
BEP
TRIDENT
Work Experience

What is Work Experience?

- An unpaid opportunity for you to experience working life, whilst you are still at school
- A chance for you to develop and practice new skills and become more confident in your abilities
- A general experience of work, but can be vocational
- May help you refocus on education and form future career choices



Two routes

- Own placement
- Trident sourced placement

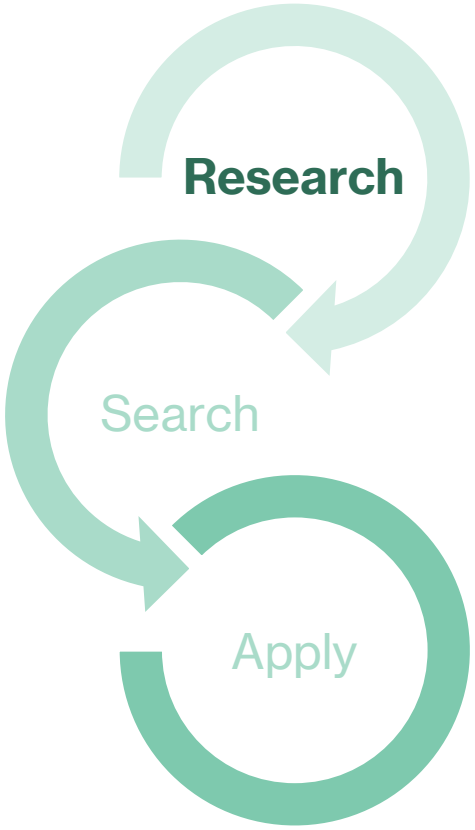


Own Placements

- Placements can take place anywhere within the UK.
- Placements must not be with a direct family member but can be with another employee from the same company.
- Placements must take place in a workplace setting – they cannot be completed from home or with someone who works from home.
- **One** placement for the duration of the week (5 days).
- Placements can only be during the placement date agreed by the school.

- Check the journey route, times and the cost of travel.

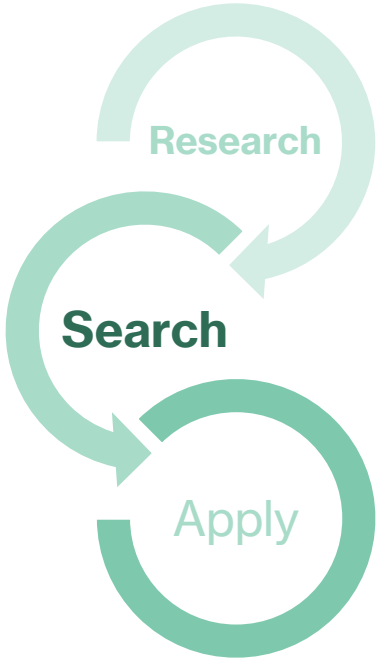
Finding an own placement



Research

- Think about –
  - What do you want to get out of work experience?
  - What skills do you want to gain and develop?
  - What kind of organisation do you want to work for

Finding an own placement



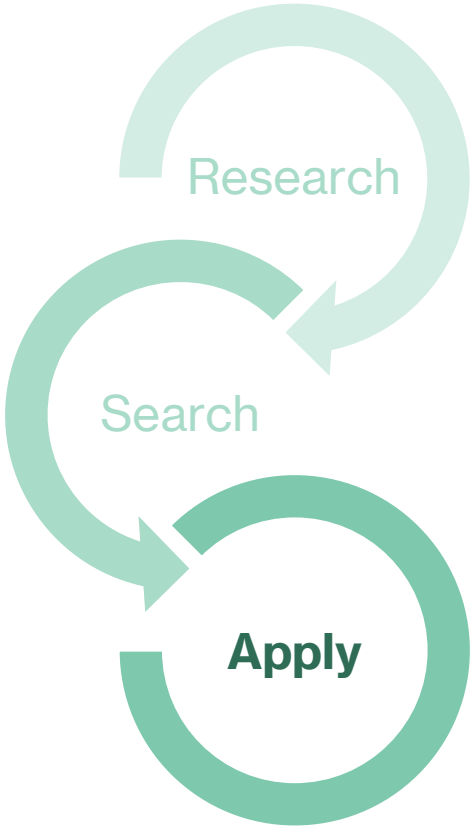
Search

- Speak to family and friends - try to get an introduction to an employer
- Search online for relevant organisations within a reasonable travelling distance
- Always keep a record of your research – get a notebook and write down what you find, who you speak to with dates and times and any actions you need to take

Helpful webistes:

- yell.com
- thomsonlocal.com
- 192.com
- checkatrade.com (good for anything related to construction)
- goodgaragescheme.com (good for motor vehicle)
- BT Phone book (online)

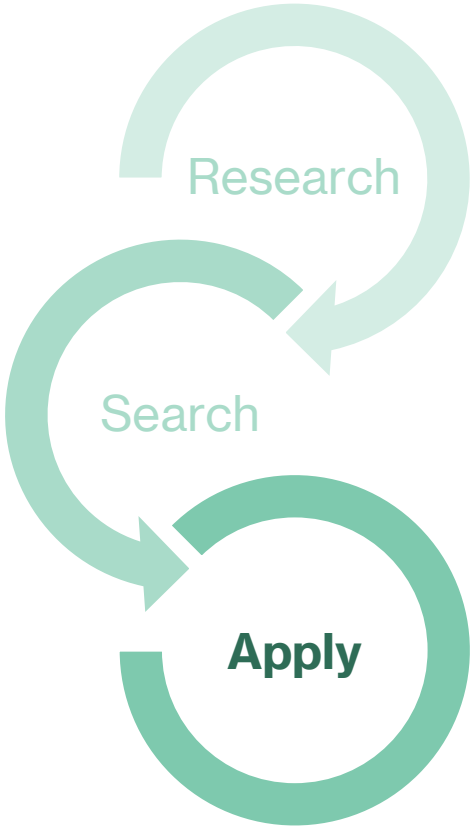
Finding an own placement



Apply

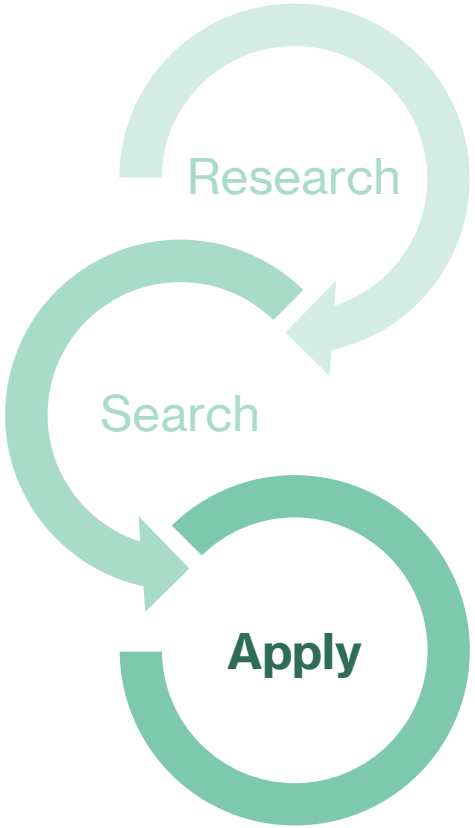
- Approaching new people can be daunting but if you are well prepared you will feel more confident.
- No one will expect you to know everything about the industry already.
- That's why you're asking for a work placement there; to learn and develop your skills, knowledge and behaviours in a professional working environment.
- Be flexible about the role you're offered.

Finding an own placement



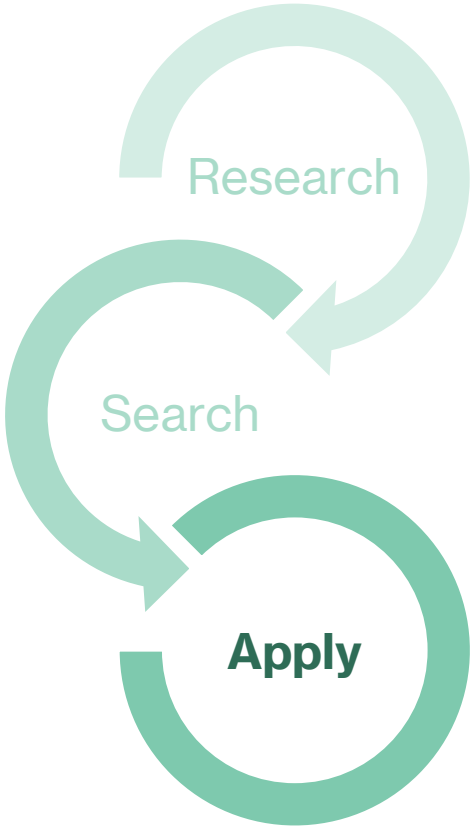
- **Face to face**
  By far the best way is face-to-face – it's much harder to say no to someone in person!
  - Practice what you plan to say with friends/family
  - Ensure you make eye contact and smile!
  - Be prepared to answer questions
  - If busy or not available then offer and agree to come back at a convenient date and time.

Finding an own placement



- **Telephone**
  - Research on-line first if you don't know who to ask for.
  - Plan what you're are going to say. Write a script/notes if needed but be prepared to change what you say as the conversation flows
  - If don't have a contact name, ask to speak to the person who agrees work experience, the manager or HR

Finding an own placement



- **Email / On-line**

- Some larger companies have work experience sections on their website and an application process to follow.
- Draft an email that you can adapt and make sure each one suits the company you are applying to.
- Keep it short, informative and polite – include your name, age, school, why you want work experience there!

Skills required

- Punctuality
- Teamwork
- People skills
- Problem solving
- Analysing and investigating
- Can-do attitude
- Written Communication
- Being organised
- Flexibility
- Reliable
- Time management

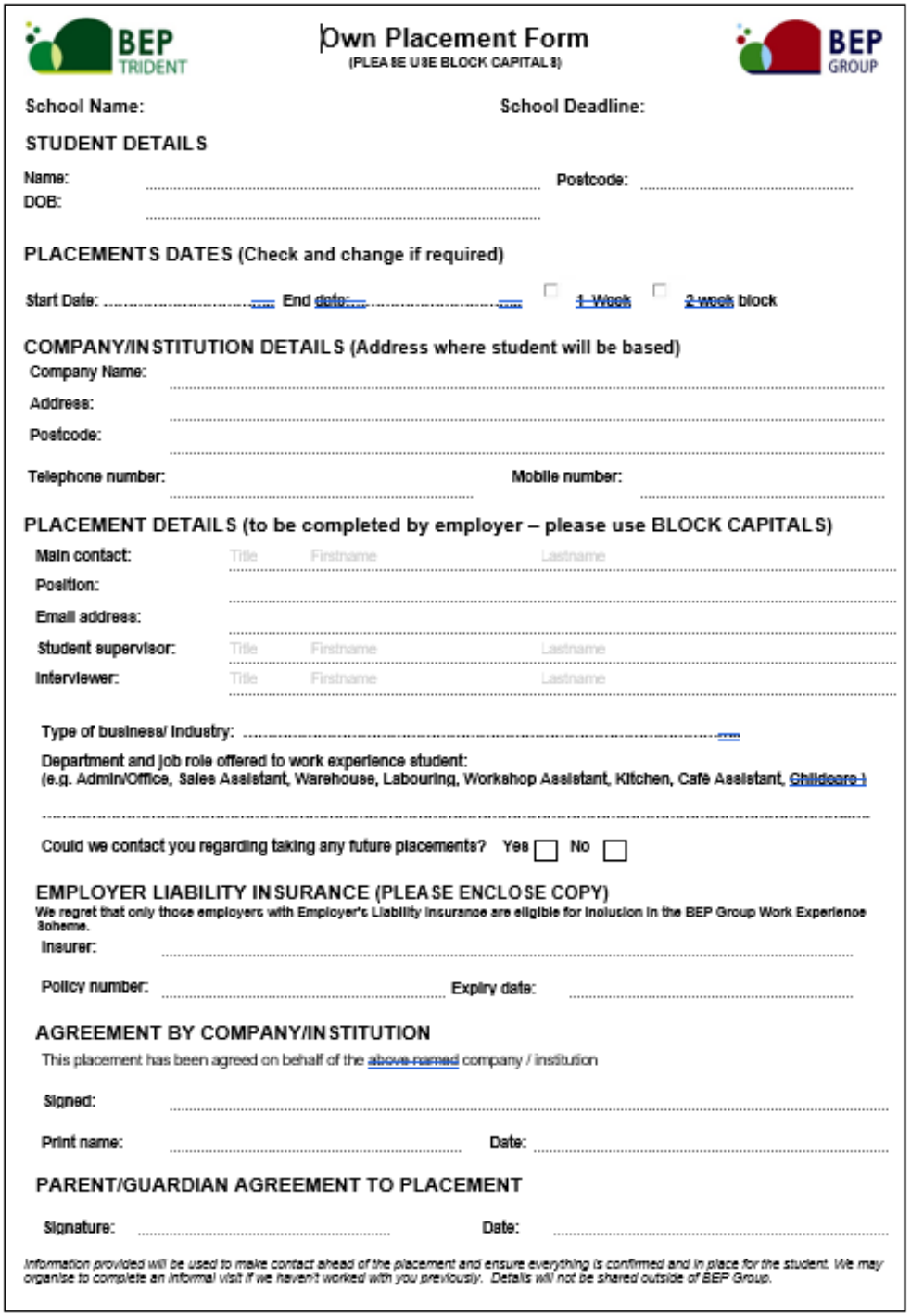
Own Placement Forms

The employer must have Employer Liability Insurance (ELI)

All forms must be fully completed with all employer contact details

Copies of the own placement form have been uploaded to the Y12 and Y10 Careers Teams page

Forms must be easy to read, signed and **returned to the school office** by the deadline



BEP TRIDENT

Own Placement Form

(PLEASE USE BLOCK CAPITALS)

BEP GROUP

School Name: School Deadline:

STUDENT DETAILS

Name: Postcode:

DOB:

PLACEMENTS DATES (Check and change if required)

Start Date: ..... End date: ..... 1 Week 2 week block

COMPANY/INSTITUTION DETAILS (Address where student will be based)

Company Name:

Address:

Postcode:

Telephone number: Mobile number:

PLACEMENT DETAILS (to be completed by employer – please use BLOCK CAPITALS)

Main contact: Title Firstname Lastname

Position:

Email address:

Student supervisor: Title Firstname Lastname

Interviewer: Title Firstname Lastname

Type of business/ Industry: .....

Department and job role offered to work experience student:
(e.g. Admin/Office, Sales Assistant, Warehouse, Labouring, Workshop Assistant, Kitchen, Café Assistant, Childcare)

.....

Could we contact you regarding taking any future placements? Yes ☐ No ☐

EMPLOYER LIABILITY INSURANCE (PLEASE ENCLOSE COPY)

We regret that only those employers with Employer's Liability Insurance are eligible for inclusion in the BEP Group Work Experience Scheme.

Insurer:

Policy number: Expiry date:

AGREEMENT BY COMPANY/INSTITUTION

This placement has been agreed on behalf of the above named company / institution

Signed:

Print name: Date:

PARENT/GUARDIAN AGREEMENT TO PLACEMENT

Signature: Date:

Information provided will be used to make contact ahead of the placement and ensure everything is confirmed and in place for the student. We may organise to complete an informal visit if we haven't worked with you previously. Details will not be shared outside of BEP Group.

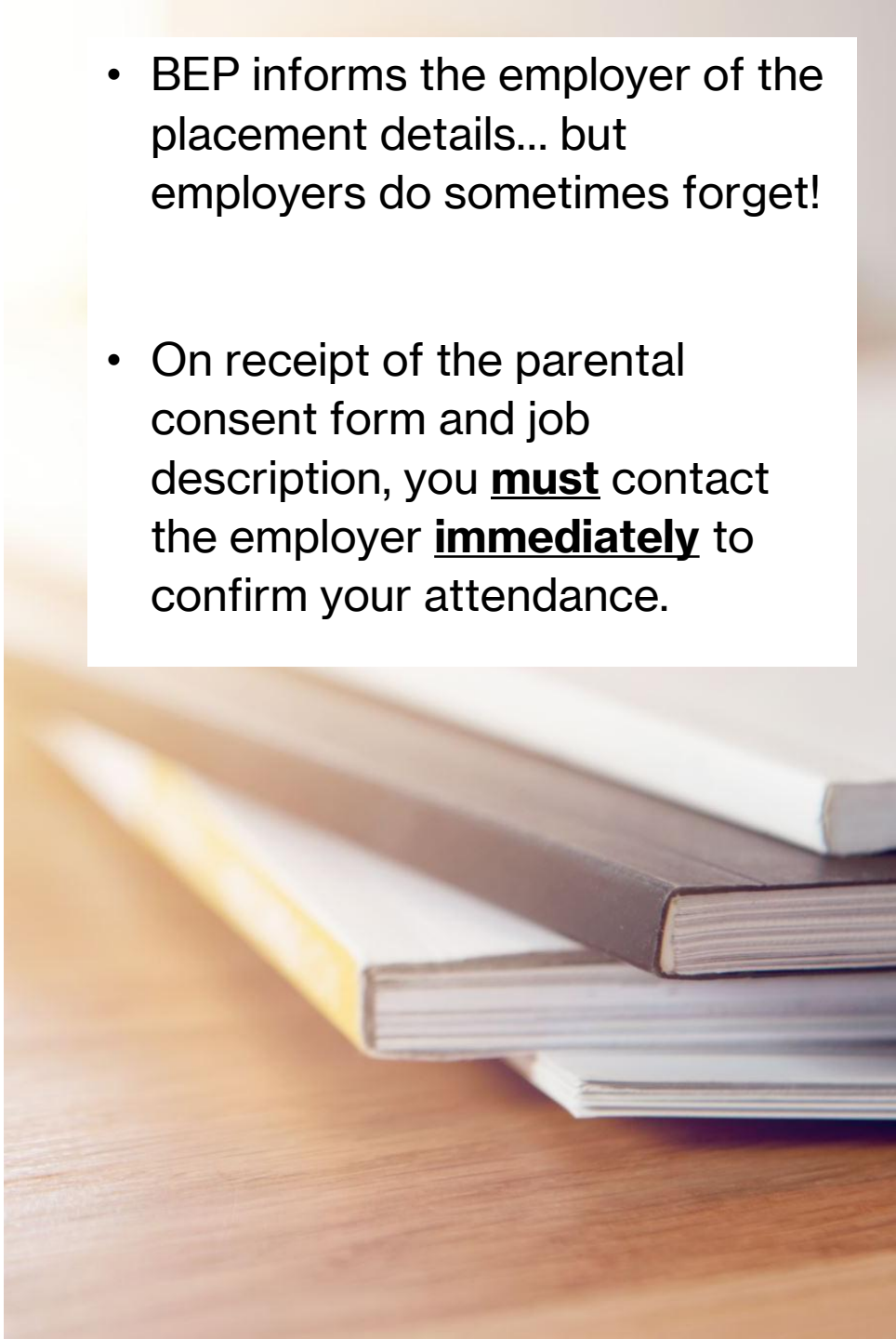
If you are unable to find your own placement.

Or your own placement fails the pre-placement check.

You will be able to select from BEP Trident's list of work placements (selection process will follow after the deadline for own placement forms has passed)

After allocation

- Students will receive a job description which includes a risk assessment for the job and a parental consent form.
- This needs to be signed by the student and the parent, guardian or carer and returned to school.
- All students will be issued with a log book to record their work experience.
- BEP informs the employer of the placement details... but employers do sometimes forget!
- On receipt of the parental consent form and job description, you **must** contact the employer **immediately** to confirm your attendance.



During the Placement

You will be expected to work business hours. This is anything up to a maximum of 40 hours per week!

You must contact your employer if you are ill, running late or attending an appointment

BEP Group will be advised if you do not attend placement and in turn will contact the school to find out where you are

If you have any issues during your placement you must contact the school

After the Placement



You may be asked to complete a school evaluation form to feedback about your placement



On successful completion of your placement, you will be issued with a certificate



Some successful placements can lead to employment or more!

Dates and Deadlines

Yr 12

Placement Dates:

20 – 24 Apr 2026

Deadlines:

- Own Placements forms
  Now until **09 Jan 26**
  (submit form to school office)
- BEP Trident Job selections:
  27 Feb – 13 Mar 26

Yr 10

Placement Dates:

27 April – 1 May 2026

Deadlines:

- Own Placements forms
  Now until **16 Jan 26**
  (submit form to school office)
- BEP Trident Job selections:
  27 Feb – 13 Mar 26