

Work Experience



**Our Lady's Catholic
High School**



Education Business Partnership (NW).....



EBP (NW) Ltd

- Specialist organisation who help school co-ordinate work experience placements
- We carry out health, safety & welfare assessments
- We issue paperwork
- We advise on health and safety before, during and after placement

YOU ARE HIGHLY PRIVILEGED TO HAVE THIS OPPORTUNITY



EBP (NW) Ltd

What is Work Experience?

Learning in a real place of work

Why & Benefits?



- A chance to learn new skills and apply existing ones
- Experience a new environment
- Understand what is expected in the world of work and take more responsibility
- Follow a different set of rules and regulations
- You can make a good start on your C.V.
- Helps with college and apprenticeship applications/may lead to other opportunities

Work Experience



- Monday 10th – Friday 14th February 2025
- Planning starts now
- Self placements must be handed in by deadline Monday 11th November 2024

Paperwork



SELF PLACEMENTS

- Great way to get placement of your choice
- You approach the employer yourself and enquire
- If it's a yes – ask if they have **Employers Liability Insurance AND ASK FOR A COPY**
- Ask them to sign your self placement form then return it and the certificate to school via the postbox in reception

Paperwork



SELF PLACEMENTS – TOP TIPS

- Think about your career interests/hobbies
- Think about where you can travel to
- Do you have any friends or relatives who could help?
- Do you want to try something new or test the water?
- Look at businesses in your area, on the high street or as you're travelling around – anything catch your eye?

How do I find an employer?



- Talk to family
- Talk to friends
- Talk to Year 11 students
- Internet
- Research
- Walk around your local area

What if an employer says no?



- Do not take it personally
- No insurance
- No supervision
- Not enough work
- Already taking a student
- Bad experience

Tips and advice



- Research the company before you approach them
- Ensure you have the 'Self Placement Form' you will have been given in school

Self placement form



Your employer must:

- Complete all the details on the form
- Give a copy of their Employer Liability Insurance details
- Sign and date the form

What do we expect



- Respect
- Behaviour
- Attitude
- Appropriate Language
- Follow instructions – ask
- Punctuality and attendance
- Read job description
- Interest and enthusiasm

Most asked questions...

- Travel expenses
- Sickness/problems
- Hours of work
- Payment (**success stories**)
- References

