



Work Experience

13th July – 17th July 2026



Who is EBP South?

- We are a registered Charity with over 20 years' experience.
- Our mission is to inspire and prepare young people for the world of work.
- We achieve this by:
 - Connecting education and business.
 - Offering a pipeline of opportunities to engage with tomorrow's employees.
 - Providing life-changing interactions that positively impact students' attainment and attendance.
- We work with forward-thinking businesses from across Hampshire, Isle of Wight and the surrounding areas.
- We are Matrix accredited.



The Role We Play

- Help students secure placements and manage the 'matching process' using an online system platform.
- Provide our 'Own Placement' form as both an online and paper version.
- Ensure placements students have organised are appropriate to go to.
- Visit or verbally communicate with all employers and keep records of all contact.
- We have IOSH trained staff who review and carry out Placement Suitability Checks and request further H&S information when required.
- We advise and guide employers and schools on best practice around Work Experience placements.
- We keep in regular contact with employers and your school's Work Experience Coordinator.

Why Do Work Experience?

Work Experience is proven to help students with their employability skills; it can also help someone gain confidence in themselves

Benefits are:

- Gaining a better understanding of the 'world of work' and what possible opportunities could be available for when they leave school.
- Putting their 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.
- Improves young people's employability skills.
- Work Experience can help with getting into a college or an apprenticeship.

What Sectors Can Students 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

Work Experience Process

Students need to choose a pathway

Online

or

Own Placement

Only choose ONE pathway

Students will be provided with a username and a temporary password so they can log on to the Work Experience database.

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

Online Platform

Students' Work Experience Dashboard

Courses: 10-J,

Year: Year 10

 Add App Shortcut

 Change Password

 Help Tutorials

 Your Web App

 Dashboard

 LOGOUT

View all your completed activities in one place. Once there, you can download sections by your choice or all.

 My Activities

Work Experience



Self Placement Submitted



Initial Placement Checks Completed



Employer Checks Completed



H&S and Insurance Checks Completed



Placement Ready to Start

Use the buttons below to manage your work experience journey. Click on the logbook for your course to complete your pre-placement planning. Then complete your aims & objectives.



Create Placement



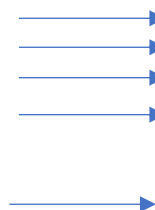
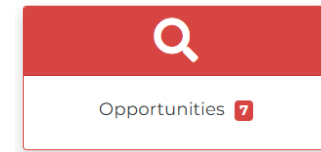
Opportunities 7



View Companies

Online Platform

Click on 'Opportunities' to reveal the list of placement Opportunities as seen below:
(This is an example of what you might see)



Florist Assistant

☆ Save

Employers: EBP Florists

Location: Portsmouth

Closing Date: On Indefinitely

During a placement at EBP Florists, your duties could include,

- Cutting and arranging flowers
- Flower picking
- Assist with deliveries
- Supervised - visiting the funeral directors next door



Find Out More

Reinstatement plus site visits

☆ Save

Employers: (SSEN) Scottish & Southern Electrical Networks

Location:

Closing Date: On Indefinitely

The work experience student wouldn't be able to undertake any tasks but will get a good insight into the industry, he will see from start to finish how we deal with electricity faults and the process.

Find Out More

Online Platform

Florist Assistant

Employers: EBP Florists

Location: Portsmouth  [See on map](#)

Closing Date: On Indefinitely

During a placement at EBP Florists, your duties could include,

- Cutting and arranging flowers
- Flower picking
- Assist with deliveries
- Supervised - visiting the funeral directors next door

Hours of Work: 9:00am to 5:00pm - Closed on Mondays

Dress Code: Practical Workwear, Hair tied back, No Jewellery

Apply →

✕ Close

The job to apply for:

Florist Assistant

Online Platform

Work Experience



Self Placement Submitted



Initial Placement Checks
Completed



Employer Checks
Completed



H&S and Insurance Checks
Completed



Placement Ready to Start

Use the buttons below to manage your work experience journey. Click on the logbook for your course to complete your pre-placement planning. Then complete your aims & objectives.



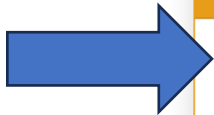
View Placement Request



Opportunities **6**



View Companies



Online Process - Status of Applications

Once the application has been approved by the Employer, Students **MUST** contact the employer to arrange an interview.

DO THIS AS SOON AS POSSIBLE

If students do not contact the employer, they are at risk of losing their placement.

Create Placement

Courses: 10-J,

Year: Year 10

 Add App Shortcut

 Change Password

 Help Tutorials

 Your Web App

 Dashboard

 LOGOUT

View all your completed activities in one place.
Once there, you can download sections by your choice or all.

 My Activities

Work Experience



Self Placement Submitted



Initial Placement Checks
Completed



Employer Checks
Completed



H&S and Insurance Checks
Completed



Placement Ready to Start

Use the buttons below to manage your work experience journey. Click on the logbook for your course to complete your pre-placement planning. Then complete your aims & objectives.



Create Placement



Activities **7**



View Companies

Create Placement

Create Placement

Start Process

Select Company

Signatures

Welcome to the Self Placement Registration System. This 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

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.

*

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

 SEND FOR PARENT / GUARDIAN / CARER SIGNATURE



Create Placement

Parents/Guardians will then receive an email to review the details inputted by the student. 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: _____ Postcode: _____ 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

	YES	NO
Is there someone in overall control of health and safety? Name: _____		
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 work experience Co-Ordinator in school.

Please remember to have completed:

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

Important Points to Remember

- Students can apply for one opportunity at a time.
- Students should have an interest and be keen to attend their chosen opportunity.
- Students should make sure they can travel to the placement location - train, bus, taxi, walk.
- Check Post Code and map location to help with where the employer is located.
- Check through Job Description before applying. Make sure students are happy with the hours, lunch breaks, clothes to wear. All key ingredients when searching and applying for jobs in the future.
- Students can work for up to 40 hours a week and the placement is unpaid.
- Please make sure students only apply using one pathway. Either an Own Placement form or apply for an opportunity online. Please do not do both. If they choose an online placement this cannot be changed, once it's confirmed.

Placement Suitability Checks

- 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 provides PPE (Personal protective Equipment) or if student needs to provide own.
- First Aid Procedures – First Aid kit, Accident Book/Reporting system and that 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 .

Students Should Be Proactive!

They should:

- Keep checking their application online.
- Apply for another opportunity if their application becomes unavailable.
- Contact employer for an interview, once the placement has been confirmed by the Employer.
- Submit their Own Placement form, either online or via the paper form, as soon as it is fully completed.