

## NYBEP WORK EXPERIENCE SYSTEM GUIDANCE – STUDENT PORTAL

<https://nybep.work-experience.co.uk>

**Log in username & password – VOYstudent2023\***

<https://padlet.com/NYBEP/74s0nIncsc4v7ut8> - Click on the Students Page and input the password: **WEXsuccess3119**

Work experience provides an excellent opportunity for you to gain an insight into the working world, develop important skills and boost your confidence. Whilst we understand you will obviously wish to work in an area that interests you, it is not always important that the placement exactly mirrors your career aspirations. Employers often refer to the transferable skills that young people need to develop, therefore it is often more valuable to consider the type of working environment you will be in and the skills you wish to develop such as communication skills, ability to work in a team, motivation etc.

Please find below some guidance on how to use the student portal and things to consider when you are approaching employers and looking at potential work experience placements:

- The NYBEP student portal is a search tool only, the companies on the system are those that have taken placements in the past and are therefore **not guaranteed placements**. Some contact details may have changed since they last took a student on placement so be prepared.
- We advise you to be as broad in your search as possible as opportunities may exist in sectors you haven't considered before. Begin your search by entering the beginning part of your postcode and the distance of how far you can travel only to explore the range of placements that may be available to you.
- On entering these details you should now see a list of placements that have been accessed previously in your area. You can hover the mouse over the 'Job Title' to read more about the role. If you are interested, click on the 'Job Title' to read more about the job, the working hours, the location, contact name and details, etc.
- Make a note of all placements that you are interested in and prepare some notes as to how you will approach the employer. Think about: how you will introduce yourself, why you are interested, what you are studying, etc. We have prepared some guidance on making a telephone call and an example email for you to use in the Useful Documents section of the portal.
- When contacting employers by telephone or email, remember to introduce yourself and tell them which school you attend, be clear about your work experience dates, why you would like the opportunity for a placement.
- If you need some guidance on sectors and the type of placements available in those sectors please use the Useful Documents section of the student portal for more information.
- Don't be afraid to push yourself out of your comfort zone, you will be amazed at what you can achieve.
- **Don't forget** – you can approach ANY employer – they do not have to be on the NYBEP database. If you find a placement outside of your area we will try to find the relevant organisation in that area to complete the Young Persons Risk Assessment.
- Once you have an offer of a placement, you must then arrange a convenient time to meet with them to get the Agreement/Consent Form completed. We advise visiting the employer with a responsible adult in the first instance. This form must be signed by you, the employer, your parent/carer (it is particularly important that the Employers Liability Insurance section is completed) – placements WILL NOT be able to go ahead without this.
- **You must return the completed Agreement/Consent Form to your School Work Experience Co-ordinator/Tutor before 6<sup>th</sup> February 2023**

Make the most of your placement as it really counts!