



# Work Experience

Mandy Linehan, Project Assistant



Why do it?

**WORK**EXPERIENCE  
Learn. Earn. Achieve.

# Resources

Welcome. Please [Login](#)



[Home](#)

[Contact](#)

[Resources](#)

[Login](#)

[News](#)



Resources

[Login](#)

[Login Here](#)

## Useful Resources

### Useful Documents

- [Student Guide: online system](#) (709.3 Kb)
- [Own Placement Form](#) (38.9 Kb)

[Careers / College Information](#) (3 files)

[Employers Application Forms](#) (1 file)

[Information for Employers](#) (5 files)

### Helpful Hint!

If you want to **save** the document to your computer...

right mouse click and select "Save Target As..."

# 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

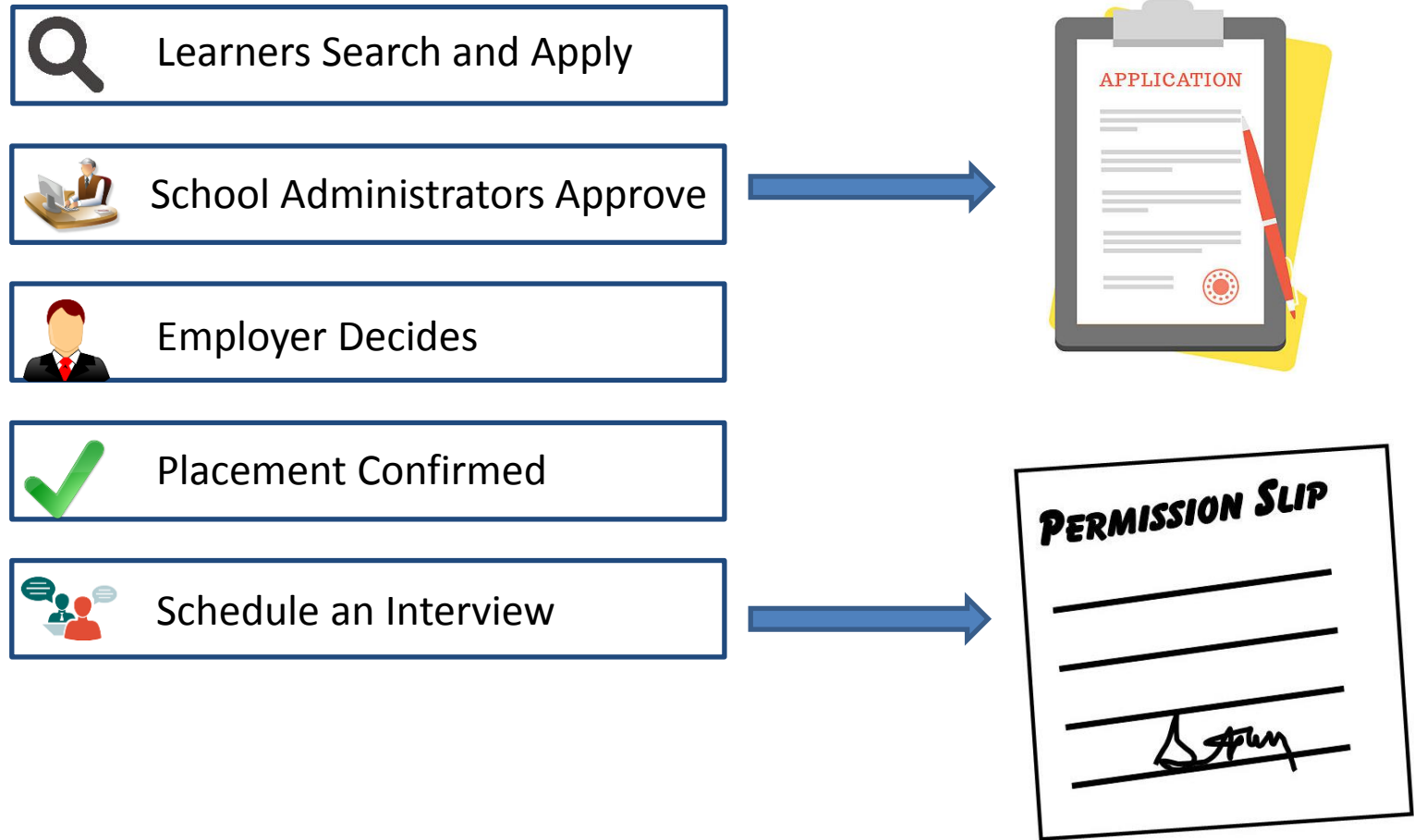
As parent / carer of the student named above I confirm that I have read and understood this form, and the Job Description and Health and Safety Statement. I agree to his/her taking part in this programme and undertake that he/she will observe the conditions set out above. I confirm that he/she does not 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



# The Online System

Home

Search

My Favourites (3)

My Placements

Resources

Links

Messages



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


▲ 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

<b>Employer</b>	Aldermaston Tool Co
<b>Website</b>	Not Specified
<b>Job Title</b>	Workshop Assistant
<b>Job Description</b>	<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"><li>- Learn to use the ordering system</li><li>- Answer the telephone</li><li>- Carry out housekeeping duties</li><li>- Assist customers</li></ul>
<b>Job Address</b>	Unit 47, Youngs Industrial Estate Tadley Hampshire <a href="#">RG7 4PW</a>
<b>Directions</b>	<a href="#">Get Directions</a>

### Job Information

<b>Start/Finish Times</b>	Mon-Fri 8am-5pm
---------------------------	-----------------

### Student Information


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

Apply Now



## 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

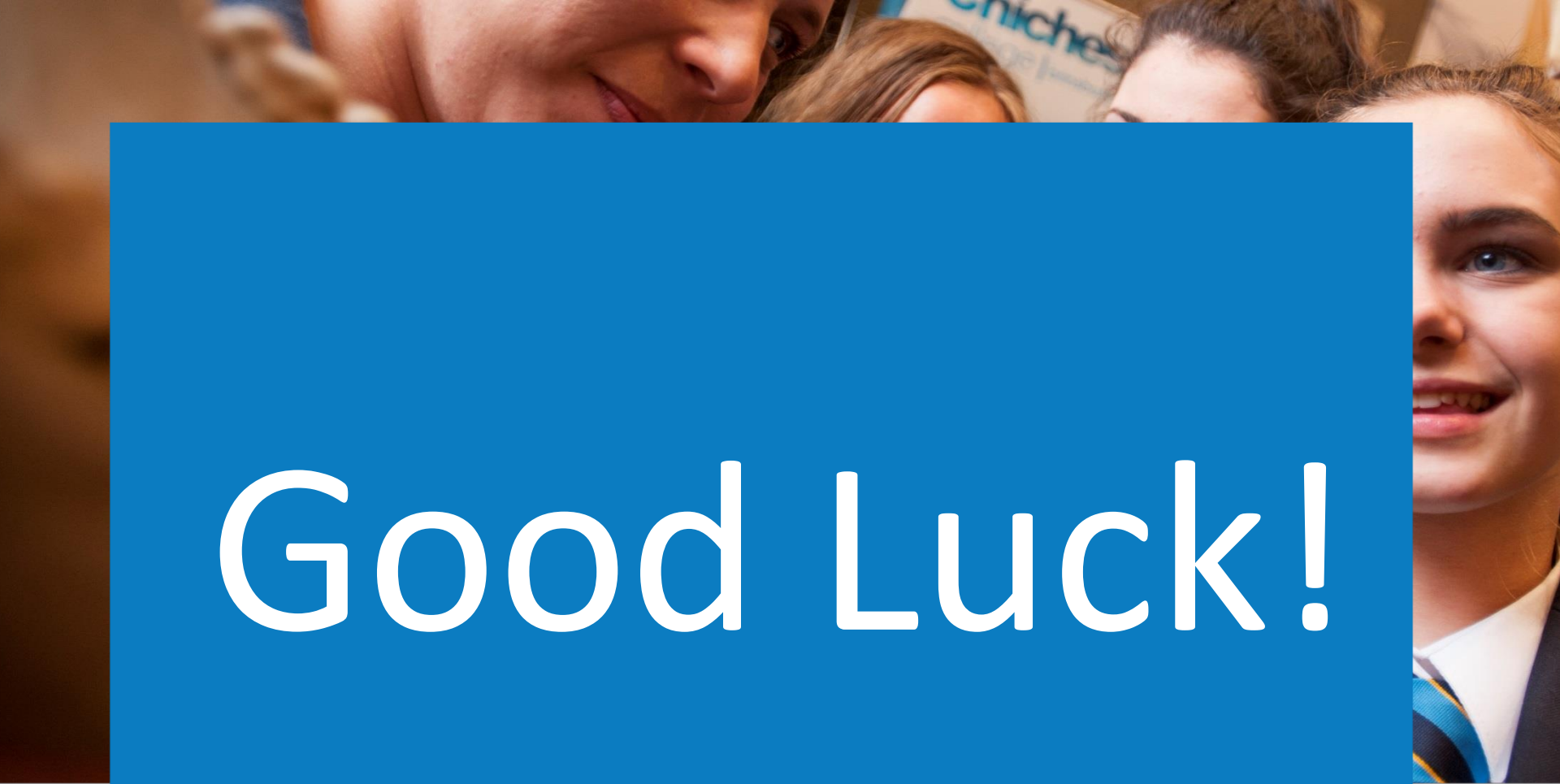
**Website:** <http://ebpsouth.work-experience.co.uk>

**Google:** EBP south work experience login

**Username:** fullname (all lowercase no spaces)

**Password: WorkExperience1**

**13<sup>th</sup> – 17<sup>th</sup> July 2020**



# Good Luck!