

Dear Parent/Carer

RE: Work Experience

You will be aware that we have work experience from **Monday 4th July to Friday 8th July**. Your child has now had access to a launch assembly on Friday 3rd December which discussed the importance of work experience and why we do it. The majority of the students have had the opportunity to engage with a support session about how to access placements which was conducted on Monday 10th January.

There are two ways that your child can undertake work experience. They can either use the EBP log in (E-mails have been sent to students and instructions attached to this letter) or they can complete their own work placement form.

Please see below each of these methods and how to complete a work experience placement:

EBP Login

Attached to this letter is the information of how students should use the EBP portal. There is also a nine-minute video explaining how the online portal works which can be viewed here: <https://www.youtube.com/watch?v=IR8Jt0H5qUc&t=1s>.

Students can access work experience opportunities via the EBP portal from now. Students should access the EBP website: <https://ebpsouth.work-experience.co.uk>.

If they have not logged in before, they should look in their Outlook Inboxes for an E-mail that was sent to them on **26th November 2021** which has their login and password. If they have logged in before they should use the password they chose.

If they have forgotten their password they can contact Claire Mew (Claire.Mew@oasismayfield.org) or Tiff Baxendale (Tiffany.Baxendale@oasismayfield.org) for a reset.

They can then apply for their work experience placements. Students **must continue to keep checking** that their work experience placement has been accepted and they do not need to apply for another opportunity.

Principal - Claire Taylor

Oasis Academy Mayfield

Ashley Crescent, Southampton, SO19 9NA

Tel: 023 8032 8128 Email: info@oasismayfield.org

www.oasisacademymayfield.org



Oasis Academy Mayfield is sponsored by Oasis Community Learning
www.oasiscommunitylearning.org - part of Oasis UK.

Oasis Community Learning is a Company Limited by Guarantee registered in England & Wales (No. 5398529) and an Exempt Charity Registered Office: 75 Westminster Bridge Road, London SE1 7HS



Own Work Experience Placements

If your child has chosen their own work experience placement they will need to complete an 'own work experience placement' form. This is also attached to the E-mail. This form will enable us to complete the necessary health and safety checks to ensure that the placement is a safe place for students under the age of 18. This will need to be completed regardless of whether the placement is with family, friends or other known people. You can use the following attached form and return to Ms Baxendale.

Yours Faithfully,

Tiff Baxendale
Assistant Principal

Principal - Claire Taylor

Oasis Academy Mayfield

Ashley Crescent, Southampton, SO19 9NA

Tel: 023 8032 8128 Email: info@oasismayfield.org
www.oasisacademymayfield.org



Oasis Academy Mayfield is sponsored by Oasis Community Learning
www.oasiscommunitylearning.org - part of Oasis UK.

Oasis Community Learning is a Company Limited by Guarantee registered in England & Wales (No. 5398529) and an Exempt Charity Registered Office: 75 Westminster Bridge Road, London SE1 7HS



Letter of Understanding between Basingstoke Consortium / EBP South and Employers Providing Work Experience

To ensure that the principle conditions of the Work Experience Programme and the arrangements between the Employer and Basingstoke Consortium / EBP South are fully understood, Employers are asked to confirm acceptance of the following essential points.

1. The student will carry out worthwhile and meaningful work, as described in the agreed job description. The Employer will ensure that the work is planned by a responsible person. The student will be given an effective Health and Safety induction before starting work and will receive appropriate instructions and supervision during the period of work experience.
2. Supervision will be provided by a suitable, responsible and competent named person.
3. The Employer will ensure that the student does not operate machinery unless adequate instruction and competent supervision can be provided in order for it to be used safely. The Employer shall not require the Student to carry out work of an unsuitable or inappropriate nature. The Employer will ensure that the Student wears protective or special clothing/protective equipment as and when necessary. All prohibitions will be recorded on or attached to the Job Description / Health and Safety Statement.
4. The Employer will inform Basingstoke Consortium or EBP South if there have been any significant changes since the last use of the work placement.
5. The Student will not receive any payment for their work. Employers are not obliged to assist with expenses but may, if they so wish, make a contribution directly to the Student towards the extra cost of meals and travel expenses.
6. The Student will work the hours shown on the Work Experience Own Placement Form / Agreement Form.
7. The Student will be required by Basingstoke Consortium or EBP South to sign an Agreement stating that they will
 - not disclose any information confidential to the Employer
 - follow all safety, security and other instructions given by the Employer
 - pass on to their parents or guardians any information from the Employer regarding arrangements for their personal health, safety or welfare (including Risk Assessment information)
8. The Student's parent or guardian will confirm that they do not suffer from any complaint which may cause a hazard either to the Student or those working with him or her. The school will be required to inform the Employer of any known details requiring special attention in order to secure a successful placement.
9. The Employer undertakes to ensure appropriate Employer Liability Insurance cover against accident or injury caused to the Student by the negligence of the Employer or the Employer's servants. The Employer will accept (by way of insurance or otherwise) liability for loss, damage or injury caused by the Student in carrying out the tasks allocated to her/him in accordance with the Employer's instructions.
10. All parties, in accordance with normal practice, will observe all current relevant legislation, including approved codes of practice relating to Health and Safety, Equal Opportunities and Child Protection.
11. The Employer will provide a safe and healthy working environment which covers

Welfare facilities	Emergency Arrangements
Equipment	Risk Assessments as necessary
Safe Systems of work	
12. The Employer agrees to provide reasonable access for the purpose of monitoring the student.
13. In cases of accident or sickness occurring to the Student whilst under the supervision of the Employer, the Student will be allowed to use whatever first aid facilities the Employer provides. The Employer will notify EBP South without delay and arrange for appropriate action to be taken.
14. The Employer will provide Basingstoke Consortium or EBP South with an accident report, in writing, following any accident which causes injury to a Student on work experience and will report the accident to the enforcing authority, if appropriate, within the time limit stipulated.

Student's name		
School		
Job Title		
No of working days	Start date	End date

THIS PAGE TO BE LEFT WITH EMPLOYER

CHILD PROTECTION GUIDANCE FOR PLACEMENT PROVIDERS

For adults working with young people, particularly those still of compulsory school age, it is important to be aware of potentially difficult situations. By following the simple guidance outlined below it should be possible to ensure that the placement is a secure and productive environment for both the provider and the student.

- **Behaviour**

Whilst it is important to reassure a young person who may be nervous in a new placement and reliant on your guidance, you should avoid being over familiar. Never permit 'horseplay' which may cause embarrassment or fear.

- **Environment**

Where possible avoid being on your own in an isolated or closed environment with a young person.

- **Touch**

There may be occasions when you need to touch a young person (eg. When you are guiding them in carrying out a technical operation) but these should be kept to a minimum.

- **Mentor**

Those placed immediately in charge of young people should be competent in their work-role, mature in their attitudes, and yet, at the same time, be at ease with them and without favour or bias, regardless of the pupils age, culture, race, caste, disability, gender or sexuality, in line with the company's equal opportunities procedures.

- **Travel**

Ensure that there is a known destination and check-in times with a third party in situations where a young person will be travelling alone with an adult during the placement. It is a good idea to make available a mobile phone (or equivalent) in such situations. Parental permission will be required.

- **Disclosure**

Occasionally young people may disclose confidential information to a work colleague that gives rise to concern for their physical or emotional safety. In such situations you should speak to your line manager and share your concern with an appropriate representative of the education provider (usually this will be a school's work experience co-ordinator or the head teacher) or the EBP.

Employers should seek advice in confidence from the Education Business Partnership about any problems with which they feel uncomfortable.

- **Disqualification**

You are reminded that you are required by law to protect children from harm and that any employees are required, under the Criminal Justice and Court Services Act, to declare that they are disqualified from working with children.

- **DBS Disclosures**

If an employer is working with a young person on a one to one basis, away from other people, then a Disclosure Barring Service check will need to be carried out. The DBS check can be carried out through the EBP.

Please note: Anyone who has 'supervision of young people' written into their job description is required by law to be DBS checked

WORK EXPERIENCE OWN PLACEMENT FORM

INSTRUCTIONS TO SCHOOL

Please ensure all sections are completed and readable. Illegible forms will be returned and may cause a delay to the placement.
Send via e-mail attachment to:- workexperience@ebpsouth.co.uk

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, possibly from another school?

YES (during a different week)

YES (during the same week)

NO (please circle your answer)

I/We can offer placements to students at any one time.

I/We can offer a maximum of placements per year.

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>

Health and Safety check list	YES	NO
Is there someone in overall control of health and safety?		
Do you have a written Health and Safety policy?		
Have risk assessments been carried out?		
Does the risk assessment take into account the immaturity of the learner?		
Have all risks been reduced to their lowest level through a safe system of work?		
Will the student receive an induction in Health and Safety?		
Does the placement require the use of Personal Protective Equipment and has it been agreed who will provide it? e.g. Safety Boots		
Do you have systems in place to deal with accidents and administer first aid?		
Have all fire fighting appliances been checked?		
Are appropriate Health and Safety signs (e.g. Fire Exit signs) displayed in the work place?		
Are you aware of your responsibilities with regards to safeguarding children?		
Prohibitions (e.g. student will not use guillotines, students must not enter areas designated off limits etc)		

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 _____

All information received will be managed in line with General Data Protection Regulation



Student Guide to Arranging Work Experience

This is a guide for students who are applying for work experience. It covers how to apply for Online Placements, and also how to do an Own Placement for a job you have found yourself. It also gives you some information about how The Work Experience Team manage the process.

Every school has its own way of managing work experience. Be sure to listen for the deadlines that you are given as you may miss the opportunity to do Work Experience all together!

Our purpose is to help you get a work experience placement. We work with a designated coordinator within your school, and ensure that as many students as possible have a placement for work experience.

Good Luck!
The Work Experience Team

Own Placements

An own placement is a work experience opportunity that you have found for yourself. If you have a friend or relative that owns a business, you may want to complete your work experience with them. You may also approach a business yourself instead of using our online system.

If you have found something for yourself then you need to have an 'own placement form' completed. These forms are available from the coordinator in school and also on the work experience website through the resources tab. It is important that these are returned to school by the deadline given and are completed as thoroughly as possible.

TIP: If the Own Placement forms are not complete or are hard to read, they will be sent back and you will be asked to redo it.

Make sure you **DO NOT** create an online wish list if you are in the process of arranging an own placement. If this happens and you end up with 2 confirmed placements, then you will be charged a fee to cover the costs of the cancellation – This is currently around £39.

The Process

Once your Own Placement form is filled out, your School will forward it to The Work Experience Team who will process your application. They will enter the details from the form to your online profile initially. Your status will be one of the following, usually dependent on whether that company has offered placements to people in the past:

Confirmed	This means that the placement has been approved and all checks are up to date.
Employer Accepted	Your request has been accepted. It's not confirmed because either we have never carried out a placement suitability check with them, or we need to renew the check. Once this is completed, your application will be confirmed.
Unavailable	The placement has not been approved.

Unavailable Placements

In some cases, we have to make a placement unavailable. Even confirmed placements can become unavailable, and it can be for a whole range of reasons. If this happens, the team will make contact with your school and share the reason the placement was unsuccessful. They will then inform you, and you will be able to apply for another placement.

Out of area

Sometimes students want to do work experience in a different part of the country. In this case, all we ask is that you ensure the form is completed as thorough as possible. These placements will still undergo the same checks.

Online Placements

An online placement is a work experience placement sourced from the online database featuring over 5000 placements.

The online work experience database allows you to search and apply for work experience placements. This can be accessed from anywhere with an internet connection! Your online account will show you the applications that you have made and also what is happening with each one in your list. Your School coordinator will have applied for an account for you and will be able to give you the login details if you haven't already received them.

Logging on for the first time

Websites: <https://ebpsouth.work-experience.co.uk>

School will have automatically generated you an account and your work experience coordinator will give you your Username and Password. Once you have signed in, you can change your password to something more memorable. Once this is complete, you can click on the apply now tab and start choosing placements!

Before you apply....

The following pages give you information about how to find and apply for work experience using the online system. Look through what is available, and see what there is you might like to do. However, ensure that before you start to create wish lists of prospective jobs, really think about it and discuss with your parents/carers what your options are.

- * Get an idea of where you can travel to.
- * Is affording transport an issue?
- * Do the start/finish times allow for you to be able to get there on public transport if necessary?

When you are confident of what you can do, start picking placements and submitting them.

TIP: If you have a confirmed placement and you decide you can't get there; the fee is still payable. In most schools the £39 is passed onto the students. Be sure before you apply for a placement!

Searching for placements

On the upper tool bar click the tab named 'Search'. This is where you can search the database for opportunities. The vacancies that come up are known as 'live' which means that they are happy to offer work experience to students as far as we are aware.

TIP: This doesn't mean you will automatically be accepted; there are lots of things to do before an employer can confirm a placement.

There are many different search criteria you can use when looking through the options. You can use just one or you can select many.

This is where you can enter a company name and search for opportunities there.

Be very aware that for this function to work your search term needs to match how that company is recorded in the database. So for example if you search for Marks and Spencer's you will not find stores that are in as Marks & Spencer. A safer option in most cases is to pick a part of the company name – for example in the case of Marks & Spencer searching on just "Mark" would be advised.

You can use the category feature to search for the field of work that interests you. Once clicked on, it will give you a drop down menu for you to choose from.

This will bring up all options in that area and gives you the choice to add in the distance you can travel. This is a good way to search if you are unsure what you want to do, but want to stay close to home.

These boxes to tick are useful to find jobs that relate to interests that you have.

TIP: Try to keep your search to a maximum of 3 boxes. If there are too many ticked the system won't be able to search effectively.

Search Details

Employer

Category

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

Clear Search

Job Descriptions

The system should now be showing you a list of available placements. From this list of placements, you can have a look and see if there are any that interest you.

TIP: If you are not seeing many then try expanding your search criteria.

From the list of jobs, you can have a closer look and apply for them! If you just hover over the job title, you will be given a brief job description that you will be able to read. This will give you an insight to what the job involves.

▲ Employer	Emp ID	Job Title	Job ID	Postcode	
@ UK PLC	9212	Office Administration	10235	RG7 8NN	
12CP Barristers	4990	Barrister's Clerk		SO15 2FE	
1710 Naval Air Squadron	2528	Aircraft Engineer		PO1 3GX	
19 Computing	1339	Workshop Assis		PO1 1NR	
1BR Ltd	8409	Sales Admin Ass		GU37 3LJ	
1st Direct Windscreens Ltd	11046	Assistant		RG21 6AB	
24/7 Drainage Solutions Limited	7550	Assistant Labourer	6599	PO8 9JE	
24/7 Fitness	8736	Fitness Attendant	9715	PO7 7HS	
2CL Communications	7862	Workshop Assistant	8967	SO50 4NU	
3-2-5 Preschool	10906	Pre-school Assistant	12156	SP10 3RZ	

Office Administration - The student should be enthusiastic and respect confidentiality, will be assisting with office admin tasks, which will include, sorting post, labelling, document binding, franking, filing and shredding. The student may also be asked to carry out some internet research and maybe write an account of their work experience at the end of the placement

Once you have found a placement that you like the look of, you can click on the job title to take you to the full description. Here you will be able to find out all the necessary details of the placement. For Example; Working hours, dress code, lunch, etc.

TIP: Read the whole description first and ensure that you are happy with the job. Remember once you've applied for a job you will potentially be going there, so make sure you are happy with that.

It is really important to check the address and find out where you need to go. If it is an area you don't know too well, clicking on the postcode will bring up google maps which will allow you to decide if the trip is possible.

Job Details - Office Administration (10235)

Job Details	
Employer	@ UK PLC
Website	Not Specified
Job Title	Office Administration
Job Description	The student should be enthusiastic and respect confidentiality, will be assisting with office admin tasks, which will include, sorting post, labelling, document binding, franking, filing and shredding. The student may also be asked to carry out some internet research and maybe write an account of their work experience at the end of the placement
Job Address	5 Jupiter House Calleva Park Aldermaston Hampshire RG7 8NN
Directions	Get Directions
Job Information	
Start/Finish Times	9.00am - 5.30pm
Student Information	
Dress Code / Personal Protective Equipment and Clothing	Dress Code - Smart casual
	Clothing Notes Smart casual
Meal Break	Not Specified
Meal Break Duration	Not Specified
Meal Break Notes	(40 minutes) Kitchen facilities on site.

Your Applications

Once you are happy with the job and all its details, you will need to apply for the job. This can be done simply by scrolling down to the bottom of the page and clicking on Apply Now. You will come to a screen that asks you to choose the dates. Click on the drop down menu, and your schools Work Experience Dates will be preset for you.

Dates

* Quick pick dates

-- Select Dates --

-- Select Dates --

Student Dates
13/08/2018 - 17/08/2018

Apply Now Cancel

Once you have chosen the dates, click Apply Now again. The maximum amount of jobs you can apply for is 4, and we recommend that you choose 4. Once this is done, it will take you to your placements and show you the ones that you have applied for. This is called your Wish List and it is where all of your jobs will sit before we process them. You will be able to rank them in order of preference here by using the arrows to the right.

My Wishlist

 The items displayed below require attention from your work experience coordinator.

Rank	Employer	Job Title	Start	End	Postcode		Change Rank
1	@ UK PLC	Office Administration	13/08/2018	17/08/2018	RG7 8NN		
2	1st Direct Windscreens Ltd	Assistant	13/08/2018	17/08/2018	RG21 6AB		 
3	The Cabinet Office	Admin Assistant	13/08/2018	17/08/2018	SW1A 2HP		

My Placements

You can keep an eye on the progress of your placement by logging in and clicking on the “My Placements” tab. This will then keep you updated on the progress the work experience team has made with your application.



We make contact with the employers you have applied for and ask them if they can take you. On some occasions we do not get the answers we would hope for, and an employer cannot accommodate the work experience placement.

It can be disheartening to have your applications made unavailable, however this is never anything personal about you. Company’s reasons are varied, but often it is because of their staffing levels or how busy they are.

You will be allocated a placement based on your wishlist, so take care when making selections as you cannot change your mind once a placement has been confirmed.

Please speak to your parent/guardian and ask their opinions regarding your choices. If you decide that you do not want to go to a placement you have applied for, you will need to remove it using the stop signs on the wishlist to delete it.

If we have already started processing your applications and you are unable to remove it yourself, you will need to speak to your work experience coordinator ASAP who can then ask us to remove it for you.

TIP: After it is confirmed, cancelled placements could incur a charge. Be aware that your school may pass the charge onto you. Make sure you are happy with all your applications.

What's next?

After your choices have been submitted and your school coordinator has approved them, the next stage will be for The Work Experience Team to start making contact with the employers you have selected to see if they can take you on. We will work down your wish list one at a time until one is able to accommodate the placement for you.

VERY IMPORTANT: If you do not have a wish list, the work experience team cannot find you an alternative placement. You must make sure you still have items on your wish list or in progress UNTIL you get a "confirmed" or "employer accepted" status on your applications. It is your responsibility to keep checking your account.

If you do not have access to a computer at home, ask the coordinator dealing with work experience if you can use the ones in school during a break time to check the status of your applications, and make some more choices if necessary.

Once The Work Experience Team have sent the application to the employer, the status will change to "awaiting employer offer". There are different stages through the process. We have listed them below for you, so you know what each one means.

Wishlist	This means that the Work Experience Team have not yet started work on your placement. This may be because the parental consent is on hold, or the applications have only just been made
In Progress	This is a choice that you have made that's on hold because you have another choice awaiting employer offer.
Awaiting Employer Offer	This means that we have sent off the application to the employer, and we are chasing them for an answer
Confirmed	This means that the placement has been confirmed.
Unavailable	The employer has informed us that they are unable to accommodate work experience for the time your school goes out. If you have no more choices in your wishlist then you need to make some more applications.

Employer Accepted/Confirmed? What to do next

Once we have managed to confirm a placement with an employer for you, a printer icon will appear next to your confirmed placement. Click on this and you will be able to preview the complete job description of your placement, which you can review before your start date to prepare.

As soon as your placement is confirmed, you need to go and see the coordinator within school so they can print your consent form. The consent form will need to be signed by yourself, your parent/carer, and the employer. **ALL** employers expect you to contact them to arrange an interview before the placement starts. You can get the phone number from your consent form.

IMPORTANT INFORMATION

You must contact the employer as soon as possible to arrange a pre-placement interview.

It is crucial that you do this, employers do not look favourably upon people who do not make contact or leave it until the last minute. It is not uncommon for them to withdraw their work experience offer, so make the call early.

If your work experience is not for months, they are likely to tell you to ring again or meet them nearer the time. It is YOUR responsibility to ensure that your interview takes place.