

Work Experience Launch

Millthorpe School

18th July – 22nd July
2022





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.





Programme Aims

- Create meaningful engagement with employers
- Provide experiences of the workplace and industry insights
- Overview of local labour market information
- Develop individual knowledge and skill sets
- Provide the opportunity for self reflection and development of transferrable skills such as:

→ Teamwork

→ Creativity

→ Communication

→ Problem Solving

→ Resilience

→ Self Awareness



What is an Experience of the workplace?



Building skills and developing career pathways through temporary or long term work experience, or attending employability work shops and sessions that further develop your skills.

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



What do employers say?



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



Understanding the range of opportunities



- Do you understand what employers have to offer and what they are looking for?
- Challenge any stereotypes or misconceptions about sectors, what a job involves etc.
- If you had to describe a job in IT what would you think of?

Would you think of this





Careers in Amazon Operations IT



The process – how does it work?



How do you find a placement?



- Whichever sector you're interested in, research your local companies!
- Check their social media sites and websites – they may have ways to apply to volunteer or apply for work experience
- Contact the company professionally, an email followed by a telephone call is usually best
- State why you would like to gain work experience/volunteer, what sort of role you feel would suit you and the availability you have
- Following this, you may have an interview! Prepare for this as if it were a job interview!



Work Experience System



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

Generic log in (password is the same): Millthorpe22

Home | Search | Resources | Links

Welcome

Search for Placements

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

Announcements

Welcome Back!

Welcome Back!

The work experience team would like to welcome you back and hoped you have a lovely break!

We are here for you all, to support in any

[Read more](#)

Home | Search | Resources | Links

Welcome Search

Placements

Looking for a placement?

Use the search facility opposite to start your research.

Search Details

Employer:

Category: -- Please Select --

Postcode: Distance: -- Any-- miles

Limit: 50 Results per page

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?



Work Experience Online Resource - Padlet

<https://padlet.com/NYBEP/74s0nIncsc4v7ut8>

Students / Parents / Carers Page Password: **WEXsuccess3119**

The screenshot shows a Padlet board with the following sections:

- NYBEP Ltd**
 - Welcome! (Image of a man and a woman in a meeting, with the URL nybep.org.uk below it)
 - NYBEP | Education and Business in Partnership
 - NYBEP is a (not for profit) Business and Education Partnership based in York, covering Yorkshire, Humber and the North East. We are passionate about the work we do to support young people achieve their successful future, equipping them with the essential life skills needed to progress in whichever pathway they choose.
- School Work Experience Coordinators**
 - Image of a woman working on a laptop
 - Padlet • nybep Ltd
 - School Coordinators' Resource
 - Click on this link to take you to the School Coordinators Resource.
- Case Studies**
 - We'd love to feature some of your case studies of work experience placements here!
 - Please send us your stories which should include quotes from the
- Students / Parents / Carers**
 - Image of a hand holding a pen over a diagram titled 'PERSONAL GROWTH' with sub-points: Learning, Goals, Planning, Motivation, Creativity, Development
 - Padlet • nybep Ltd
 - Student Resource
 - Click on this link to take you to the Resource for Students and their Parents / Carers.
- Case Studies**
 - We'd love to feature your work experience placements here! It's great to share success stories and help others find out about the great opportunities there are out there.
- Employers**
 - Image of a man and a woman in a meeting
 - Padlet • nybep Ltd
 - Employers Resource for Work Experience
 - Click on this link to take you to the Employers Resource.
- Case Studies**
 - We'd love to feature some of your case studies of work experience placements here!
 - Please send us your stories which should include quotes from the student and employer. Pictures of the young person (publicity
- Sector Videos**
 - Marketing & Communications
 - Image of a smiling woman
 - vimeo
 - Sector 1
 - Here's a snapshot from Kelly about her job role in NHS England and NHS Improvement.
- Education and Childcare**
 - Image of a person
 - Sector 2: Education

Work Experience Online Resource - Padlet



<https://padlet.com/NYBEP/74s0nIncsc4v7ut8>

Student Resource Page Password: **WEXsuccess3119**


NYBEP Ltd · 9d

Student Resource

You will never forget your first work experience - make it count!

Work Experience - What is it!?

Work Experience... What is it?

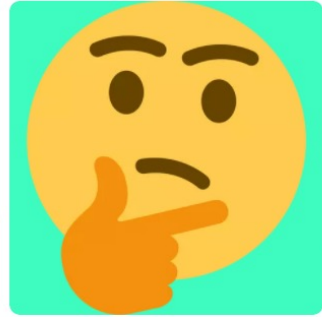


Work experience provides an excellent opportunity for you to gain an insight into the working world, develop important skills and boost your confidence.

Whilst we understand you will obviously wish to work in an area that interests you, it is not always important that the placement exactly mirrors your career

Finding Your Placement


Who to choose!?



You can approach ANY employer – they do not have to be on the NYBEP database. Please remember that the NYBEP student portal is a search tool only, the companies on the system are those that have taken placements in the past and are therefore not

Work Experience System - NYBEP Database of Employers

Welcome to NYBEP's Work Experience System!



nybep.work-experience.co...

Welcome - NYBEP Work Experience System - Providing schools with information about placement opportunities offered by employers taking part in the Work Experience Programme


You will be issued your log in by your school's work experience coordinator.

Sector Guides

Examples of jobs within the Engineering Sector

Work Experience Sector Guide

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



Examples of possible placements

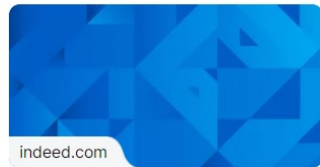
- Construction Sites
- Quantity Surveyor
- Aircraft Engineer
- Mechanic
- Builder's Assistant
- Electrician
- Manufacturing
- Design/CAD
- Architecture
- Planning
- Railways

successful futures
NYBEP innovation and business development

Many people (young and old) often don't realise the varied job roles that a sector can offer. For example, we often hear 'Engineering' as a sector or job roles with the word 'Engineer' in the job title but don't realise how many different types of roles and people work in this industry. Here is a quick way that we can give

Employability Skills

What are Employability Skills?



14 Common Qualities Employers are Looking For

Employability Skills are the skills you have and develop over time which make you a valuable employee. Working on these key skills will help you to be successful in whatever career you choose to follow!

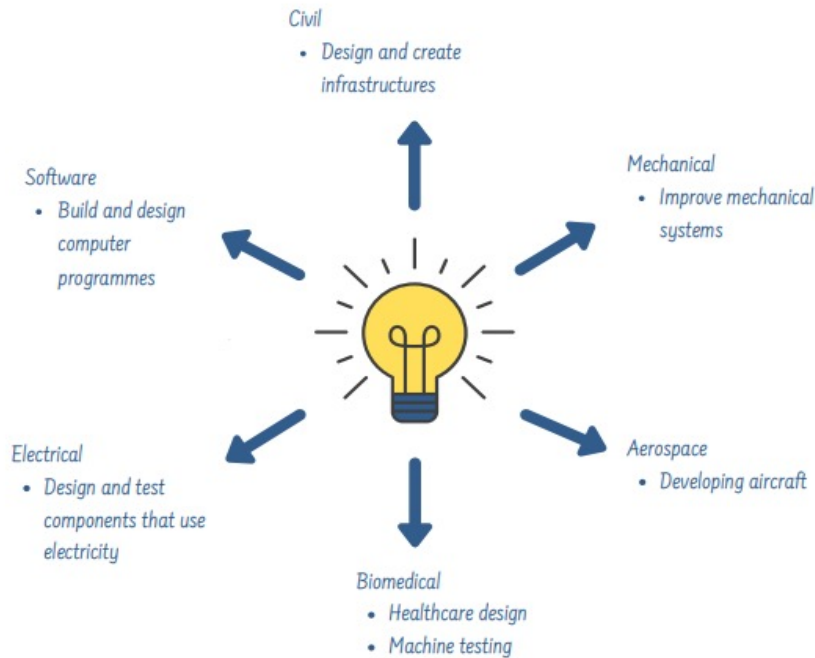
They are also called Transferable Skills as you use them throughout

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



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!



Self Found 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:

Address:

Postcode:

Contact Name:

Contact Telephone:

Mobile:

Email:

Dates:

Placement Job Title:

Job Description:

Hours of Work:

Lunch:

Clothing:

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:	



Next Steps

- Deadline for returning Agreement Forms by (Deadline date)
- Please hand your forms to your Form Tutor
- NYBEP also carries out the Health & Safety Visit & Young Person's Risk Assessment
- Think about what you want to get out of this experience!



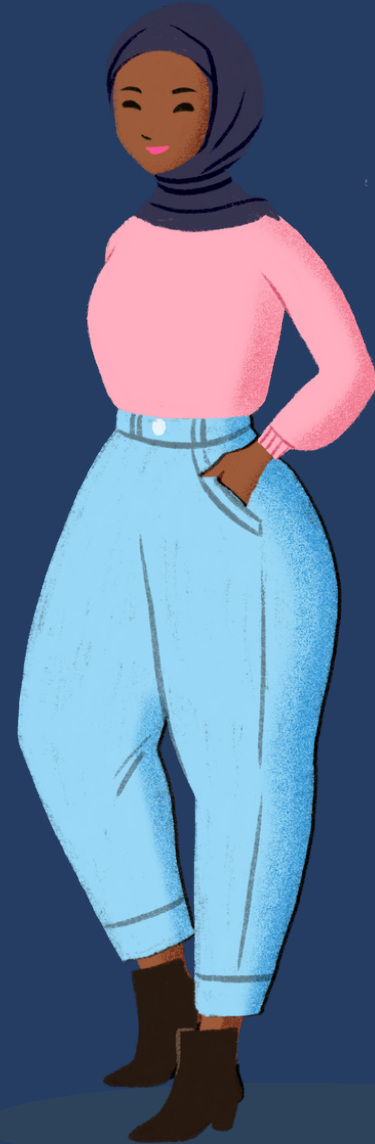
The image features a background of a beach with waves and palm trees. Overlaid on this are two hand-drawn palm trees in black ink. The trees have long, thin trunks and several fronds at the top. A thick black horizontal line is drawn across the middle of the image, separating the upper text from the lower text.

A COMFORT ZONE
IS A BEAUTIFUL
PLACE...

BUT NOTHING GROWS THERE.



Thank you for
listening!



successful futures 
NYBEP education and business in partnership