

Work Experience

17 – 21 May 2027

Who are EBP NW?



**Education
Business
Partnership**
NORTH WEST

- Specialist organisation who help co-ordinate safe and suitable work experience placements
- Recruit and check employers
- Issue relevant information to support student & employer
- Advise on health & safety and welfare before, during and after placement
- Host the online portal



What is work experience?

- An exciting opportunity to explore the 'real world'
- A compulsory part of your education
- 5 days in a workplace of your choice, trying out a job within a company, working to set responsibilities and expectations
- Building employability skills

Why is work experience important?

A chance to:

- Build experience, skills and an employment history (with a reference)
- See an industry or job you're actually interested in
- See what any working environment is like, learn from professionals
- Be treated like a responsible adult
- Build self-confidence and pride in your achievements
- Clarify your ambitions

What do we expect from students?

- Find your own work experience placement
- Be organised
- Represent Shuttleworth College with excellent attendance, punctuality, respect and behaviour
- Take the opportunity to 'be an adult' in the workplace for the first time, and learn as much as possible
- Follow instructions, work to your job description and your goals
- Be positive and enthusiastic
- Make the most of it: this is a privilege

What is a self-placement?

- A great way to match your own interests
- You approach the employer yourself
- *Check the 'Student Guide' for a 'how to'*
- If it's a yes? Ask if they have Employer's Liability Insurance and complete the self-placement form
- Consider how far you can travel and how you will get there
- Consider what you'll be doing in the workplace

How can parents/carers help students?

- Discussing types of placement that would be of interest
- Going through the Student Guide thoroughly with your child
- Supporting them to enquire with employers (via letter, email or phone call)
- Supporting interview preparation
- Practising key skills such as making a phone call, planning a new bus journey etc
- Ensuring your child accesses their school email address regularly
- **Ensuring all three information forms are returned promptly and by the deadlines: all 3 must be complete for any placement to be approved**

First Key Dates

- 4 November: **medical form** deadline
- 15 December: **self-placement form** deadline

- A full list of key dates is on the front page of your guide

Completing the forms

- All digital
- Links to the first 2 forms have been sent to your child's school email address
- Forename and Surname as per the preferred names listed on our registers
- DOB in format DD/MM/YYYY
- Each form can be completed at different times, but you must complete the form itself in one go – progress can't be saved. Have all the information you need to hand
- Rewards for the first form groups to fully complete each set!

Medical Form

- MUST be completed whether you have a medical issue or not
- MUST be completed whether you have found a placement yet or not
- Provide details of any medical conditions
- Will be cross-referenced with information we hold in school
- Will be sent to your employer to ensure that you are safe & looked after – *may be relevant for reasonable adjustments in the workplace*
- **Deadline: Wednesday 4 November 2026**



Work Placement Medical and Health Information

The following information is required by the employer in order to provide a safe and healthy placement for every student

Failure to disclose accurate information could put students at risk and will result in the placement being withdrawn:--

To be completed by the parent or guardian of:

First Name

Last Name

Date of Birth

Sections

Student Information

Medical Info

GDPR

Start again

Next →

Work Placement Medical and Health Information

Have any physical or mobility difficulties which may prevent carrying out tasks that include bending, lifting and carrying?

{Please select} ▼

Have a learning disability which might affect their ability to understand or act on instructions?

{Please select} ▼

{Please select}

Yes

No

Have social, emotional or mental health needs?

{Please select} ▼

Have skin allergies or eczema?

{Please select} ▼

Have any allergies or intolerances, e.g. to nuts?

{Please select} ▼

Have bronchitis, asthma or chest complaints?

{Please select} ▼

Have a hearing disability or discharging ears?

{Please select} ▼

Sections

Student Information

Medical Info

GDPR

Self-Placement Form

- Requires employer details (individual name, job title, company name, business address, email address)
- If completed *with* employer, can be done at one time passing the device over
- If not completed *with* employer, must include accurate employer email address for them to complete the form
- Requires Employer Liability Insurance Certificate to be uploaded
- Requires agreement by student and employer – everyone clear on expectations
- **Deadline: Tuesday 15 December 2026**

Work Experience - Self Placement Form

IMPORTANT: This form will not be accepted without a copy of the relevant insurance.

THE DEADLINE FOR SUBMISSION IS

Are you completing this form with the employer, or should it be sent to their email when you submit?

{Please select} ▾

First Name

Last Name

Date of Birth

Work Experience Start Date

These are automatically populated, if these dates don't look correct please contact your school coordinator.

17/May/2027

Work Experience End Date

21/May/2027

Start again

Next →

Sections

Student Information

Job Information

Employer's Acknowledgement

Name of Employer

Enter the name of the business or organisation

Address

This is the address of the business or organisation you want to work for

Enter postcode...

Search

Employer Contact Name

Enter the name

Employer Contact Job Title

Enter the main contact's professional position

Employer Contact Number

Enter a valid UK mobile/phone number

Employer Lead Contact Email

Enter a valid email

Work Experience Job Title

Enter the job title

Brief Description of Work Experience Duties

Sections

Student Information

Job Information

Employer's Acknowledgement

What happens then?

- EBP NW organise Health & Safety checks and sign off suitability of placement e.g. risk assessments, collating job descriptions, appropriate supervision
- Once approved, students receive a Placement Agreement Form and must organise an interview for this to be completed
- Interview period: April 2027 – 3 May 2027

Placement Agreement Form

- Issued in the spring alongside a job description, including:
 - Name and address of placement, Contact names and details
 - Dates and hours of work
 - Tasks, learning objectives, expectations
 - Other special requirements e.g. PPE, dress code etc
- Complete at interview with student and employer
- **Must be signed by: student, parent/carers and employer and returned to school**
- **Deadline: Tuesday 4 May**

During the placement:

- Enjoy, work hard and learn as much as you can
- Find out about as many job roles in that company as you can
- Complete log book: note important details and achievements
- Absence / lateness
- Behaviour/conduct issues
- Workplace discretion / confidentiality
- Check in phone calls/visits
- EBP NW employer feedback

Why might we/EBP NW say a placement is unsuitable?

- One-to-one working / unsuitable supervision arrangements
- Very high risk activities
- Insurance issues
- No employer confirmation of placement

DO NOT CONTACT:

- ASDA
- McDonald's (any local franchise)
- Pendleside Hospice
- Boundary Mill
- Frankie & Lola's
- Natwest

Some placements will be available during our work experience weeks, but they are overwhelmed with requests.

Speak to Mrs Ackroyd if you think one of these employers might be beneficial for you, and be prepared to give specific reasons.

What if you've tried everything, but haven't managed to secure a placement by the deadline?

- In a VERY SMALL number of cases, we anticipate some students may not be able to secure a placement
- EBP NW will provide a shortlist, students will select 6 industry options and then will be matched to a job role

Things to remember:

- Work experience is not paid
- Hours of work are likely to be longer than school hours (check job description)
- Travel is parental responsibility, like travel to school
- Behaviour standards are the same as at school
- Accidents/issues: report to employer and school
- Absence/illness: report to employer and school

I'm nervous! What should I do?

- Feeling nervous about something new is completely normal
- Use the information in the Parent Guide and Student Guide
- Talk to us!
- Be positive, find solutions, think about all the brilliant things you'll learn

Any questions?

- See Mrs Ackroyd in the Careers Office
- Email fackroyd@shuttleworth.lancs.sch.uk
- Use the Careers section of the school website
- Use the links in your email
- Speak to your form tutor, Miss Jackson or Mrs Turner
- Start your research