

7 Steps to Arranging Work Experience

July 1st – July 19th 2019







7 (Easy!) Steps.....







Do your research (October 2018)



Ask family and friends for contacts in a business or vocational field you are interested in.



READ THE HANDBOOK!



If you need inspiration, log into the NYBEP work experience website to access the data base of past employers



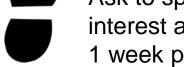
www.nybep.work-experience.co.uk



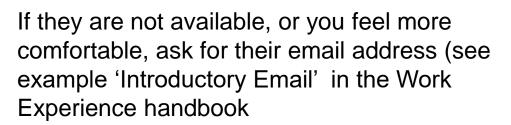
Make Contact (October - November 2018)



Call or email the business or organisation to check you have the correct contact.



Ask to speak to them and then explain your interest and why you are calling; to request a 1 week placement, giving your preferred dates.



Repeat Steps 1, 2 and 3 if they cannot help you.

If you do not receive a reply within 10 working days, follow up with a second phone call or email.







Check the details (November - December 2018)



Fill out all the details on the Placement Form.



Visit the employer to introduce yourself and thank them for the opportunity. Confirm hours/dress code/lunch etc

Ask them to sign the form and complete their Employers Liability Insurance Policy details

STUDENT DETAILS	
STUDENT NAME	WEX DATES
8TU)ENT EMAIL	(please print clearly)
DATE OF BIRTH	GENDER M / F YEAR TUTOR GROUP
I agree to participate in the work experience sche	me and confirm that I have read and understood the form. I will not disclose a bitian during this period of work experience. I will obey all safety security and
Do you suffer from: Migraines YES NO	Epilepsy YES / NO Diabetes YES / NO Asthma YES / NO
Hearing problems VSSJ NO Mobility prot	blems YES / NO Allergies YES / NO
Any other medical ailment or itness:	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
Student signature:	
EMPLOYER DETAIL \$	
	CONTACT NAME & JOB TITLE
ADDRESS	
	POSTCODE
TELEPHONE NO	MOBILE NO
	WORK EXPERIENCE JOB TITLE
BRIEF DESCRIPTION OF TASKS / ROLE	
DRESS CODE / UNIFORM or SAFETY CLOTHIS	NG PROVISION.
DAYS OF WORK	HOURS - From
Lunon Details (if appropriate)	ls this placement exclusively with one member of staff? YES
DARFUTAL COMPENT	
PARENTAL CONSENT As parentipuerdian of the saudosal confirm/anderstand	that
	riter to participate in work experience with the employer for the agreed time period and
	confidentiality and safety agreement which they have signed above
towards the assessment cost is non-refundable,	NYBEP generating a Risk Assessment for each placement and that my £20 contribution
 a Risk Assessment will be sent by email from school receipt will be required, 	of to both student and parent before the start of the placement and acknowledgement of
	scenant and silve does not suffer from any medical condition which could result in rithet of the other people in the workplace.
3igned:	
Bigned:	

NB ENSURE THE EMPLOYER HAS CHECKED ALL DETAILS & SIGNED THE EMPLOYERS CONSENT OVERLEAF



Return the Form to Careers (December 2018)



Return your FULLY completed Work Experience Placement Form (with all 3 signatures AND the correct, confirmed dates of your placement) to Mrs Farrar in Careers who will register your placement with NYBEP





Relax and wait....for NYBEP carry out the Risk Assessment for your specific placement





Check your Contract (April 2019 – June 2019



Receive your Placement Contract - via your register and also sent by email to your parents. Check through all the details with your parents and ask them to reply to the email giving their final confirmation for the placement to go ahead.



















Key Dates

- Friday 19th October 2018 Deadline for return of signed Work Experience Consent slips
- Wednesday 19th December 2018 Deadline to confirm a placement with an employer and return the Placement Form to the Careers Department
- 1st 19th July 2018 work experience takes place



Don't forget.....

- Ardèche trip 1: 4th 12th July
- Ardèche trip 2: 11th 19th July

Please keep these dates in mind when organising your week of work experience!