Work Experience.

WEX Dates: 17th – 21st May 2027



Who are EBP South?



- We are a registered Charity with over 20 years' experience.
- Our mission is to inspire and prepare young people for the world of work.
- We achieve this by:
  - Connecting education and business.
  - Offering a pipeline of opportunities to engage with tomorrow’s employees.
  - Providing life-changing interactions that positively impact students’ attainment and attendance.
- We work with forward-thinking businesses from across Hampshire, the Isle of Wight and surrounding areas.
- We are Matrix accredited.

The Role We Play



- Help students secure placements and mange the ‘matching process’ using our online system platform.
- Provide our ‘Own Placement’ form, for those students wanting to secure their own placements.
- Ensure placements students have organised are appropriate to go to.
- Visit or verbally communicate with all employers and keep records of all contact.
- We have IOSH trained staff who review and carry out Placement Suitability Checks and request further H&S information when required.
- We advise and guide employers and schools on best practice around Work Experience placements.
- We keep in regular contact with employers and your school’s Work Experience Coordinator.



Why Do Work Experience?

Work Experience is proven to help students with their employability skills; it can also help someone gain confidence in themselves!

- **Skills development.**
- **Gaining a better understanding of the world of work.**
- **Putting current skills and knowledge into practice.**
- **Discovering what skills employers look for when hiring for future job vacancies.**
- **Improving motivation, academic attainment and employability skills.**
- **Can help with getting into college or an apprenticeship.**

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What Sectors Can Students Do Work Experience In?

- Administration, Business and Office Work
- Building and Construction
- Catering and Hospitality
- Computers and IT
- Design, Arts and Crafts
- Education and Training
- Engineering
- Environment, Plants and Animals
- Financial Services
- Healthcare
- Languages, Information and Culture
- Legal and Political Services
- Leisure, Sport and Tourism
- Manufacturing and Production
- Marketing and Advertising
- Media, Print and Publishing
- Performing Arts
- Personal and Other Services including hair and beauty
- Retail Sales and Customer Services
- Science, Mathematics and Statistics
- Security and Armed Forces
- Social Work and Counselling Services
- Transport and Logistics



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Work Experience Process

You need to choose your pathway

System **Own Placement**

You can only choose 1 pathway





Logging In

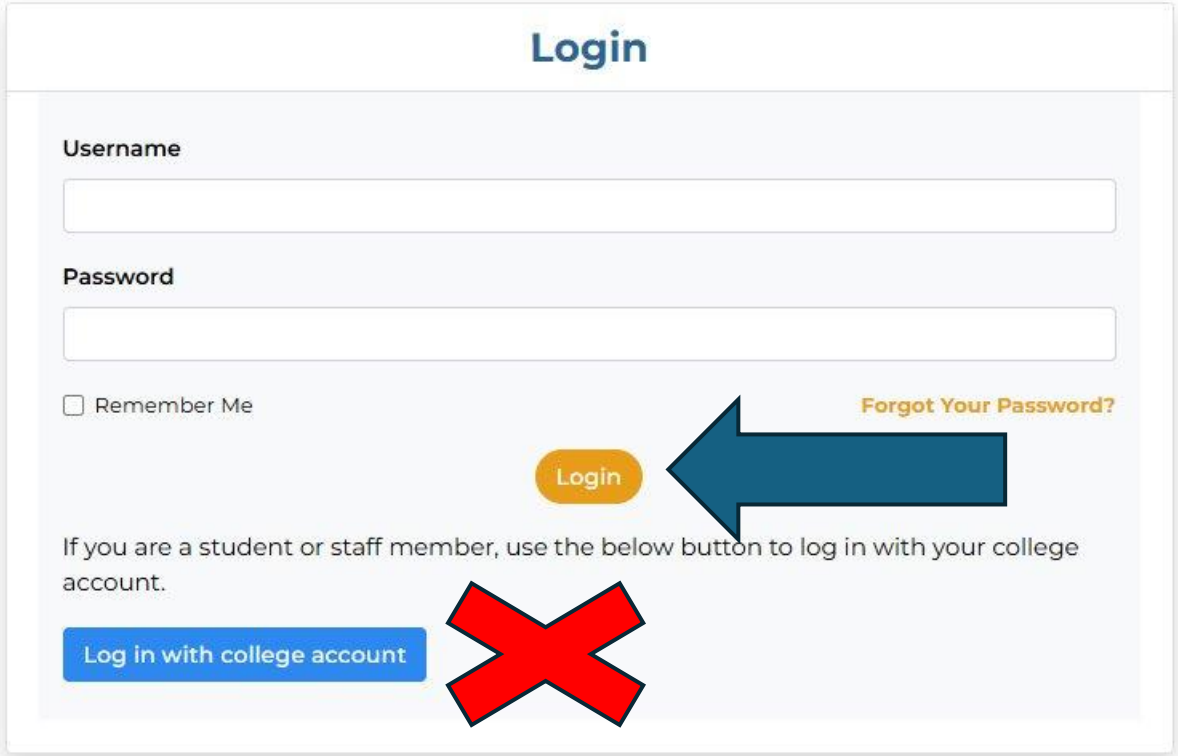
https://ebpsouth.collsys.co.uk

Username:
School Email Address

Temporary Password:
Testwoodwex26

Work Experience Platform





Work Experience Platform



You have logged in using a temporary password. Please change your password before continuing.

Change Password

You can use the below form to update your password.

Password

Confirm Password

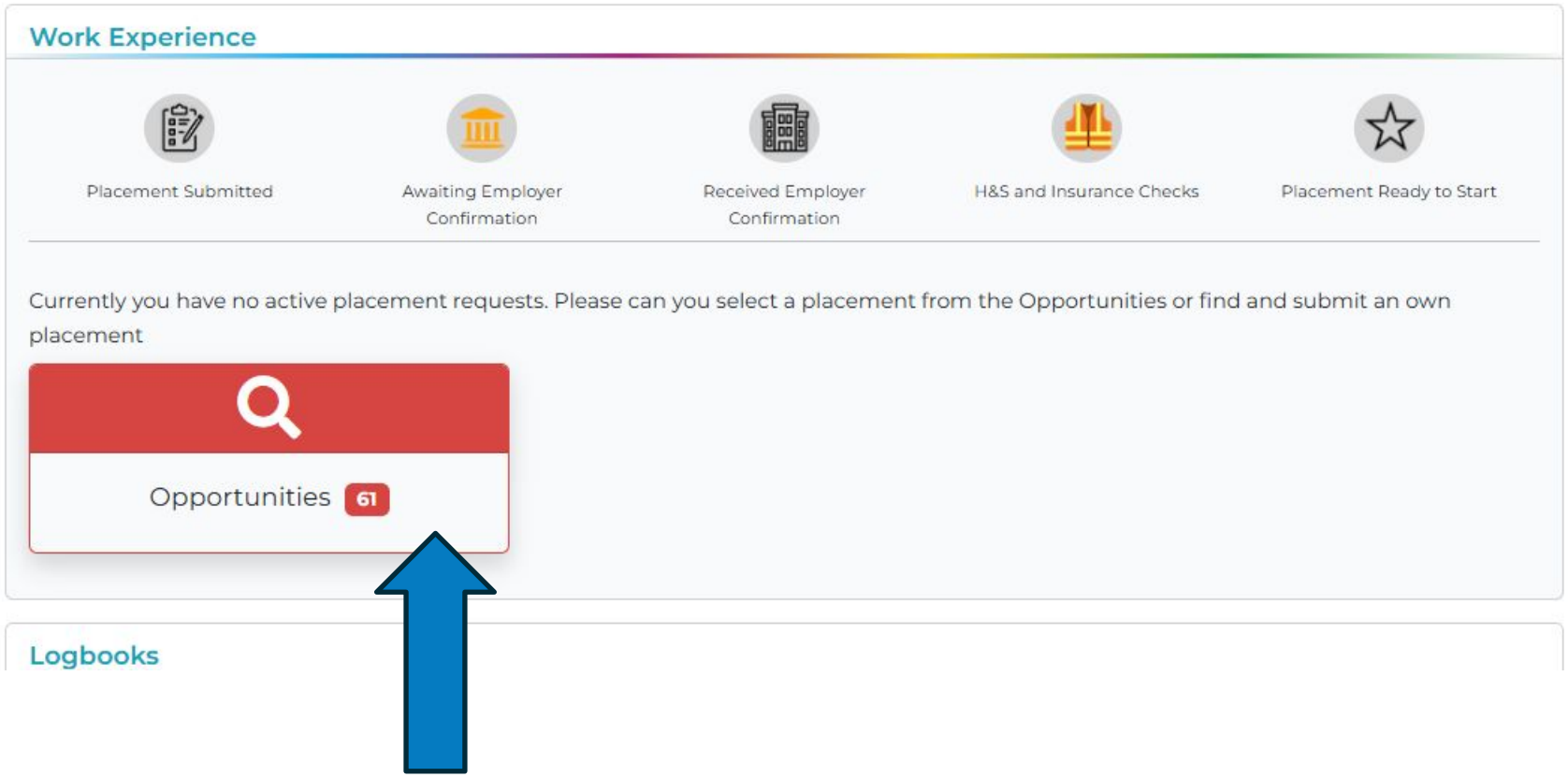
Change Password

The password field MUST be at least 12 characters

System Placement

Students' Dashboard

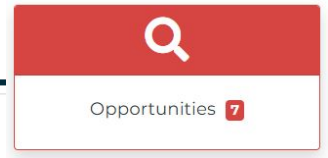




System Placement

Click on ‘Opportunities’ to reveal the list of placement Opportunities as seen below: *(This is an example of what you might see)*





Florist Assistant

Employers: EBP Florists

Location: Portsmouth

Closing Date: On Indefinitely

During a placement at EBP Florists, your duties could include,

- Cutting and arranging flowers
- Flower picking
- Assist with deliveries
- Supervised - visiting the funeral directors next door

Find Out More

Reinststement plus site visits

Save

Employers: (SSEN) Scottish & Southern Electrical Networks

Location:

Closing Date: On Indefinitely

The work experience student wouldn't be able to undertake any tasks but will get a good insight into the industry, he will see from start to finish how we deal with electricity faults and the process.

Find Out More

System Placement



Florist Assistant

Employers: EBP Florists

Location: Portsmouth See on map

Closing Date: On Indefinitely

During a placement at EBP Florists, your duties could include,

- Cutting and arranging flowers
- Flower picking
- Assist with deliveries
- Supervised - visiting the funeral directors next door

Hours of Work: 9:00am to 5:00pm - Closed on Mondays

Dress Code: Practical Workwear,Hair tied back,No Jewellery

Apply → ✕ Close

The job to apply for:

Florist Assistant

System Placement



You are applying for work experience. Please select the dates you are going to be doing it in.

None

None

25/26 Test School Yr 10 19/01/2026 - 23/01/2026

Apply for Florist Assistant at EBP Florists

You are applying for work experience. Please select the dates you are going to be doing it in.

None

The job to apply for:

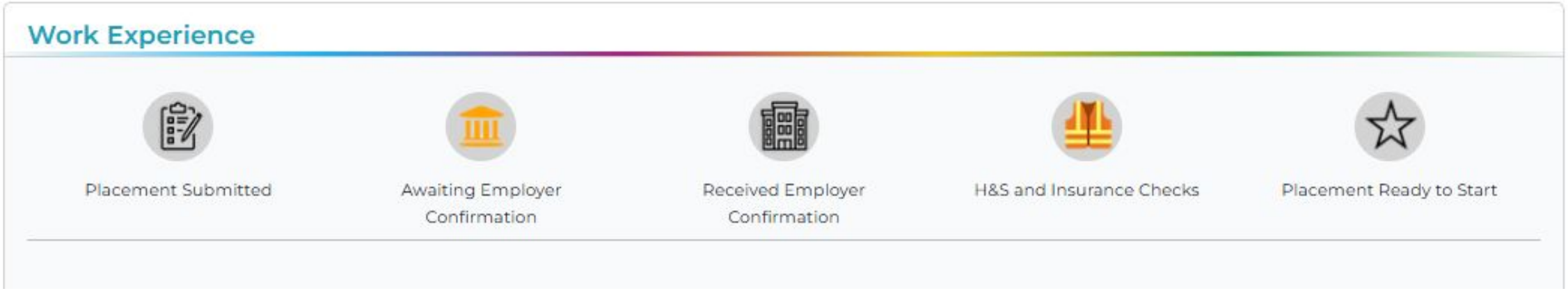
Please Select

The job to apply for:

Florist Assistant

Apply

System Placement







A green tick will appear to show the status of the placement.

System Placement

When you have a confirmed placement, you MUST contact the employer to arrange for an interview.

DO THIS AS SOON AS POSSIBLE.

If you do not, you are at risk of losing your placement.



Own Placement



Courses: 10-J,

Year: Year 10

Add App Shortcut

Change Password

Help Tutorials | Your Web App

Dashboard | LOGOUT

View all your completed activities in one place.
Once there, you can download sections by your choice or all.

My Activities

Work Experience

Self Placement Submitted

Initial Placement Checks Completed

Employer Checks Completed

H&S and Insurance Checks Completed

Use the buttons below to manage your work experience journey. Click on the logbook for your course to complete your pre-placement planning. Then complete your aims & objectives.

Create Placement

Opportunities 7

Own Placement



Create Placement

Start Process | Select Company | Signatures

Welcome to the Self Placement Registration System. This will take you through the steps to registering for a placement at a company of your choosing. Remember that you need to have contacted the company to agree a placement be

The first step is to verify and input your basic details.

School Information:

School Name: Test School
School Telephone:

Placement Dates: *

None

Student Information

First Name: Tom
Last Name: Young

Date of Birth: *

08/07/2001

Age at Placement: *

Form / Tutor Group: *

Do you have any Medical or Other Conditions that may effect placement? *

Yes No

Parent / Carer / Guardian Information

Name: *

Relation: *

Email Address: *

Phone Number:

SAVE NEXT

Online Placement

Create Placement

Up to Date

Start Process | Select Company | Signatures

The Final step is to sign it and get your parents permission.

Student Declaration

As the student named, I can confirm that I have secured my own placement and that the Employer has agreed to help support this placement. I can confirm that I agree to take part in this work experience programme. I 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 carer any information, given to me by my employer, which may affect my personal health, safety or welfare.

*

Use Signature | Clear | Undo

Parent Signature

As parent / carer of the student named above on this application, I confirm that the information is accurate and that I agree to the student named taking part in the Work Experience programme and that they will observe the conditions set out by the employer. I confirm that the student does not suffer from any medical or other condition which could result in unnecessary risk to their health or safety, or to the safety of another person. (Should there be any doubt, I will contact the Employer to discuss further and notify the teacher responsible).

Once the placement commences, I will discuss the arrangements for lunch and break periods with the named student to make sure they are suitable. I confirm that if the named student 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.

*

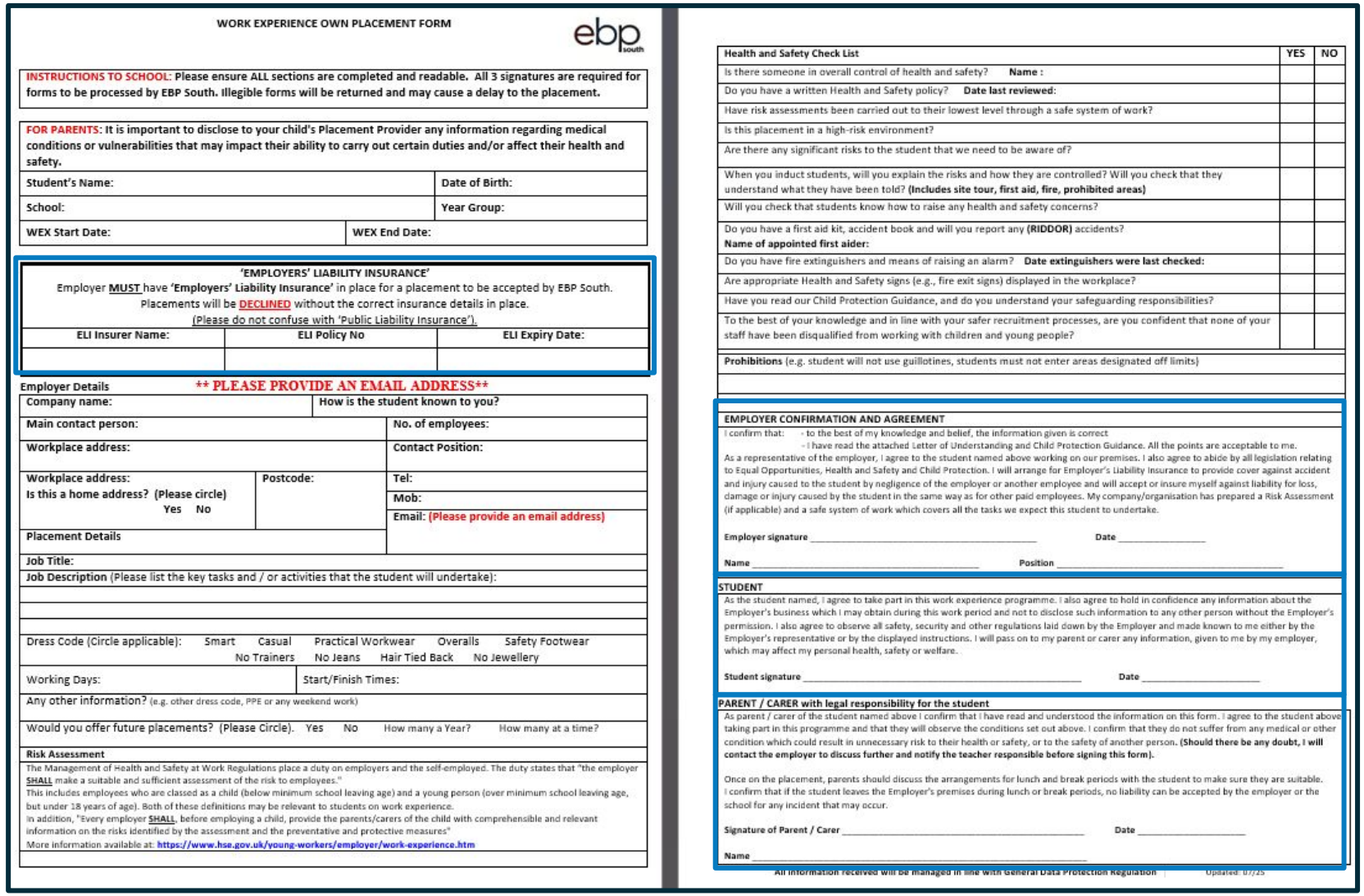
No Signature Provided

SEND FOR PARENT / GUARDIAN / CARER SIGNATURE



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Own Placement Form



WORK EXPERIENCE OWN PLACEMENT FORM

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INSTRUCTIONS TO SCHOOL: Please ensure ALL sections are completed and readable. All 3 signatures are required for forms to be processed by EBP South. Illegible forms will be returned and may cause a delay to the placement.

FOR PARENTS: It is important to disclose to your child's Placement Provider any information regarding medical conditions or vulnerabilities that may impact their ability to carry out certain duties and/or affect their health and safety.

Student's Name:	Date of Birth:
School:	Year Group:
WEX Start Date:	WEX End Date:

'EMPLOYERS' LIABILITY INSURANCE'

Employer **MUST** have **'Employers' Liability Insurance'** in place for a placement to be accepted by EBP South.
Placements will be **DECLINED** without the correct insurance details in place.
(Please do not confuse with 'Public Liability Insurance').

ELI Insurer Name:	ELI Policy No	ELI Expiry Date:

Employer Details ** PLEASE PROVIDE AN EMAIL ADDRESS**

Company name:	How is the student known to you?
Main contact person:	No. of employees:
Workplace address:	Contact Position:
Workplace address: Is this a home address? (Please circle) Yes No	Postcode: / Tel: / Mob: / Email: (Please provide an email address)
Placement Details	
Job Title:	
Job Description (Please list the key tasks and / or activities that the student will undertake):	

Dress Code (Circle applicable): Smart Casual Practical Workwear Overalls Safety Footwear No Trainers No Jeans Hair Tied Back No Jewellery

Working Days:	Start/Finish Times:

Any other information? (e.g. other dress code, PPE or any weekend work)

Would you offer future placements? (Please Circle). Yes No How many a Year? How many at a time?

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/carers 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: https://www.hse.gov.uk/young-workers/employer/work-experience.htm

Health and Safety Check List	YES	NO
Is there someone in overall control of health and safety? **Name :**		
Do you have a written Health and Safety policy? **Date last reviewed:**		
Have risk assessments been carried out to their lowest level through a safe system of work?		
Is this placement in a high-risk environment?		
Are there any significant risks to the student that we need to be aware of?		
When you induct students, will you explain the risks and how they are controlled? Will you check that they understand what they have been told? **(Includes site tour, first aid, fire, prohibited areas)**		
Will you check that students know how to raise any health and safety concerns?		
Do you have a first aid kit, accident book and will you report any **(RIDDOR)** accidents? **Name of appointed first aider:**		
Do you have fire extinguishers and means of raising an alarm? **Date extinguishers were last checked:**		
Are appropriate Health and Safety signs (e.g., fire exit signs) displayed in the workplace?		
Have you read our Child Protection Guidance, and do you understand your safeguarding responsibilities?		
To the best of your knowledge and in line with your safer recruitment processes, are you confident that none of your staff have been disqualified from working with children and young people?		

Prohibitions (e.g. student will not use guillotines, students must not enter areas designated off limits)

EMPLOYER CONFIRMATION AND AGREEMENT

I confirm that: - to the best of my knowledge and belief, the information given is correct
- I have read the attached Letter of Understanding and Child Protection Guidance. All the points are acceptable to me.

As a representative of the employer, I agree to the student named above working on our premises. I also agree to abide by all legislation relating to Equal Opportunities, Health and Safety and Child Protection. I will arrange for 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 _____ **Position** _____

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 carer 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 the information on this form. I agree to the student above taking part in this programme and that they will observe the conditions set out above. I confirm that they do not suffer from any medical or other condition which could result in unnecessary risk to their health or safety, or to the safety of another person. **(Should there be any doubt, I will contact the employer to discuss further and notify the teacher responsible before signing this form).**

Once on the placement, parents should discuss the arrangements for lunch and break periods with the student to make sure they are suitable. I confirm that if the student 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.

Signature of Parent / Carer _____ **Date** _____

Name _____

All information received will be managed in line with General Data Protection Regulation | Updated: 07/25

Complete all information on the form and return to Work Experience Coordinator in school.

Please remember to have completed:

- Employer's liability insurance details.
- All three signature boxes.

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Placement Suitability Checks



- Employers Liability Insurance (not Public Liability).
- Evidence of H&S Policy (if above 5 employees).
- Evidence of Risk Assessments or Young Persons Risk Assessments (if above 5 employees).
- Check if Employers provides PPE (Personal protective Equipment) or if student needs to provide own.
- First Aid Procedures – First Aid Kit, Accident Book/Reporting system and that employer understands RIDDOR (Reporting, Injuries, Diseases, Dangerous Occurrence Regulations).
- Fire Procedures – Fire Risk Assessment (if above 5 employees), whether verbal to raise alarm or call points, fire extinguishers, exits clear and unobstructed.
- Any prohibited tasks and procedures for students.

Managing Expectations !!



- **Not all placements match a students dream role –** every experience adds value.
- **Competition is high for placement opportunities** – with all schools and it will be first come and first serve with the students' year group.
- **Work experience is a learning opportunity**, not a guaranteed job offer.
- **Tasks may be basic or observational at first** – this is normal and a part of learning.
- **Not every day will be exciting** – routine tasks are part of real work life.
- **Expect delays in responses** – companies often have busy schedules.

Important Points to Remember



- You can only apply for **1** placement at a time if you are using the system.
- You **MUST** be happy to attend your choice.
- Make sure you can get there - train, bus, taxi, or walk.
- Check through Job Descriptions before applying. Make sure you are happy with the hours, lunch breaks, and clothes to wear. All key ingredients when searching and applying for jobs in the future.
- You can work for up to 40 hours a week, up to 8 hours a day and the placement is unpaid.
- Employers **MUST have Employer's Liability Insurance** or we cannot approve placements.
- Please make sure you only apply using one pathway. Either own placement form or system. Please do not do both. If you chose a system placement, you **CANNOT** change it once it's confirmed.
- Submit Own Placement form to school as soon as it is fully completed.

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Be Proative!

- Keep checking applications online.
- Apply for another placement if a placement becomes unavailable.
- Contact employer for an interview once the placement is confirmed.

Resources



Additional Resources

CV Upload & Resources

How to Apply for Opportunities Video

Short video on how students can apply for opportunities using the online system.

Find out more

How to Make Systems Applications (For Students)

A guide to help students on how to apply for opportunities online.

Download

Guide for Students - Work Experience

A guide to help students understand further about work experience.

Download

Thank You for Listening!

Good Luck with Securing Your Work Experience Placement.

Whether you are finding a placement online or arranging an own placement, EBP South are here to support the school throughout the process.

Any Questions?