

The Emmbrook School Work Experience

Year 10 15 – 19 May 2023

Year 12 26 – 30 June 2023



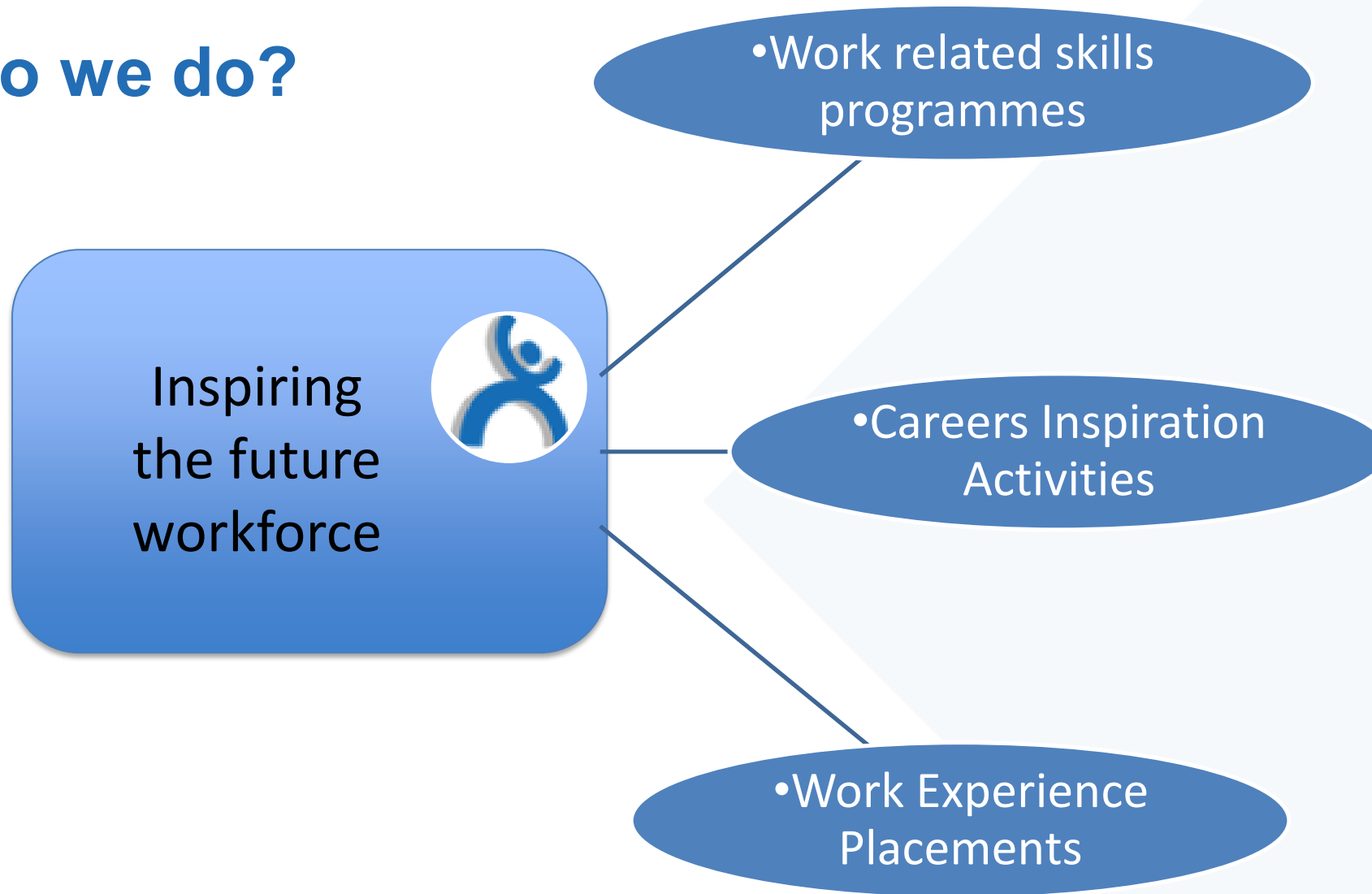
Inspiring our future workforce



About Education Business Partnership – Who are we?

- Established 25 years
- Active network of over 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 Wiltshire
- Over 1200 students placed on work experience in the 2021-22 academic year.

What do we do?



Why do Work Experience?

- New opportunities – change in routine, new people
- Gain an understanding of a particular type of job or of work in general
- Employability skills
- Apply what students are learning in the classroom into work situation
- Discovery of new skills and interests
- Valuable experience to put on Personal Statements/Job Application forms
- Contacts for the future and may bring possible work opportunities



Work Experience Options

Route One – Own Placement

- Students find their **own placement** using their own contacts
- Organised by the student
- EBP will carry out pre-placement checks

Route Two – Sourced placement

- Education Business Partnership will **source a placement** for the student
- Organised by EBP
- EBP will carry out pre-placement checks

Thinking about the placement - for all students

- The student should consider what they would like to do – any jobs, sectors and businesses they are interested in?
- What interests them? What would they like to learn more about?
- Any real strengths? Anything they'd really like to avoid?
- Consider logistics e.g. how they will get there – can you help them with transport?

Route One : Finding an Own Placement

Who could provide a work experience placement ?

Family

Friends

Contacts

- There may be charges for some pre-placement checks outside of Berkshire and Oxfordshire
- **Employers must have full Employer Liability Insurance cover**
- Student and Employer complete and sign an Own Placement Form which is returned to school - student **MUST** also complete a general application form
- Forms come to EBP to complete checks

Route 2: EBP Sourced Placements

- The students complete an **Application Form** using the **Student Guide** to assist
 - Interests
 - Three general sectors they are 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

- Signatures are required as confirmation from Parent/Guardians that they are happy with placement choices and locations.
- Return completed form to school as soon as possible.
- School will pass forms to EBP by October half term 2022
- EBP may need to interview some students for individual placing
- EBP will source the placement and undertake Pre Placement Checks.

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

Pre Placement Checks for EBP sourced placements

- Checking that the setting is appropriate and safe for the student
- Health and safety check
- Insurance
- Employers asked to undertake a Risk Assessment



Planning and Preparation for the placement

- All students are issued with a placement description / summary of the role including start/finish times, dress code and supervisor information.
- This is work experience and the placement hours are unlikely to be the same as school hours, but will be up to a **maximum** of 8 hours a day.
- As soon as students gets placement details they **MUST** make contact with their employer
 - Phone call/chat
 - Initial meeting
 - Interview

During the Placement

- Have realistic expectations / tasks
- Student may have a workbook to complete
- School staff will endeavour to visit / call the employer
- EBP support when needed
- After the placement students complete an on-line anonymous survey



Employers' Comments

- “. . he was quiet at first, but not for long!”
- “She worked extremely hard and I received great feedback about her work ethic from the managers and buddies she worked with.”
- “The student has a very good attitude and is willing to learn new skills.”

Students' Comments

- “It was more tiring than school but at least I didn’t have any homework to do”
- "It was a great chance for me to learn new skills and I would do it again if I had the chance."
- "I prepared myself mentally to deal with the placement beforehand and also went to see the placement’s location to make sure I do not get any difficulties getting there the day due."

How you can help and Questions!

- If you or the company you work for would be able to host a placement or you have any questions regarding work experience please email:

F Andrews (Careers Lead)

FAndrews@emmbrook.wokingham.sch.uk

