

WORK EXPERIENCE INDEPENDENT PLACEMENTS



Central Berkshire Education Business Partnership offers work experience direct to you

The aim being:

- * **To give young people a chance to see and experience the real world of work**
- * **To relate what they already know and have learnt to a working environment**
- * **To enable students to develop confidence and work ready skills**
- * **To build and develop their personal statements and curriculum vitae**

CBEBP offers a full matching service where we source placements within the Reading & Wokingham areas or we can process placements found by a student. We provide and produce all documentation which includes confirmations to employers, a full placement description with a risk assessment and evaluations.

Our team is IOSSH trained and carries out a pre-placement visit with our employers hosting students. This ensures health & safety standards and the quality of the placement; so safeguarding young people on work experience.

Students are able to apply for a placement by completing an application form. On receipt of the application the student will have a telephone interview in which options are discussed and details clarified.

A parental consent form and medical form will be required, if the student is under 18 and if the placement is during term time, approval from the student's school.



Students may be invited to attend two optional workshops, covering CVs, First Impressions and Interview Techniques.

All students will receive a comprehensive job description and risk assessment for their placement; this includes hours of work, dress code and travel. They will receive support throughout the process via a CBEBP helpline during normal office hours.



Charges:

- A working week with full matching service, pre-placement visit, invitation to workshops, all documentation & monitoring of the placement - **£82.50**
 - A working week where the placement is sourced by the student includes all of the above - **£50**
- Placements outside Berkshire may incur extra charges

For more information please

Ring 0118 359 3131 or email enquiries@cbebp.co.uk
CBEBP, 1st Floor Aspire, 520 Eskdale Road, Winnersh,
Wokingham RG41 5TU

Central Berkshire Education Business Partnership has a database of over 1000 employers. Last year we placed 2136 students by successfully matching their career aspirations, hobbies, interests, transferable employability skills and logistical requirements to opportunities sourced by us. We have been doing this since 1993.

Here are some examples

Maintenance Technician with Aviation Training International Limited provide services to support the British Army's Apache AH Mk1 Attack Helicopter.

Tasks- Full H&S briefing on the site and the equipment. Looking at Scheduled and Un-Scheduled maintenance, computer based training packages emulations;
Student will be hands on, assisting with the maintenance of the equipment.



Junior Catering Assistant with Aramark - a leader in professional services, providing award-winning food services.

Tasks- The student will have a programme of activity and each day they will be assigned to a different area within the restaurant and will be supervised by a different chef. Tills, coffee areas, preparation, cooking of food, and hospitality work - front of house

Department Store Retail Assistant with Marks & Spencers- one of the UK's leading retailers of clothing, food, home products and financial services.

Tasks- Students will be involved in a wide variety of tasks as would an employed sales assistant. Students enthusiasm will determine the level and range of tasks they are given.



Salon Assistant with The Funky Barnet a salon located at Cemetery Junction in Reading.

Tasks- The salon includes hair and beauty, the main focus is on hair. The student will help tidy up the salon / beauty area, customer service - ensuring the client is seated and looked after, assisting the stylists by passing them materials, holding perming and colouring solutions (although will not be involved in preparation), shampooing, reception work - the importance of detail and to be accurate with information. Merchandising of stock.



Quality Assurance

Under H&S law, every employer must ensure, so far as reasonably practicable, the H&S of all their employees, irrespective of age. As part of this, there are certain considerations that need to be made for young people.

Working Together to Safeguard Children DoF 2013.

As an IOSSH trained team we ensure insurance is up to date and the correct standards are in place. CBEBP pre-visit all our placements and assess the risk levels. We support employers on managing the risks whilst a student is with them. Our team is experienced in guiding the employer in how to ensure the placement has a positive outcome.

Workshops

Students may have the opportunity to take part in two workshops, depending on numbers

- Completing forms, CVs & Covering letters
- First impressions, Interview Techniques & Telephone Skills

If this is not possible then they will receive information, advice and guidance specific to their needs.

Application forms to be completed & returned at least 10 weeks prior to the requested date of the placement

'76% of businesses say lack of work experience is the reason young people are unprepared for work'

British Chamber of Commerce Oct 14.



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