



NYBEP education and business in partnership

Work Experience – Rossett School

Dates: 22nd June – 26th June 2020



What do we do?

Everything we do is aimed at helping young people to acquire the skills and knowledge that will prepare them for the workplace, inspire them to plan for and achieve a successful future.

Work Experience plays a big part in this process.



Why?

Preparing you for jobs that do not exist, to use technology not invented and solve problems we do not yet know!

Preparing you for your future pathway



- Develop and understand the soft skills/employability skills valued by employers
- Explore a particular interest through employment
- Experience the workplace
- Future References / Application Forms
- Having this opportunity when many don't!

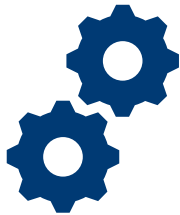
What do employers say?

**‘Employers are from Mars
Young People are from
Venus’ – CIPD April 2013**

- Don't recruit young people as worry about the level of investment they need to provide
- Young people struggle to 'market' themselves
- Confidence, presentation and preparation are an issue
- Soft skills, motivation, attitude and behaviour are very important in their selection criteria



How does it work?



Find your own placement:

- Use the NYBEP student portal
- Research companies
- Utilise contacts you may have

Work experience system

<https://nybep.work-experience.co.uk>

Generic log in (password is the same): Rossettschool2020



[Logout](#) (Remaining 01:59:26)

[Logout](#) (Remaining 01:59:54)

work experience portal

nurturing talent for
successful futures



[Home](#) Welcome

Search for
Placements

Check out the placements available right now in
YOUR area... [Go >>](#)

Announcements

Brokered Application Example Forms

Brokered Application Example Forms – Please visit the resources section to view examples of a brokered application form. This will assist you if you are completing a brokered application form, ...

[Read more](#)

[View All Announcements](#)

[Home](#) Welcome Search

Placements

Looking for a placement?

Use the search facility opposite to start your research.

Search Details

Employer
Category
Postcode Distance miles
Limit

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

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

Things to consider:

- System is only a search tool - not guaranteed placements
- Contact details may have changed
- How will you get there?
- What will you be doing on placement?

Support materials


- Email and phone call templates
- Copy of the consent form
- Support sheets for the system
- Employer letter to support you
- Sector guides


Resources


Download any work experiences forms or information you need from the list opposite...

Useful Resources

Useful Documents

 Brokered Application Example Forms (6 files)

 Student Support for Contacting Employers (2 files)

 Student Support Sector Guides (6 files)

 Work Experience Launch Resources (1 file)

Helpful Hint!

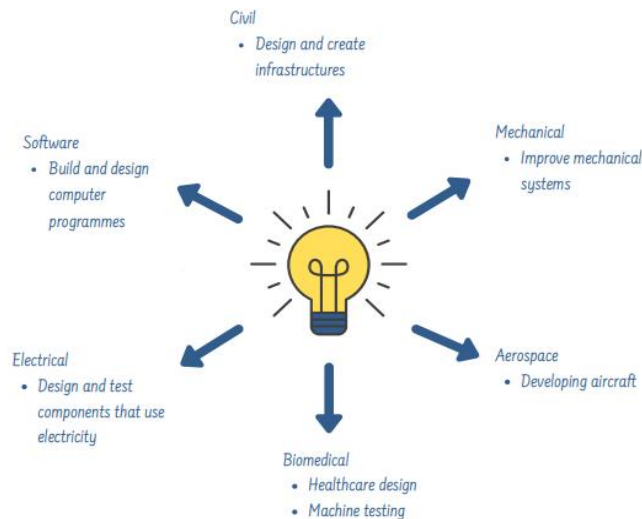
If you want to save the document to your computer...

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

Sector guides

Work Experience Sector Guide

Engineering: applying the principles of science and maths to develop economical solutions to technical problems



Examples of possible placements

- Construction Sites
- Quantity Surveyor
- Aircraft Engineer
- Mechanic
- Builder's Assistant
- Electrician
- Manufacturing
- Design/CAD
- Architecture
- Planning
- Railways

Agreement Form

WEX Dates to

WORK EXPERIENCE AGREEMENT

Student / School

Name: Date of Birth:
Age: Years Months Gender:
School/College contact: Tutor Group:
Telephone (School): Emergency Contact (Parent):

HEALTH / OTHER RELEVANT INFORMATION: Please indicate any medical condition(s) or other information that employers should be aware of (e.g., colour blindness, hearing difficulties, dyslexia, asthma, eczema, epilepsy, criminal record, involvement with the Youth Offending Team etc.). Do not leave blank – if none, write 'none'.

As the named student (above) I agree:

To take part in this work experience scheme. 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 another person without the employer's permission. To obey all safety, security and other regulations laid down by the employer and made known to me either by the employer's representatives or by displayed instructions. I agree to relevant personal information being shared with the employer, NYBEP work experience team and Health & Safety Officers.

Signed: Date:

Employer

Employer: Dates:
Address: Placement Job Title:
Postcode: Job Description:
Contact Name: Hours of Work:
Contact Telephone: Lunch:
Mobile: Clothing:
Email: Important Info:

As representative of the employer I agree to the student named above working on my premises in accordance with the Letter of Understanding (below). I will arrange for my Employer's Liability insurance to cover against accident or 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 paid employees.

ELI will be valid for the duration of the entire placement. Please complete details below:

Insurance Company	Policy Number	Expiry Date on our system	Expiry Date

Employer Signature Name Date

LETTER OF UNDERSTANDING FOR THE EMPLOYER PROVIDING A WORK EXPERIENCE PLACEMENT

The learner will carry out meaningful work, as described in the agreed job description. The employer will ensure that the work will be planned by a responsible person and the learner will receive appropriate induction, instruction and supervision during the work experience. The employer understands his/her duty of care to the learner on the work of placement, particularly in respect of child protection.

The employer understands that the learner is to be treated as an employee with respect to health and safety legislation. The employer will ensure that the learner does not operate any hazardous machinery, or carry out work of an unsuitable nature, and that any protective clothing/equipment is supplied when necessary with appropriate instruction for its use. Any animals that may cause harm to a learner will be appropriately restrained.

The employer understands that s/he must carry out a risk assessment of the placement and this must be communicated to the parent/carer of the learner who is to undertake the placement, before the placement commences. The employer also undertakes to monitor the placement in the light of the learner's capabilities and to modify the risk assessment if necessary.

The employer will arrange for Employers' Liability Insurance, Public Liability Insurance and vehicle insurance, as appropriate, and will confirm that the learner on the work experience placement is covered by the appropriate policies. The employer will accept, or insure against, liability for loss, damage or injury caused to or by the student, while on the placement, just as for paid employees. The employer will notify their insurer of the learner's participation in work experience.

The employer will observe the relevant legislation laid down in the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and the Equality Act 2010.

In case of learner absence, accident or sickness, the employer will immediately notify the school. The learner will be allowed to use whatever first aid facilities the employer provides.

The employer will allow representatives from the appropriate educational establishment to visit the placement for monitoring purposes.

The employer gives permission for the educational establishment or its representatives to process employer personal details for the purposes of work experience and education business link activities, in accordance with the Data Protection Act 2018. Learners' personal details are confidential and should be safeguarded in accordance with the Data Protection Act 2018.

The learner will not receive any payments for this work. However, the employer may choose to make a contribution directly to the learner towards the cost of meals and travelling. Details will be included in the job description.

The learner will work the hours shown on the agreed job description. These must conform with employment regulations as they apply to young persons.

Parent / Carer

As parent/carer of the learner I confirm that I have read the placement details and I am willing for him/her to participate in work experience with the employer for the agreed period of time. I also confirm that s/he is medically fit to undertake the placement. I confirm that if s/he leaves the employer's premises during lunch break periods, no liability can be accepted by the employer or the school for any incident that may occur. I understand that NYBEP will pass on relevant information to the employer/Health and Safety Officers so they can provide a suitable experience and do everything reasonable to protect the health, welfare and safety of students. Information will be stored securely in compliance with the Data Protection Act 2018 for the duration of participation in NYBEP programmes and afterwards for the statutory term set by Local Authorities, 7 – 10 years. After this all information is securely destroyed.

Signed:
Name:
Date:



Things to consider ...



- System is only a **search tool** – not guaranteed placements
- Contact details may have changed
- How will you get there?
- What will you be doing?
- Employers Liability Insurance
- Out of area placements

Employers are giving up their time to invest in you!

Own Placement Form Deadline:



Own Placement Form Deadline –
Wednesday 26th February 2020. Please
hand your forms to Mrs Higgins in school

NYBEP also carries out the Health &
Safety Visit & Young Person's Risk
Assessment



A COMFORT ZONE
IS A BEAUTIFUL
PLACE...

BUT NOTHING GROWS THERE.

Make the most of your
work experience – it
counts!

Finally...

