



Student guidance on how to use the Work Experience on-line system

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Own-placements

If you can arrange an own placement, you must complete an “own placement form” issued by your work experience coordinator or via resources tab on work experience site and return it back to school by the deadline you will be given.

DO NOT compile a wish list!!!!

School will then send in your form to EBP South and the work experience team will check if that company is already on the system. If it is not it will be added and you shall be allocated to that placement with your status showing “sent to employer” BUT the placement still remains unauthorized until all of the health and safety checks have been completed. If it is already on the system and all of the health and safety details are in date you shall be allocated and your status will show as “confirmed”. If it is on the system but we need to visit the company to carry out health and safety checks, you will be allocated and your status will show “employer accepted”.

If your placement is outside of Hampshire, the work experience team will ask the organisation who deal with work experience in that area if they hold the company in question on their database. If they do they will send over the job description and health and safety details and you will be allocated and “confirmed”. If it is not on their system, the company will be added and you will be allocated but your status will be “sent to employer”. Your status will only change to “confirmed” when all of the paperwork has been completed and all of the health and safety checks have been carried out successfully. Placements outside of Hampshire/West Sussex will incur an out of area charge of £40

If you have arranged an own placement and it has been marked on the system as “declined” you can ask your work experience coordinator to find out why. ***If the company has now declined your request, in some cases depending on the reason given, if you contact them again they may decide that they can accommodate you after all so it is worth a phone call***

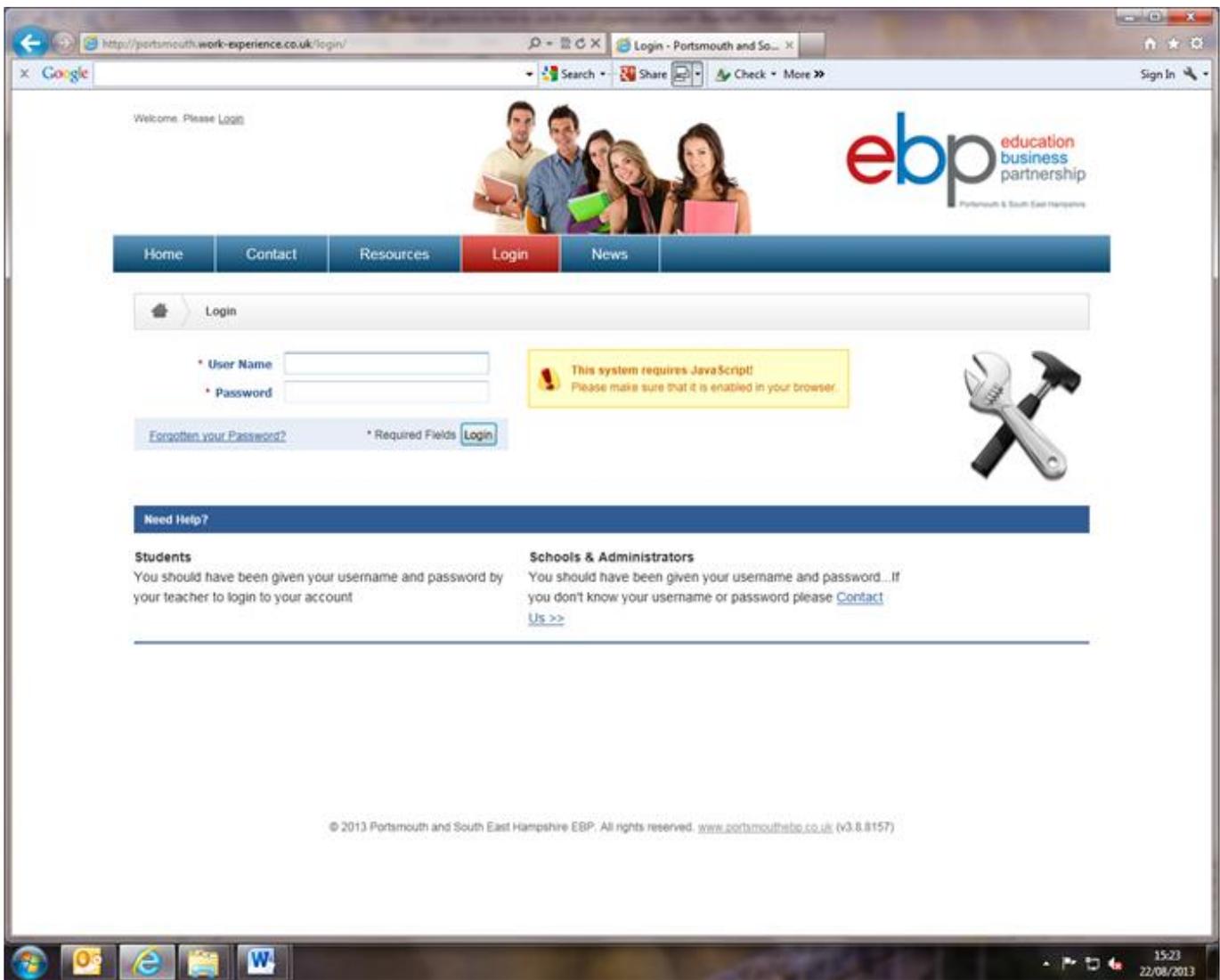
Logging on for the first time

Website: <http://ebpsouth.work-experience.co.uk>

IF YOU CANNOT ARRANGE AN OWN PLACEMENT: Your work experience coordinator will give you your Username and Password.

Log on as soon as you can.

Be sure to change your password to something memorable but something that no-one else can guess easily. Don't forget to save your changes.



Welcome. Please Login

ebp education business partnership
Portsmouth & South East Hampshire

Home Contact Resources **Login** News

Login

* User Name
* Password

Forgot your Password? * Required Fields

This system requires JavaScript!
Please make sure that it is enabled in your browser.

Need Help?

Students
You should have been given your username and password by your teacher to login to your account

Schools & Administrators
You should have been given your username and password...If you don't know your username or password please [Contact Us >>](#)

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22/08/2013

Searching for placements

Click on the "Search for Placements"

If you have a particular company in mind, then type either the name in the "employer" field 

You can enter a postcode or the first line of the address.

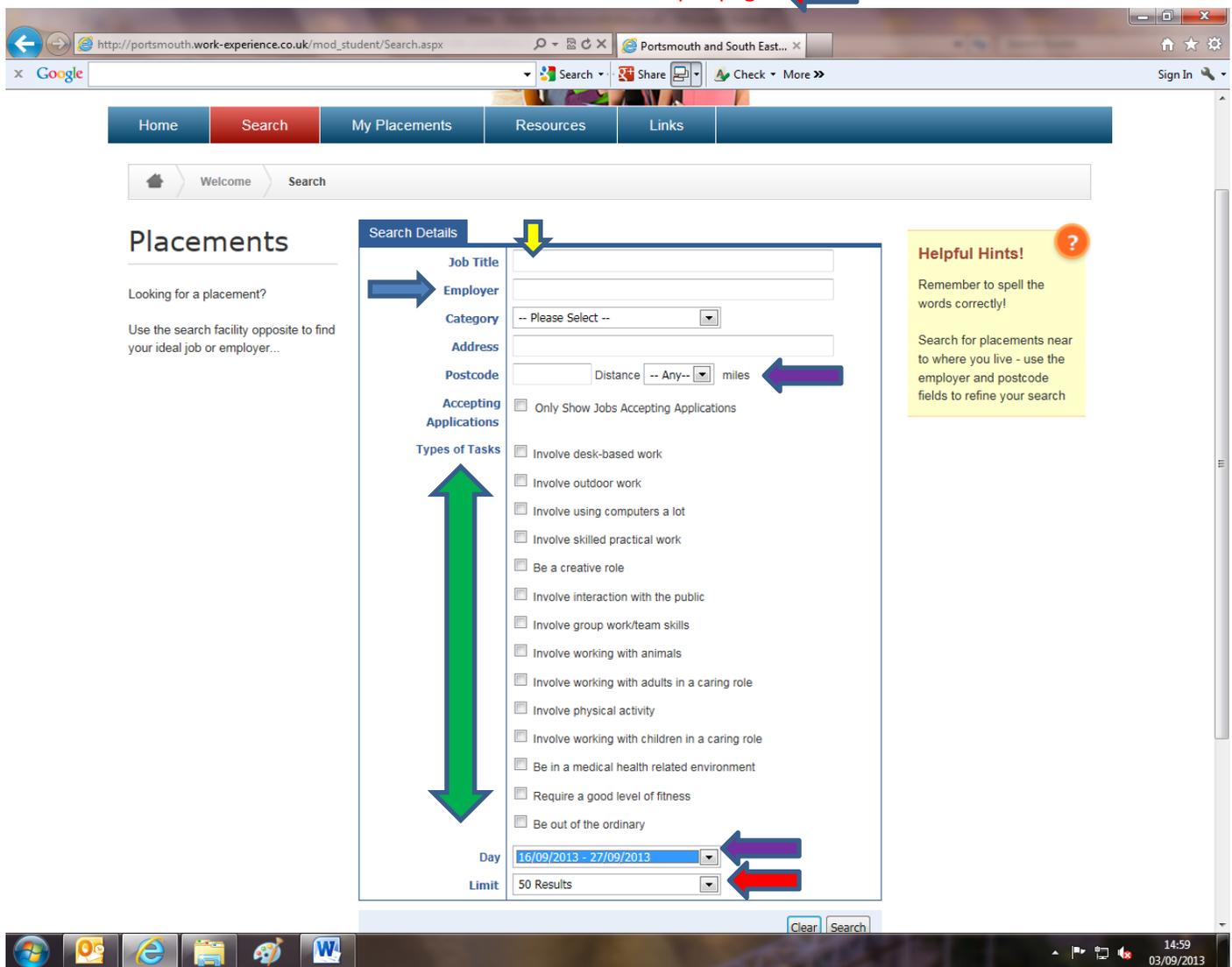
You can try searching on "job title"  using keywords i.e. admin or clerical for office work, engineer for all types of engineering.

You can tick "Types of Tasks"  the more you select the more results you receive.

Remember to enter postcode, distance and dates 

Handy hint: just type in the first few letters of a word as it will search on exactly what you has entered i.e. If "Cut 'N' Go" has originally been entered onto the system as "Cut N Go" then it will not be found on your search. Try entering "cut" and it should bring it up.

Hint: Limit is results per page 



The screenshot shows the search interface on the website. The search form includes the following fields and options:

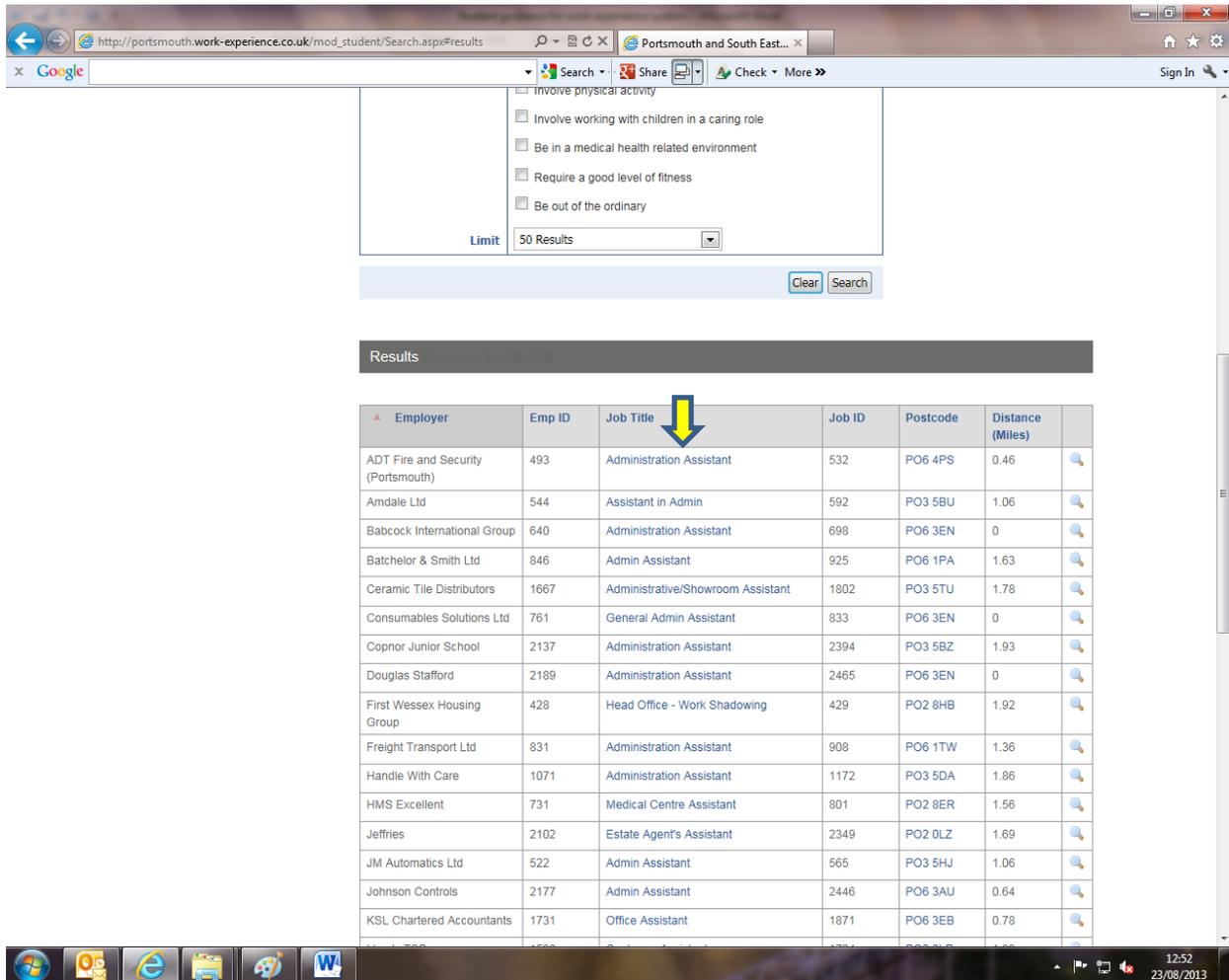
- Job Title:** Text input field.
- Employer:** Text input field.
- Category:** Dropdown menu with "-- Please Select --".
- Address:** Text input field.
- Postcode:** Text input field.
- Distance:** Dropdown menu with "-- Any--" and "miles".
- Accepting Applications:** Only Show Jobs Accepting Applications.
- Types of Tasks:** A list of checkboxes for various task types, including:
 - Involve desk-based work
 - Involve outdoor work
 - Involve using computers a lot
 - Involve skilled practical work
 - Be a creative role
 - Involve interaction with the public
 - Involve group work/team skills
 - Involve working with animals
 - Involve working with adults in a caring role
 - Involve physical activity
 - Involve working with children in a caring role
 - Be in a medical health related environment
 - Require a good level of fitness
 - Be out of the ordinary
- Day:** Dropdown menu showing "16/09/2013 - 27/09/2013".
- Limit:** Dropdown menu showing "50 Results".

Navigation tabs at the top include Home, Search, My Placements, Resources, and Links. A "Sign In" link is in the top right. A "Helpful Hints!" box on the right contains the text: "Remember to spell the words correctly!" and "Search for placements near to where you live - use the employer and postcode fields to refine your search".

Job Descriptions

The system should now be showing you a list of available placements.

If you decide you want to have a look at the “Administration Assistant” then either hover your mouse over the title or click  on it to reveal the job description.



The screenshot shows a web browser window with the URL http://portsmouth.work-experience.co.uk/mod_student/Search.aspx#results. The page displays search filters and a table of results. A yellow arrow points to the 'Administration Assistant' job title in the first row of the table.

Filters:

- Involve physical activity
- Involve working with children in a caring role
- Be in a medical health related environment
- Require a good level of fitness
- Be out of the ordinary

Limit: 50 Results

Clear Search

Results

Employer	Emp ID	Job Title	Job ID	Postcode	Distance (Miles)	
ADT Fire and Security (Portsmouth)	493	Administration Assistant	532	PO6 4PS	0.46	
Amdale Ltd	544	Assistant in Admin	592	PO3 5BU	1.06	
Babcock International Group	640	Administration Assistant	698	PO6 3EN	0	
Batchelor & Smith Ltd	846	Admin Assistant	925	PO6 1PA	1.63	
Ceramic Tile Distributors	1667	Administrative/Showroom Assistant	1802	PO3 5TU	1.78	
Consumables Solutions Ltd	761	General Admin Assistant	833	PO6 3EN	0	
Copnor Junior School	2137	Administration Assistant	2394	PO3 5BZ	1.93	
Douglas Stafford	2189	Administration Assistant	2465	PO6 3EN	0	
First Wessex Housing Group	428	Head Office - Work Shadowing	429	PO2 8HB	1.92	
Freight Transport Ltd	831	Administration Assistant	908	PO6 1TW	1.36	
Handle With Care	1071	Administration Assistant	1172	PO3 5DA	1.86	
HMS Excellent	731	Medical Centre Assistant	801	PO2 8ER	1.56	
Jeffries	2102	Estate Agent's Assistant	2349	PO2 0LZ	1.69	
JM Automatics Ltd	522	Admin Assistant	565	PO3 5HJ	1.06	
Johnson Controls	2177	Admin Assistant	2446	PO6 3AU	0.64	
KSL Chartered Accountants	1731	Office Assistant	1871	PO6 3EB	0.78	

12:52
23/08/2013



It is also very important that you read very carefully the student information section. This informs you as to whether you need safety boots or whether you need to dress smartly etc.

Placements

This placement is:
Not Approved... but you may still be able to go, so ask your teacher

Options

- Print this Page
- View on Google Maps



Job Details - Administration Assistant (532)

Job Details

Employer	ADT Fire and Security (Portsmouth)
Website	www.adt.co.uk
Job ID	532
Job Title	Administration Assistant
Job Description	Administration can provide key skills that will be an asset in any career. If you want to get a good head start then spend your placement at ADT Fire & Security . During this placement you will be able to gain some experience of working within a busy office, and play a key role in supporting staff in a wide range of activities, duties may include; - using basic office machinery, such as the fax/photocopier, - assisting with documentation, - filing and - assisting with the daily postal process. So if you have excellent organisational skills, the ability to communicate clearly and confidently, then this placement offers the chance to learn some great skills that you can use in whichever career path you finally decide is right for you.
Job Address	Compass House Compass Road PORTSMOUTH Hampshire PO6 4PS 
Department	Not Specified
Name	Mrs Barbara Fraser [T] 023 9230 4444
Job Supervisor	Not Specified
Directions	Get Directions via Transport Direct

Job Information

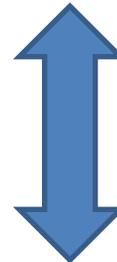
Age Range	Pre 16
Available Types	Work Experience
Available Duration	One Week Block Two Week Block
Available Months	All Year
Start/Finish Times	Mon- Fri 9.00am-4.00pm
Available Months	Two Week Block All Year
Start/Finish Times	Mon- Fri 9.00am-4.00pm
Active	Yes

Vocational Profile

Category	ADMINISTRATION, BUSINESS AND OFFICE WORK
Key Skills	Not Specified
Learning Outcomes	Not Specified
Vocational Areas	Not Specified
Types of Tasks	Involve desk-based work Involve using computers a lot Involve interaction with the public Involve group work/team skills

Student Information

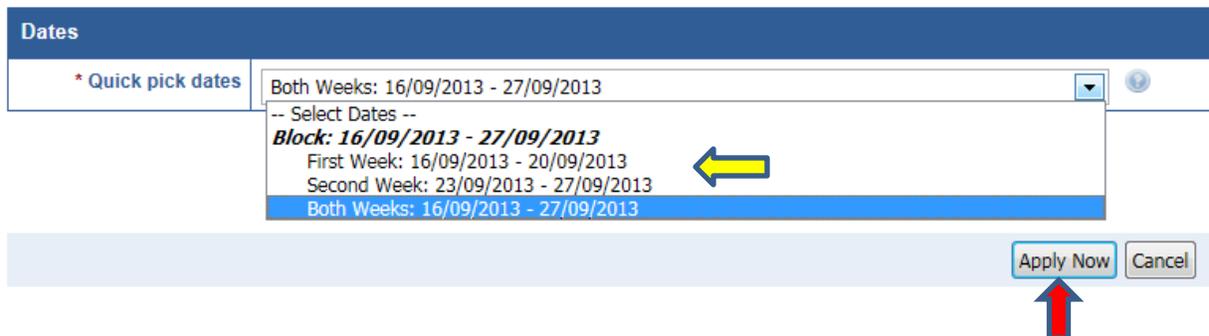
Dress Code / Personal Protective Equipment and Clothing	Not Specified
Meal Break	Not Specified
Meal Break Duration	Not Specified
Meal Break Notes	(10 minutes) A sandwich man/lady will visit.
Travel Expenses Paid	Not Specified
Interview Required	Yes
Contact Preferences	Not Specified
Who should the learner contact to arrange their interview?	Not Specified
Should the learner bring any of the following to their interview:	- Consent Form



If you are still interested in this placement but are unsure as to where it is, either click on the postcode and it will show you on Google maps 

Wish lists (Applications)

You then need to select as many “wishes” as available (usually 4). When you have searched for a company and read the job description, if you are interested in this job, apply now at the bottom of the screen and choose the dates of your work experience, **make sure you select the correct dates**  and then click “Apply Now” again. 



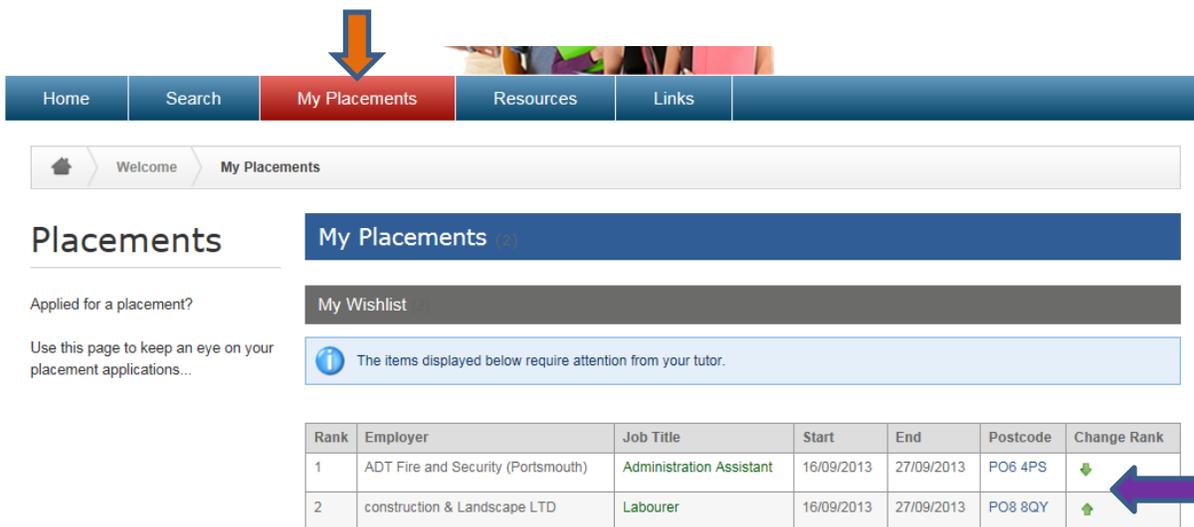
My Placements

You can keep an eye on the progress of your placement by logging in and clicking on “my placements”.  This will then keep you updated on the progress the work experience team has made with your application.

You will notice a green arrow appears in the last “ranking” column when you have made more than one wish. Click this to move a selection up or down. 

You will be allocated a placement based on your wishes so take care when making selections as you cannot change your mind once a placement has been confirmed.

Please speak to your parent/guardian and ask their opinions regarding your choices. If you decide you do not really want to go to a placement then you must inform your tutor or EBP South as soon as possible and ask them to remove it from your wish list. **Warning this might incur a charge if placement is confirmed**



Rank	Employer	Job Title	Start	End	Postcode	Change Rank
1	ADT Fire and Security (Portsmouth)	Administration Assistant	16/09/2013	27/09/2013	PO6 4PS	↓
2	construction & Landscape LTD	Labourer	16/09/2013	27/09/2013	PO8 8QY	↑

VERY IMPORTANT: If you do not have a wish list, the work experience team cannot find you an alternative placement. You must make sure you still have items on your wish list or holding tank UNTIL you get a “confirmed” or “employer accepted” status on your applications. It is your responsibility to keep checking your account.

If you do not have access to a computer at home, ask the coordinator dealing with work experience if you can use the ones in school during a break time for example.

If you do not refresh your wish list and all of your previous choices are declined, then you will not be offered a work experience placement and you will have to remain in school.

Once EBP South has asked an employer if they can accommodate you, your wish will be transferred from your wish list to a box called “sent to employer”. If you click on there you can track the progress of any of your choices.

If it says “employer accepted” this means that the employer has agreed to you carrying out your work experience with them but it needs a Placement Suitability check by EBP South.

If it says “confirmed” this means that your placement is all agreed, the health and safety details are complete and you can go ahead with your placement.

Don't worry if you have added some to your wish list but they do not appear on there. If you have 1 choice “sent to employer” the system has put all of your other wishes into a “holding tank”. This means that they are waiting in the background in case the employer we have written to says that they cannot offer you a placement. The system will then make your other wishes “live” and we can start the process again here in the office.

A printer icon will appear next to your confirmed placement. Click on this and you will be given a print preview of the complete job description for your placement.

If you do not have a printer, you can ask your coordinator to print off your paperwork. You must contact the employer as soon as possible to arrange a pre-placement interview or just for a brief informal chat over the phone.

If one of your wishes has been marked as “declined” this means that either the employer is already fully booked, or that unfortunately they cannot accommodate you at that time. If all of your choices have been marked as declined and you have no more choices left on your wish list

YOU MUST CREATE A NEW ONE STRAIGHT AWAY