



Work Experience



Why do it?

WORKEXPERIENCE
Learn. Earn. Achieve.

Two Different Pathways

Work Experience Process Choose Your Path



First of all, you will be provided with a username and password so you are able to log into Work Experience database.

www.ebpsouth.work-experience.co.uk

Online

An online placement is a work experience placement sourced from the online database featuring over 5000 placements.

Own Placement

An own placement is a work experience placement that you have found yourself.

If you have an own placement you will need to complete an own placement



Own Placement

Student's Name: _____ Date of Birth: _____

School: _____

EMPLOYER

Company / Organisation name

Nature of business _____ No of employees _____

Main contact person _____ Position _____

Workplace address _____ Postcode _____

Employer's Liability Insurance

Insurer

Policy Number

Tel _____ Mob _____ Expiry Date _____

Email _____

Placement Details

Job Title _____

Job Description (Please list the key tasks and / or activities that the student will undertake)

Requirements (special requirements, including any dress code, that apply to this job)

No of working days: _____ Start date: _____ End date: _____

Working times / meal breaks: _____

Would you offer this opportunity to another young person: YES NO (please circle)

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/guardians 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: <http://www.hse.gov.uk/youngpeople/workexperience/placeprovide.htm>

EMPLOYER CONFIRMATION AND AGREEMENT

I confirm that:

- to the best of my knowledge and belief, the information given above is correct.
- I have read the attached Letter of Understanding and that all the points are acceptable to me.
- I confirm that the Job Description is correct.

As representative of the employer I agree to the student named above working on our premises, and to abide by all legislation relating to Equal Opportunities, Health and Safety and Child Protection. I will arrange for my 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 _____

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 guardian 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 this form, and the Job Description and Health and Safety Statement. I agree to his/her taking part in this programme and undertake that he/she will observe the conditions set out above. I confirm that he/she does not suffer from any medical or other condition which could result in unnecessary risk to his/her health or safety or to the safety of another person. (Should you be in any doubt please consult the teacher responsible before signing this form).


I confirm that if he/she 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. Once on the placement, parents should discuss the arrangements for lunch and break periods with their child and make sure they are suitable.

Signature of Parent / Carer _____ Date _____

Name _____

The Online Process

 Learners Search and Apply

 Employer Decides

 Placement Confirmed

 Schedule an Interview



The Online System

[Home](#) [Search](#) [My Favourites \(3\)](#) [My Placements](#) [Resources](#) [Links](#) [Messages](#)

[Home](#) [Welcome](#) [Search](#)

Placements

Looking for a placement?

Use the search facility opposite to find your ideal job or employer...

Search Details

Employer

Category

-- Please Select --

Postcode

Distance miles

Types of Tasks

☐ Involve desk-based work
☐ Involve outdoor work
☐ Involve using computers a lot
☐ Involve skilled practical work
☐ Be a creative role
☐ Involve interaction with the public
☐ Involve group work/team skills
☐ Involve working with animals
☐ Involve working with adults in a caring role
☐ Involve physical activity
☐ Involve working with children in a caring role
☐ Be in a medical health related environment
☐ Require a good level of fitness
☐ Be out of the ordinary

Limit

50 Results per page

Helpful Hints!

Remember to spell the words correctly!

Search for placements near to where you live - use the employer and postcode fields to refine your search

[Clear](#) [Search](#)

The Online System


Results displaying 1 to 36 of 36


▲ Employer	Emp ID	Job Title	Job ID	Postcode	Distance (Miles)	
ADT Fire and Security (Portsmouth)	493	Administration Assistant	532	PO6 4PS	0.46	
Amdale Ltd	544	Assistant in Admin	592	PO3 5BU	1.06	
Babcock International Group	640	Administration Assistant	698	PO6 3EN	0	
Batchelor & Smith Ltd	846	Admin Assistant	925	PO6 1PA	1.63	
Ceramic Tile Distributors	1667	Administrative/Showroom Assistant	1802	PO3 5TU	1.78	
Consumables Solutions Ltd	761	General Admin Assistant	833	PO6 3EN	0	
Copnor Junior School	2137	Administration Assistant	2394	PO3 5BZ	1.93	
Douglas Stafford	2189	Administration Assistant	2465	PO6 3EN	0	
First Wessex Housing Group	428	Head Office - Work Shadowing	429	PO2 8HB	1.92	
Freight Transport Ltd	831	Administration Assistant	908	PO6 1TW	1.36	
Handle With Care	1071	Administration Assistant	1172	PO3 5DA	1.86	
HMS Excellent	731	Medical Centre Assistant	801	PO2 8ER	1.56	
Jeffries	2102	Estate Agent's Assistant	2349	PO2 0LZ	1.69	
JM Automatics Ltd	522	Admin Assistant	565	PO3 5HJ	1.06	
Johnson Controls	2177	Admin Assistant	2446	PO6 3AU	0.64	
KSL Chartered Accountants	1731	Office Assistant	1871	PO6 3EB	0.78	


The Online System


Placements

Options

 Print this Page

 View on Google Maps

 Apply Now

 Add to Favourites



Job Details - Workshop Assistant (10739)

Job Details

Employer	Aldermaston Tool Co
Website	Not Specified
Job Title	Workshop Assistant
Job Description	<p>IMPORTANT: This opportunity is available to post 16's ONLY. Please DO NOT apply if you are under 16 years old.</p> <p>Aldermaston Tool Co are the largest power tool showroom of their kind in the whole of Europe. They are authorised dealers and repair agents for all the leading makes and models.</p> <p>Whilst on placement you might have the opportunity to:</p> <ul style="list-style-type: none">- Learn to use the ordering system- Answer the telephone- Carry out housekeeping duties- Assist customers
Job Address	Unit 47, Youngs Industrial Estate Tadley Hampshire RG7 4PW
Directions	Get Directions

Job Information

Start/Finish Times	Mon-Fri 8am-5pm
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Student Information

Dress Code / Personal Protective Equipment and Clothing	Dress Code <ul style="list-style-type: none">- Practical workwear- Sturdy, flat, enclosed, sensible footwear
Meal Break	<ul style="list-style-type: none">- Bring own lunch- Bring own drinks
Meal Break Duration	1 hour
Meal Break Notes	Not Specified
Interview Required	Yes
Should the learner bring any of the following to their interview:	<ul style="list-style-type: none">- Consent Form

Apply Now

The Online System

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Favourites

The favourites page can be used to shortlist your favourite jobs. To apply for a job click the job title and use the 'Apply Now' button on the left hand side of the page.

My Favourites (3)

Rank	Employer	Job Title	Postcode	Remove	Change Rank
1	Monitoba Ltd	General Assistant	SO32 2AH		
2	Alto Marketing Ltd	Marketing Assistant	PO15 7AN		
3	Apple Tree Day Nursery	Nursery Assistant	PO2 9SD		



My Placements (11)

My Wishlist



The items displayed below require attention from your work experience coordinator.

Rank	Employer	Job Title	Start	End	Postcode		Change Rank
4	Apple Tree Day Nursery	Nursery Assistant	11/12/2017	15/12/2017	PO2 9SD		
5	Havant and Waterlooville Football Club	Assistant Grounds Keeper/Coaching Assistant	11/12/2017	15/12/2017	PO9 5TH		



[Print Parent Consent](#)

Awaiting Employer Offer



The work experience team are working hard to confirm this application with the employer.

Employer	Job Title	Start	End	Postcode	Status
Capkandi	Retail Assistant	11/12/2017	15/12/2017	PO1 4RR	Waiting for the employer to accept this request.

In Progress



These applications are on hold because you have an application awaiting employer offer.

Employer	Job Title	Start	End	Postcode	Status
1710 Naval Air Squadron	Aircraft Engineering Assistant	25/12/2016	26/12/2016	PO1 3GX	On hold.
3D Hair and Beauty Salon	Assistant Beauty Therapist	25/12/2016	26/12/2016	PO7 5EW	On hold.

Unavailable



The employers listed below are unavailable. Please see reasons why.

Employer	Job Title	Start	End	Reason
EBP South	Admin Assistant	11/12/2017	15/12/2017	Made Unavailable by Other: This placement is in the past. Tidying up system. Test



Login

Website: <http://ebpsouth.work-experience.co.uk>

Google: EBP south work experience login

Username: first name, last name (all lowercase no spaces)

Password: Wex123

25th-28th March 2024