

— T H E —
S W E Y N E P A R K
— S C H O O L —

Work Experience 2024

Monday 22ND April to Friday 3rd May



What is the BEP Group?

- The BEP Group are our work experience providers who visit and assess every employer to ensure that every placement is a safe environment for our pupils.

What is Work Experience?

- An unpaid opportunity to experience working life whilst they are still at school.
- A chance to develop and practise new skills and become more confident in applying abilities.
- Can be non – vocational: it's an experience of work!



Securing Your Own Placement

- Think carefully about what you would like to do for work experience – it could be an opportunity to “try out” a possible career choice or to secure a future weekend/holiday job.
- You may be required to have an “interview” with your potential employer.
- Placements can be anywhere in the UK, but preferably either local or in London.
- The employer **must** have Employer Liability Insurance (ELI) to be considered.
- A Health & Safety check will be carried out by an approved Health and Safety Officer.
- All forms **must** be fully completed and signed by the employer and your parent, guardian or carer.

Please note that you can have only ONE placement.

Own Placement Form

Deadline:



BEP Group
(Business Education Partnership)

1. STUDENT DETAILS

Name:

Address:

Postcode:

Home phone:

Mobile phone:

DOB:

School/College:

Group:

2. PLACEMENT DATES - check and change if required.

Start Date:

Finish Date:

☐

1 Week

☐ 2 week block

(If only a 1 Week placement please annotate exact dates above)

3. COMPANY/INSTITUTION DETAILS (ADDRESS OF WHERE STUDENT WILL BE BASED)

Company name:

Address:

Postcode:

Telephone number:

Mobile telephone (if available)

4. PLACEMENT DETAILS (to be completed by employer)

Main contact:

Position

Email address

Student supervisor

Interviewer

Classification / type of business

(eg IT, Journalism, Accountancy, Retail etc.)

Position offered

(eg Clerical, General Assistant, Sales Assistant)

Is this placement definitely agreed?

☐

Yes

☐ No

Does your company already offer placements through BEP Group?

☐

Yes

☐ No

5. EMPLOYER LIABILITY INSURANCE (PLEASE ENCLOSE COPY)

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:

6. AGREEMENT BY COMPANY/INSTITUTION

This placement has been agreed on behalf of the above named company / institution

Signed:

Print name:

Date:

7. PARENT/GUARDIAN AGREEMENT TO PLACEMENT

Signature:

Date:

Please don't forget to put your name on the form.

Start Date: Monday 22nd April
and Finish Date: Friday 3rd May

Employer to complete these sections and provide a copy of their Employers' Liability Insurance certificate.

Employer to sign here.

Parent/Carer to sign here.

Unfortunately, once a form has started to be processed you **cannot** change your mind, as this involves significant costs.



USEFUL POINTS TO CONSIDER:

- **You can only have 1 placement**
- **The school cannot provide transport expenses**
- Working hours: you will be expected to work a normal working day, not just school hours, as instructed by the employer. You may have to work on a Saturday, with a day off in the week, or work a shift pattern. You can only work a maximum of 37 hours per week.
- Once you have submitted your own placement form you **CANNOT CHANGE YOUR MIND** - so please choose wisely.

- “Own placement” forms are to be handed in to Mrs Steadman, in the Main Office, by **Friday 3rd November 2023 please.**
- Your tutor has been given a list of employers from last year to give you some ideas.
- Please see Mrs Steadman, in the Main Office, if you need any help or advice.