mob:	
		Email: (Please provide an email address)	
Placement Details			
Job Title:			
Job Description (Please list the key tasks and / or activities that the student will undertake):			
Dress Code (Circle applicable): Smart Casual Practical Workwear Overalls Safety Footwear No Trainers No Jeans Hair Tied Back No Jewellery			
Working Days:		Start/Finish Times:	
Any other information? (e.g. other dress code, PPE or any weekend work)			
Would you offer future placements? (Please Circle) Yes No How many a Year? How many at a time?			
Risk Assessment The Management of Health and Safety at Work Regulations place a duty on employers and the self-employed. The duty states that "the employer SHALL make a suitable and sufficient assessment of the risk to employees." This includes employees who are classed as a child (below minimum school leaving age) and a young person (over minimum school leaving age, but under 18 years of age). Both of these definitions may be relevant to students on work experience. In addition, "every employer SHALL before employing a child, provide the parents/carers of the child with comprehensible and relevant information on the risks identified by the assessment and the preventative and protective measures." More information available at: https://www.hse.gov.uk/young-workers/employer/work-experience.htm			
Health and Safety Check List			
Is there someone in overall control of health and safety? Name :		YES	NO
Do you have a written Health and Safety policy? Date last reviewed:			
Have risk assessments been carried out to their lowest level through a safe system of work?			
Is this placement in a high-risk environment?			
Are there any significant risks to the student that we need to be aware of?			
When you induct students, will you explain the risks and how they are controlled? Will you check that they understand what they have been told? (Includes site tour, first aid, fire, prohibited areas)			
Will you check that students know how to raise any health and safety concerns?			
Do you have a first aid kit, accident book and will you report any (RIDDOR) accidents?			
Name of appointed first aider:			
Do you have fire extinguishers and means of raising an alarm? Date extinguishers were last checked:			
Are appropriate Health and Safety signs (e.g., fire exit signs) displayed in the workplace?			
Have you read our Child Protection Guidance, and do you understand your safeguarding responsibilities?			
To the best of your knowledge and in line with your safer recruitment processes, are you confident that none of your staff have been disqualified from working with children and young people?			
Prohibitions (e.g. student will not use guillotines, students must not enter areas designated off limits)			
EMPLOYER CONFIRMATION AND AGREEMENT			
I confirm that: - to the best of my knowledge and belief, the information given is correct - I have read the attached 'Letter of Understanding and Child Protection Guidance'. All the points are acceptable to me. As a representative of the employer, I agree to the student named above working on our premises. I also agree to abide by all legislation relating to Equal Opportunities, Health and Safety and Child Protection. I will arrange for Employer's Liability Insurance to provide cover against accident and injury caused to the student by negligence of the employer or another employee and will accept or insure myself against liability for loss, damage or injury caused by the student in the same way as for other paid employees. My company/organisation has prepared a Risk Assessment (if applicable) and a safe system of work which covers all the tasks we expect this student to undertake.			
Employer signature _____		Date _____	
Name _____		Position _____	
STUDENT			
As the student named, I agree to take part in this work experience programme. I also agree to hold in confidence any information about the Employer's business which I may obtain during this work period and not to disclose such information to any other person without the Employer's permission. I also agree to observe all safety, security and other regulations laid down by the Employer and made known to me either by the Employer's representative or by the displayed instructions. I will pass on to my parent or carer any information, given to me by my employer, which may affect my personal health, safety or welfare.			
Student signature _____		Date _____	
PARENT / CARER with legal responsibility for the student			
As parent / carer of the student named above I confirm that I have read and understood the information on this form. I agree to the student above taking part in this programme and that they will observe the conditions set out above. I confirm that they do not suffer from any medical or other condition which could result in unnecessary risk to their health or safety, or to the safety of another person. (Should there be any doubt, I will contact the employer to discuss further and notify the teacher responsible before signing this form).			
Once on the placement, parents should discuss the arrangements for lunch and break periods with the student to make sure they are suitable. I confirm that if the student leaves the Employer's premises during lunch or break periods, no liability can be accepted by the employer or the school for any incident that may occur.			
Signature of Parent / Carer _____		Date _____	
Name _____			
All information received will be managed in line with General Data Protection Regulation Updated: 07/25			

Complete all information on the form and return to Mrs. Tonks at Pupil Reception.

Please remember to have completed:

- Employers' Liability Insurance details.
- All three signature boxes.



Status of Placement



Once the application has been approved this will be updated on the pupil's dashboard.

ebp send reminder letters to all employers before the start of a pupil's placement.

It is very important that the pupil also contacts their employer to discuss the finer details.



Costings for Work Experience

Costs - £33 per pupil to cover all EBP South checks and admin costs.

If your child receives the pupil premium or if you have 2 children in Year 10, there is a 1/3 reduction in the cost. If you are not sure if you are entitled to the reduction, please contact Mrs. Tonks.



Placement Suitability Checks carried out by EBP South



Employers' Liability Insurance (not Public Liability).

- Evidence of H&S Policy (if above 5 employees).
- Evidence of Risk Assessments or Young Persons Risk Assessments (if above 5 employees).
- Check if employers provide PPE (Personal Protective Equipment) or if students need to provide their own.
- First Aid Procedures – First Aid kit on site, Accident Book/Reporting System and the employer understands RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).
- Fire Procedures – Fire Risk Assessment (if above 5 employees), how to raise the alarm or where the nearest call points, fire extinguishers, exits clear and unobstructed.
- Any prohibited tasks and procedures for students .
- Employers will receive safeguarding guidance for work experience prior to placement commencing.
- EBP South will gather information relating to DBS and supervision arrangements from employers and provide this information to schools to support their safeguarding decisions



Final information

- There is a copy of this presentation, links and help guides on the Work Experience part of the Careers page on the School website
School life-Careers-Information-Work Experience
- Please encourage your child to speak with their tutor, teachers and Year team if they need help.
- Pupils should submit their Own Placement form, either online or via the paper form, as soon as it is fully completed.
- Deadline for applications is Friday **18th December 2026**.



Top tips from pupils

- Pick something you enjoy; where your passion lies
- Seek help from those around you
- Start trying to find your placement as early as possible; it takes longer than you think
- Contact as many places as possible, give them a call if they don't come back to you
- Make sure you look into the company properly so you are definitely sure it is what you want to do
- Make sure you think about your placement; don't just choose the easiest option