



Dates and Contacts:

26 February 2016: Deadline for own placement forms

14 March 2016: Online Work Experience database goes live

3 May 2016: Deadline for online selections

11-22 July 2016: Work Experience

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Work Experience

West Hatch High School

11th – 22nd July 2016

School Coordinator: Mrs Muscatt



What is BEP Group?

- A registered charity and 'not for profit' organisation
- A broker (link) between Business and Education for over 20 years
- Working with over 60 schools and colleges and placing over 8500 students a year into work experience in Essex and London
- **OUR MISSION**
To develop and enhance the skills and potential of the future workforce, through structured education, training and enterprise initiatives



What is Work Experience?

- An unpaid opportunity for your child to experience working life, whilst they are still at school
- A chance for them to develop and practice new skills and become more confident in their abilities
- Usually non – vocational: it's a general experience of work!




'Own Placements'

How can you help?

- Employers in some occupations prefer direct approach by students, who do you know
- Employers like students who show initiative, so don't do it all on their behalf!
- Placements could be anywhere in England
- Placements should not be with a direct family member
- Help prepare how they dress
- Help them prepare what they will say to the employer.....why do they want to work there?
- Be realistic about what work they will do in that job role
- Check the journey route, times and the cost

'Own Placements' continued

Own Placement Form		 BEP Group Business Education Partnership		
1. STUDENT DETAILS				
Name:				
Address:			Postcode:	
Home phone:			Mobile phone:	
DOB:				
School/College:				
Group:				
2. PLACEMENT DATES - check and change if required.				
Start Date:	Finish Date:			
<input type="checkbox"/> 1 or 2 week block	or	<input type="checkbox"/> Every:	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri	
3. COMPANY/INSTITUTION DETAILS (ADDRESS OF WHERE STUDENT WILL BE BASED)				
Company name:				
Address:				
Postcode:				
Telephone number:			Mobile telephone (if available):	
4. PLACEMENT DETAILS (to be completed by employer)				
Main contact:	Title:			
Position:				
Email address:				
Student supervisor:	Title:			
Interviewer:	Title:			
Classification / type of business (eg. IT, Journalism, Accountancy, Retail etc.)				
Position offered (eg. Chemical, General Assistant, Sales Assistant)				
Is this placement definitely agreed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Does your company already offer placements through BEP Group?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
5. EMPLOYER LIABILITY INSURANCE (PLEASE ENCLOSE COPY) We request that only those employers with Employer's Liability Insurance are eligible for inclusion in the BEP Group Work Experience Scheme				
Insurer:				
Policy number:			Expiry date:	
6. AGREEMENT BY COMPANY/INSTITUTION				
This placement has been agreed on behalf of the above named company / institution				
Signed:				
Print name:			Date:	
7. PARENT/GUARDIAN AGREEMENT TO PLACEMENT				
Signature:			Date:	

- The employer **must** have Employer Liability Insurance (ELI)
- All forms **must** be fully completed with all employer contact details
- Forms must be signed by the employer and your parent/guardian or carer and returned to the school by **26th February 2016**
- Must pass a pre-placement check carried out by an approved Visiting Officer

Webview

(Online Work Experience System)

For students not finding their own placement:

To access the site students must go to **www.bepgroup.net**
and click on :



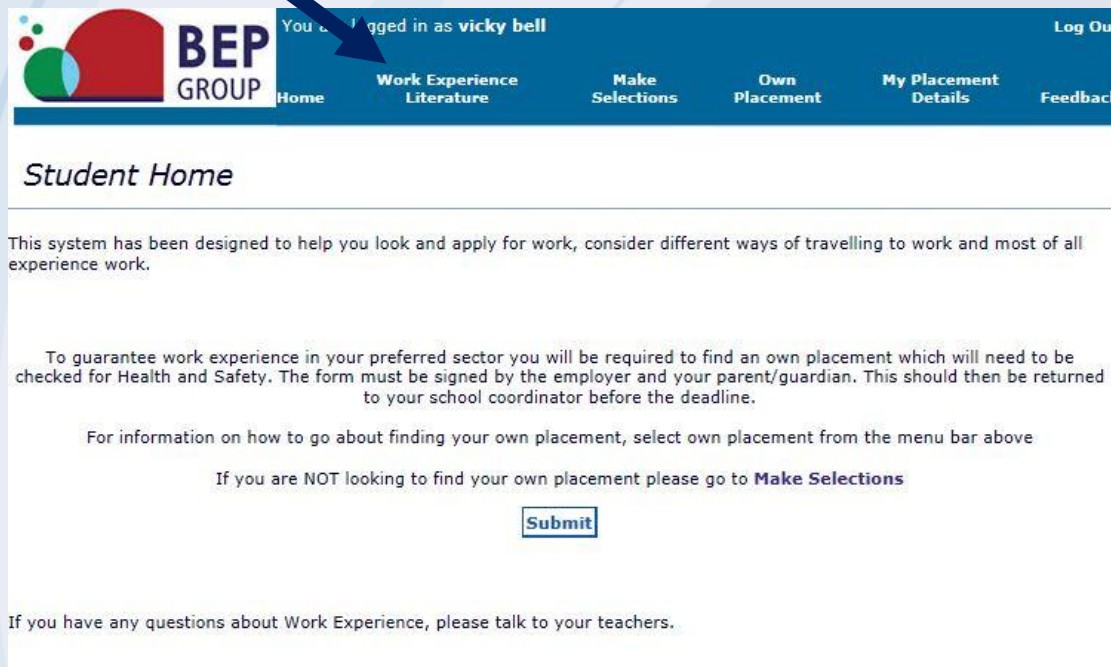
Students will be issued with a pin number to enter, along with their full name



Webview continued

When they have successfully logged in they will be directed to the student home page where they will be able start the process of making selections

There is a student guide to the system available under the work experience literature icon



The screenshot shows the BEP GROUP webview interface. At the top left is the BEP GROUP logo. To its right, a dark blue navigation bar contains the text "You are logged in as vicky bell" and a "Log Out" link. Below this, a menu bar lists "Home", "Work Experience Literature", "Make Selections", "Own Placement", "My Placement Details", and "Feedback". A blue arrow points to the "Work Experience Literature" menu item. The main content area is titled "Student Home" and contains the following text:

This system has been designed to help you look and apply for work, consider different ways of travelling to work and most of all experience work.

To guarantee work experience in your preferred sector you will be required to find an own placement which will need to be checked for Health and Safety. The form must be signed by the employer and your parent/guardian. This should then be returned to your school coordinator before the deadline.

For information on how to go about finding your own placement, select own placement from the menu bar above

If you are NOT looking to find your own placement please go to **Make Selections**

If you have any questions about Work Experience, please talk to your teachers.



Webview continued

BEP GROUP You are logged in as **The Grove School** **Admin Menu**

Home Noticeboard Search Students & Bookings School Details Reports, Lists & Literature Print & track student documents

Search

Please select one of the options below, or enter the job number Job number

OR lookup an employer's name here:

Administration, Business and Office Work	Engineering - Mechanical (inc Motor Vehicle)	Media, Print and Publishing
Animals	Engineering - Professional and Technical	Performing Arts
Building and Construction - Manual Trades	Environment and Plants	Personal (Hair and Beauty)
Building and Construction - Professional Trades	Financial Services	Personal (Support Services)
Catering	Healthcare	Retail Sales and Customer Services
Computers and IT	Hospitality	Science, Mathematics and Statistics
Design, Arts and Crafts	Languages, Information and Culture	Security and Armed Forces
Education - Childcare	Legal and Political Services	Social Work and Counselling Services
Education - Teaching	Leisure and Tourism	Sport
Education - Training	Manufacturing and Production	Transport and Logistics
	Marketing and Advertising	All occupations

To restrict your search to a specific post code area or town, enter the details here and press submit before making your classification selection.

Postcode: Area:

On **14th March 2016**, students will be able to log in to webview and then select from 'live jobs'

Do not do this if they have submitted an own placement form

They can filter what is viewed by job category and location



Webview continued.

Opportunity List

Records 1 to 20 of 24

Organisation	Job Title	Postcode	Job No.	Details
Accident Victims Helpline Limited	Admin Assistant	IG3 9UU	31550	View
Ace Accountants and Tax Consultants Ltd	Accounts Clerical Assistant	IG1 4QR	29417	View
Active Change Foundation	Administrative Assistant	E10 7EA	32369	View
Atlantic Housing	Admin Assistant	E4 7ES	35567	View
Canary Wharf Contractors	Clerical Work	E14 5AB	17521	View
Commercial Trade Services Ltd	Clerical Assistant	E10 7LG	37543	View
Community Development Institute	Admin Assistant	IG1 1QP	8525	View
Cornerstones Solicitors	Junior Office Assistant	E18 2LY	30008	View
Darrell James Travel	Admin Assistant	E11 2RJ	29518	View
Hainault Underground Station	General Assistant	IG6 3BD	28729	View
Higham Hill Library (LBWF)	Library Customer Services Advisor	E17 5HS	37671	View
Jetfly Ltd	Admin Assistant	E11 4HH	16077	View
Jobcentre Plus Walthamstow	Administrative Assistant	E17 6RH	38056	View
Lea Bridge Library (LBWF)	Library Customer Services Assistant	E10 7HU	37738	View
London Vocational College	Admin Assistant	IG1 4PE	40714	View
LPL Commercial Investigations	Clerical Assistant	IG8 8HD	6222	View
MSM Catering	Admin Assistant	IG1 3AD	40768	View
Persona HR Ltd	Office Assistant/Admin Assistant	E10 7QY	38802	View
Qazi and Co. Accountants	Office Assistant	E17 4QX	37875	View
Ray Lodge TMO	Clerical Work	IG8 7PE	14566	View

By clicking on 'view' they can see a full job description for the placement they are thinking of selecting

Job Description

[Return to job list](#) | [New search](#) | [Add to selections](#) | [Help](#)

Employer	Accident Victims Helpline Limited IG3 9UU
Job Title	Admin Assistant
Job Number	31550
Classification	Administration, Business and Office Work
Business	Credit Hire Company
Skills Gained	
Job Description	Comply with company safety policy, be aware of risk assessments that apply. Student duties may include: General administration work such as word processing, photocopying, filing, faxing. Distribution of the incoming post Telephone enquiries Invoicing and ordering.
Requirements	Willing to work and learn. Students should be confident, with initiative and able to communicate. A good level of literacy and numeracy are required. Keyboard skills are useful.
Health and Safety	An induction will be given on first day, which will include Health & Safety. All electrical equipment used by student such as Photocopier, PC's, Fax, etc. has been electrically safety tested. Student tasks may involve some light lifting of files and packs of photocopier paper - with induction, instruction, training and with supervision.

Parent/carer's should view the selections before they submit them



Webview continued

- Students will need to make a **minimum** of 3 and up to 6 'live job' selections, put them in choice order and be prepared to go to any one of their choices.



The screenshot shows the BEP GROUP webview interface. At the top, it says "You are logged in as louise netherton" and "Log Out". Below the navigation bar, the page title is "My Placement Details". There is a "Journey Planner" section with the text "Transport for London" and "Choose how you want to travel". Below this is a "Plan your journey." section with a table of job selections. The table has columns for Job, Employer, Job Title, Town, Postcode, Status, Choice, and #. There are five rows of job selections, each with a dropdown menu for the choice and a delete button (X).

Job	Employer	Job Title	Town	Postcode	Status	Choice	#
12	Natwest Bank PLC	Customer Service Officer	Leytonstone	E11 3AA		▼	2
19	Smilers Nursery	Nursery Assistant	Leyton	E10 5EF		▼	2
17	NatWest Bank Plc	Bank Clerk	Walthamstow	E17 7LL		▼	2
19	Smilers Nursery	Nursery Assistant	Leyton	E10 5EF		▼	2
13	Vision Facilities Management	Catering Assistant	Leyton	E10 7AB		▼	1

Return to job list | New search | Help

Submit

- They must make and submit choices by **3rd May 2016**. The system will automatically allocate placements for students
- Once the allocation has been made, they cannot change the placement
- They may need to reselect, if not allocated a job

After allocation

- Following allocations, each student will receive a job description which includes a risk assessment for the job
- Students will also receive a parental consent form as the final agreement to their placement
- This needs to be signed by the student and you as their parent, guardian or carer to confirm the job description and risk assessment has been read and understood
- The form must be returned to the school before the placement can start
- All students will be issued with a log book for their placement

Employer Contact

- BEP informs the employer of the placement details
- On receipt of the parental consent form and job description, students **must** contact the employer at least **5 weeks** in advance to confirm their attendance.
- It acts as a further reminder to the employer that they have provisionally agreed a placement and some employers will expect students to attend an interview
- Some employers may have to withdraw from accepting the placement, this can be at a late stage
- **In many cases, no contact = no work experience!!!**

During the Placement

- Whilst on placement they will be treated as an employee by the company, they can be dismissed!
- They must contact their employer if they are ill, running late or attending an appointment.
- They will be expected to work business hours. This is anything up to a maximum of 40 hours per week!
- BEP Group will be advised if they do not attend placement and in turn will contact the school to find out where they are.
- If they have any issues during their placement they must contact the school



After the Placement

Evaluation

- On completion of Work Experience employers can leave feedback in the student's log book.
- Students may be asked to complete a school evaluation form or log back in to Webview and leave feedback about their placement.
- On successful completion of their placement, each student will be issued with a certificate.

www.bepgroup.net



Any questions?

