

# **Work Experience 2024**

**Monday 22<sup>ND</sup> April to Friday 3<sup>rd</sup> 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?

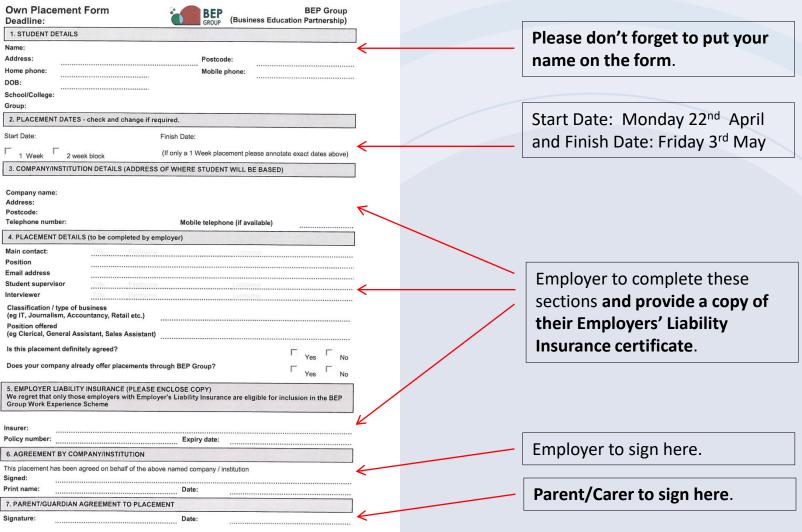
- An unpaid opportunity to experience working life whilst they are still at school.
- A chance to develop and practise new skills and become more confident in applying abilities.
- Can be non vocational: it's an experience of work!



### **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.



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 3<sup>rd</sup> 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.

