



Work Experience Portfolio

2024/2025

Who we are

We are a not-for-profit company whose mission is

To unite education and business to inspire and equip our future workforce for tomorrow's workplace

Why Work Experience?

'Further to any part-time jobs, by the age of 16, every pupil should have at least one experience of a workplace. By the age of 18, every pupil should have one further such experience'

The Gatsby Benchmarks – Jan 2018

'Half of young people in state schools do not have access to work experience, yet this is used a third of the time to assess applications to universities.'

Speakers for Schools - "Double Disadvantage: Does the Decline in Quality Work Experience Impact State School Students' Access to Russell Group Universities?" - Apr 2024



YEUK's Youth Voice Census 2023 established that **a lack of work experience is the biggest barrier faced by young people not in work.** (Speakers for Schools, Youth Voice Census Sept 23). Currently, most are navigating the journey to the world of work, unsure about the skills valued by employers and the route to gaining those skills.

Students who complete work experience, on average will raise their future earnings by over £1088 per year and attending work experience reduces the chance of becoming NEET (not in education, employment or training) from 11% to 7%.

The benefits of work experience for young people:

- **Helps young people to become truly career ready** and build the knowledge and skills that employers demand and value
- **Gives young people an insight into working life** and awareness of a work environment
- **Improves awareness of the career options available** to them, enabling them to make more informed choices about which post-16 pathway to follow
- **Increases motivation** to study harder as students believe in themselves more and see the relevance of education to the world beyond the classroom
- **Improves communication, organisation and social skills**
- Helps young people to **make up for lost time** following the pandemic

Why EBP?

Each year we work with our extensive network of employers to source both pre and post 16 work experience placements for **nearly 1800 students** from schools and colleges across North Hampshire, Berkshire, Oxford and Swindon.

Placements range in length from a week block placement to extended placements over a longer period.

We take great pride in tailoring placements to individual students via our fully-managed service, which includes school visits, application forms, student interviews and pre-placement checks.



We make the process as simple as possible.

We brief students on the process and help prepare them for their placement. Each student completes an application form and our team uses the information provided (and follow up interviews if more information is required) to help inform the type of placement we source for each individual. Students are then matched as closely as possible to a placement. We provide each student with a bespoke placement description (compiled in partnership with the employer).

When placements are complete, we meet with the school to discuss the process, placements, evaluation data, gain feedback and celebrate successes.

Of the responders to our evaluation forms in 2022/23:

95% of students enjoyed their work experience placement

92% of students felt more prepared for the world of work

This is testament to the quality of our process and the real and tangible difference employers can make to students.

Extended placements run for 4 weeks upwards, with hours arranged on an individual basis. These placements prove particularly useful for students who maybe find engaging in school/college challenging and would benefit from being outside of the academic environment for up to one day per week. Often these students discover new skills in the workplace and find their chance to shine. The whole process is dealt with by EBP, and the student would be interviewed to ensure that all needs are met when sourcing the placement. This type of work experience can stand alone or can be offered in conjunction with a preparation programme, before the placement starts. Details are provided on the two pages overleaf.

Quotes and Testimonials about the Work Experience Team:

“The EBP team made organising work experience for our SEN students incredibly smooth and relatively pain-free. The one-to-one interviews were relaxed and personable which reduced students’ anxiety over the process and the care shown by the EBP team was lovely. Paperwork was clear and promptly supplied and processed and the whole experience went off without a hitch. All students were found favourable placements, and they completed the work experience week with gusto. The experiences gained from all were invaluable and have helped the students make clearer choices for their post-16 pathways. Thanks to the EBP team for making the experience such a positive one.”

Scott Versace
Hamilton School, Reading

"Julia from the EBP is professional, helpful, warm and very good at what she does....Julia has secured both specific and general placements which have been suitable and exciting opportunities for our pupils...Julia has been a joy to work with, very organised, calm and flexible."

Rachel Croll, Mary Hare School, Newbury

"In my experience, the extended work experience service that is offered by the EBP is excellent. The process is thorough and good value for money. From meeting the pupils to discuss their qualities and interests, to sourcing placements in an appropriate industry and completing insurance and health and safety checks, everything is organised for you. This takes away the time consuming hassle that sourcing a placement requires and gives you peace of mind that a young person will be attending an experience where the environment is safe and they can learn new skills to help them on their learning journey. We will be continuing to use the EBP to support our pupils as they progress through Year 10 and 11."

Mark Hermitage, Trinity School, Newbury



Work and Placements Preparation Programme

Aim:

- To prepare students (in Years 9-11) for work experience/extended placements and work in general
- To encourage positive engagement within school and the place of work

"Everything is really fun."

"Improved my confidence with talking to people."

"This experience helps me be able to approach a job."

~ Students

"Seeing the progress of the students over the past four weeks has been incredible. How they have all turned up ready for their interview is something they should all be very proud of."

~ Business Ambassador





Work and Placements Preparation Programme

Option A: 4-week programme (min 5 - max 15 students)

Pre-programme

Microsoft Teams meeting overview and Q&A for parents.

Week 1

(Half a school day)

- **Developing Life Skills**

Activities are designed to build students' confidence, improve body language and impact.

Week 2

(Half a school day with a break in between sessions)

- **Preparing for Work**

Includes: How to prepare for an interview, employer and employee expectations, telephone and email/Teams etiquette and role play, clothing requirements, social media impact.

- **All About Me and Growth Mindset**

Helps students to identify and articulate their skills, and understand that effort is the key to success and that challenge should be met without fear.

Additional activity for extended work experience placements:

Three-part mentoring/support sessions via Teams/phone call

A member of EBP staff will schedule individual 30-minute slots with the students and the employer during the settling in period, mid-way through the extended placement and towards the end to offer support and encouragement. Updates will be relayed back to the school.

"Helping young people make that stepping stone from school to work."
~ Teacher





Work and Placements Preparation Programme

Option B: 6-week programme (min 15 - max 25 students)

Pre-programme

Microsoft Teams meeting overview and Q&A for parents.

Week 1 (A full day)

- **Developing Life Skills (led by The Watermill Theatre)**

Activities are designed to build students' confidence, improve body language and impact.

Week 2 (1 hour per session x 3)

- **Preparing for Work**

Includes: How to prepare for an interview, employer and employee expectations, telephone and email/Teams etiquette and role play, clothing requirements, social media impact.

Week 3 (1 hour per session x 2)

- **All About Me and Growth Mindset**

Helps students to identify and articulate their skills, and understand that effort is the key to success and that challenge should be met without fear.

Week 4 (Half a day)

- **Interview Techniques**

Includes hints and tips about preparing examples and answers.



Week 5 (Half a day)

Mock Interviews

Each student within the group participates in a 15-20 min interview which includes feedback from the interviewer.

Week 6 (Timings vary)

- **Site Visit**

Giving a small group of students the opportunity to have a glimpse of what goes on in a workplace. May include a tour of premises and talks from staff.

Additional activity for extended work experience placements:

Three-part mentoring/support sessions via Teams/phone call

A member of EBP staff will schedule individual 30-minute slots with the students and the employer during the settling in period, mid-way through the extended placement and towards the end to offer support and encouragement. Updates will be relayed back to the school.



Work and Placements Preparation Programme



"It was fantastic for them all to see how the previous few weeks have equipped them to tackle interviews with confidence and enthusiasm."

~ Teacher



"The mock interviews have been the event to finish the 6-week support WEX programme and how the workshops have built them up ready for today has been priceless!"

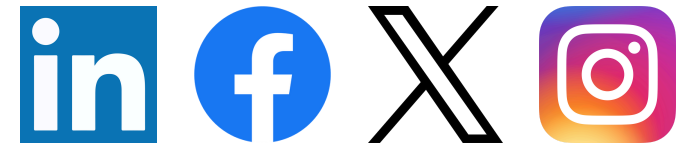
"It was a joy to see the students grow in confidence throughout the day."

~ Business Ambassadors

Contact us today!

Work Experience Manager:

Kirsty Wilson Bridges
kirstywb@ebp.org.uk
01635 279277



Shaw House, Church Road
Newbury
Berkshire RG14 2DR
Phone: 01635 279277
info@ebp.org.uk
www.educationbusinesspartnership.co.uk

