

# Work Experience

Holy Family College

**10<sup>th</sup> – 21<sup>st</sup> July 2017**

School Coordinator: Mrs Pike



# What is BEP Group?

- Business Education Partnership Group is a registered charity and 'not for profit' organisation
- A broker (link) between Business and Education for over 20 years
- Working with over 50 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 and what they will say to the employer.....why do they want to work there?
- Help prepare an introductory email
- Check the journey route, times and the cost
- Be realistic about what work they will do in that job role

# 'Own Placements' continued

Own Placement Form		 BEP Group Business Education Partnership	
<b>1. STUDENT DETAILS</b>			
Name:			
Address:			Postcode:
Home phone:			Mobile phone:
DOB:			
School/College:			
Group:			
<b>2. PLACEMENT DATES - check and change if required.</b>			
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			
<b>3. COMPANY/INSTITUTION DETAILS (ADDRESS OF WHERE STUDENT WILL BE BASED)</b>			
Company name:			
Address:			
Postcode:			
Telephone number:			Mobile telephone (if available):
<b>4. PLACEMENT DETAILS (to be completed by employer)</b>			
Main contact:	Title:		
Position:			
Email address:			
Student supervisor:	Title:		
Interviewer:	Title:		
Classification / type of business (eg. IT, Journalism, Accountancy, Retail etc.)			
Position offered (eg. Clerical, 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		
<b>5. EMPLOYER LIABILITY INSURANCE (PLEASE ENCLOSE COPY)</b>			
We regret 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:
<b>6. AGREEMENT BY COMPANY/INSTITUTION</b>			
This placement has been agreed on behalf of the above named company / institution			
Signed:			
Print name:			Date:
<b>7. PARENT/GUARDIAN AGREEMENT TO PLACEMENT</b>			
Signature:			Date:

- The employer **must** have Employer Liability Insurance (ELI)
- All forms **must** be fully completed with all employer contact details
- Must pass a pre-placement check carried out by an approved person
- Forms must be signed by the employer and the parent/guardian or carer and returned to the school by **24<sup>th</sup> February 2017**

# Webview

(Online Work Experience System)

**For students not finding their own placement:  
Access from 20<sup>th</sup> March 2017**

To access the site students must go to **[www.bepgroup.net](http://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 displays the BEP Group web application interface. At the top, a dark blue header bar contains the BEP Group logo on the left, the text "You are logged in as Maria Robertson" in the center, and a "Log Out" link on the right. Below the header is a navigation menu with links for "Home", "Work Experience Literature", "Search", "Own Placement", "My Placement Details", and "Feedback". A blue arrow points from the "Work Experience Literature" link to the "Student Home" section below. The "Student Home" section has a white background 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." followed by "You now need to make selections from the jobs database, do this via the Search link above." and "If you have any questions about Work Experience, please talk to your teachers." At the bottom of the page, a light blue footer bar contains the copyright notice "© 2014 Veryan Software Limited".



# Webview continued

The screenshot shows the BEP GROUP webview interface. At the top, the user is logged in as Maria Robertson. The navigation menu includes Home, Work Experience Literature, Search, Own Placement, My Placement Details, and Feedback. The main section is titled 'Search' and contains a search form with a 'Job number' input field and a 'Go' button. Below this is an 'OR lookup an employer's name here:' field with a dropdown arrow and a 'Go' button. A large grid of job categories is displayed, each with a colored icon and a text label. At the bottom, there are fields for 'Postcode:' and 'Area:' with 'Submit' and 'Clear' buttons. Two blue arrows point from the text on the right to the 'Administration, Business and Office Work' category and the 'Area:' field.

You are logged in as **Maria Robertson** [Log Out](#)

[Home](#) [Work Experience Literature](#) [Search](#) [Own Placement](#) [My Placement Details](#) [Feedback](#)

## Search

Please select one of the options below, or enter the 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 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:

Students will be able 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

You are logged in as **Maria Robertson** Admin Menu

Home Work Experience Literature Search Own Placement My Placement Details Feedback

### Opportunity List

Records 41 to 60 of 146 First | Previous | Next | Last

Organisation	Job Title	Postcode	Job No.	Details
Chinese Information and Advice Centre	Admin Assistant	WC2H 0NE	25327	<a href="#">View</a>
Chisti and Co Property Services	Estate Agency Administrator	IG1 4TD	35369	<a href="#">View</a>
City YMCA London	Customer Services/Office Assistant	EC1Y 8SE	39073	<a href="#">View</a>
Clarke Hillyer Ltd	Administration Assistant	E4 9HH	38552	<a href="#">View</a>
Clegg Gifford and Co Ltd	Clerical Work	RM1 3NH	3284	<a href="#">View</a>
Coffey Brooks Financial Services Ltd	Admin Assistant	CO15 1SP	33798	<a href="#">View</a>
Controlled Flame Boilers LTD	Admin Assistant	CO15 4LU	35717	<a href="#">View</a>
Corner House Care	Activities Assistant	CO15 1DB	42707	<a href="#">View</a>
Country Places Lettings	Admin Assistant	CM14 4BY	46271	<a href="#">View</a>
Cranford Property Services	Admin Assistant	RM6 6NL	41990	<a href="#">View</a>
Dhillons	Admin Assistant	IG3 8LB	25381	<a href="#">View</a>
Drakefield Ltd	Accounts Clerical Assistant	CM13 3XL	31840	<a href="#">View</a>
E2V Technologies	Admin Assistant	CM1 2QU	46812	<a href="#">View</a>
Eleanor Nursing and Social Care	Admin Assistant	IG2 6RE	20107	<a href="#">View</a>
Essex Nuffield Hospital	Admin Assistant	CM15 8EH	42670	<a href="#">View</a>
Essex Shipping Services Ltd	Admin Assistant	CM14 4SR	27483	<a href="#">View</a>
Express Toughening Ltd	Admin Assistant	IG6 3XE	16556	<a href="#">View</a>
Extrastaff	Admin Assistant	CM20 1EY	42315	<a href="#">View</a>
First Data	General Assistant	SS14 3WF	45465	<a href="#">View</a>
FTS Recruitment Solutions Ltd	Consultants Assistant	RM13 7RB	32893	<a href="#">View</a>

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

Most jobs available on the system will be in administration, retail and education



# Webview continued

**BEP GROUP** You are logged in as **Maria Robertson** [Log Out](#)

[Home](#) [Work Experience Literature](#) [Search](#) [Own Placement](#) [My Placement Details](#) [Feedback](#)

## Job Description

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

Employer	<b>Drakefield Ltd CM13 3XL</b>
Job Title	<b>Accounts Clerical Assistant</b>
Job Number	31840
Classification	Administration, Business and Office Work
Business	warehouse and distribution
Skills Gained	
Job Description	Comply with company safety policy, be aware of risk assessments that may apply. Student duties may include: Word processing, photocopying, filing, faxing. Distribution of the incoming post Telephone inquiries Invoicing and ordering. Data input
Requirements	Students should be confident, with initiative and able to communicate. A good level of literacy and numeracy are essential. 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. Student must adhere to employers Health & Safety polices and procedures. Regular breaks from computer as required. At no time will the student be left alone on the premises. Parents are reminded that students are legally required to take proper care of themselves and others. It is also an offence to misuse or interfere with anything provided in the interests of Health and Safety. Students may be required to leave the premises at lunchtime where they will not be supervised. Travel arrangements to and from the placement are the responsibility of the student Instruction, Training and Supervision will be given.
Hours	9:00 to 4:00pm m Mon to Fri
Meals	one Hour Minimum lunch break
Travel	student to arrange
Clothing	Smart, clean clothes should be worn (shirt and tie) unless told otherwise at interview.
Interview	
Website	
Address	Unit 60, Horndon Industrial Park, Station Road West Horndon BRENTWOOD CM13 3XL

[Click here for a map](#)

Transport for London  
**Journey Planner**  
Choose how you want to travel.  
Plan your journey.

Parent/carer's should view the selections to check location, hours tasks and health and safety



# 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 web portal. At the top, the user is logged in as Maria Robertson. The navigation menu includes Home, Work Experience Literature, Search, Own Placement, My Placement Details, and Feedback. The main content area is titled 'My Placement Details' and features a 'Journey Planner' widget for Transport for London. Below this is a table of job listings with columns for Job ID, Employer, Job Title, Town, Postcode, Status, Choice, and #. A 'Submit' button is located at the bottom of the table.

Job	Employer	Job Title	Town	Postcode	Status	Choice	#	
13206	Abbotts Countrywide	Estate Agency Administrator	ROMFORD	RM1 1PS		R5 ▼	1	✕
38120	Chingford Golf Range & Academy	Range Assistant/Receptionist	LONDON	E4 8HQ		R3 ▼	1	✕
18311	Abbey Care Complex	Residential Care Assistant	ILFORD	IG2 7NE		R6 ▼	1	✕
18952	Game Stores Group plc	Sales Assistant	THURROCK	RM20 2ZQ		R2 ▼	1	✕
40131	O G Clothing Co	General Assistant	LONDON	E17 3LX		R4 ▼	1	✕
28907	Spatial Design Architects	Architecture's Assistant	BRENTWOOD	CM14 5JR		R1 ▼	1	✕

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

They must make and submit choices by **24<sup>th</sup> April 2017.**



# After allocation

- They may need to reselect, if not allocated a job
- Each student will receive a job description which includes a risk assessment for the job and 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 to record their work experience

# Employer Contact

- BEP informs the employer of the placement details...they do sometimes forget however!
- On receipt of the parental consent form and job description, students **must** contact the employer **immediately** 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
- BEP Group will be advised if they do not attend placement and in turn will contact the school to find out where they are
- They will be expected to work business hours. This is anything up to a maximum of 40 hours per week!
- If they have any issues during their placement they must contact the school

# After the Placement

- On completion of Work Experience employers can leave feedback in the student's log book, have a look!
- Students may be asked to complete a school evaluation form to feedback about their placement
- On completion of their placement, each student will be issued with a certificate
- Some successful placements can lead to employment

[www.bepgroup.net](http://www.bepgroup.net)



Any questions?

