



The Education Business Partnership

Work Experience Guidance for Parents

The logo for ELEWEX, featuring the word "ELEWEX" in a bold, white, sans-serif font. The letter "W" is stylized with a small, dark, upward-pointing triangle above it, and a small, dark, horizontal oval shape is positioned below the "W".

ELEWEX

Benefits of Work Experience

- To support students to find their best next step
- Create networks and opportunities beyond their family & friends
- Give them the opportunity to discover more about themselves, what they are good at and what areas they could develop.
- Allow them to explore career choices/sectors.
- Work Experience is highly recognised & looks impressive on their CV when applying for college, apprenticeships, training and employment.
- They will get a taste of the world of work which will allow them to prepare for their own career in the future.
- It is a chance to make new connections, and references for the future.
- Gain various transferrable skills - these are skills that they can use in further education and apprenticeships.
- Improve social skills - just having to introduce themselves to their new colleagues is a huge challenge but a vital skill.

The Online Process

- Parents/Carers will be sent an email via school to an online link to complete a **Work Experience Selection Form**
- Once fully completed, students will be asked if they wish to arrange their own placement, if yes, they should tick this box
- A further email will be sent to the parent/carer, this will be a link to the **Work Experience Self Placement Form**. This form require the employers email address and the name of the person who has agreed to the placement in advance.
- The employers details are submitted via the **Work Experience Self Placement Form**, which creates an email to be sent to the employer for further details.
- The employer will be required to complete further information on the work experience placement, and once submitted is received on our **EleWex Platform** and the necessary health, safety & safeguarding checks begin. Anyone without internet access will be given paper copies.

Selection Form



Student & Parent/Carer
Complete



WORK EXPERIENCE SELECTION FORM

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Parent / Guardian

WORK EXPERIENCE – Information for Parents

During the academic year 2024 – 2025 your child will take part in a one week work experience placement.

School have commissioned Elevate EBP to provide this opportunity and to ensure all health, safety and welfare requirements are met.

ABOUT WORK EXPERIENCE

Work Experience is non-vocational and gives young people a taste of working life and an opportunity to practise important skills such as communication skills, working as part of a team and developing resilience. Whether your child plans to stay on at sixth form, go to college or get an apprenticeship – all pathways lead to work and the more experience they gain the more success they will have in the future.

NEXT STEPS

Complete the selection form below with your child to make choices of their preferred category of placement. Elevate EBP will then find them a placement based on one of these choices and within reasonable travel. You will find the dates of your child's work experience placement in the body of the email off the school. Details of the work experience that has been secured for your child will be given to them approximately four weeks prior to placement.

If you prefer, you can arrange a placement for your child. You will need to approach an employer yourself and ask them to complete a self placement form which your child can get from the work experience co-ordinator in school, once this electronic form has been fully completed and submitted.

Please see our website for further information www.elevate-edp.co.uk

Forename *	Surname *
<input type="text"/>	<input type="text"/>
Title *	Date of birth *
<input type="text"/>	<input type="text"/>
	Age Today
	<input type="text"/>

Postcode Look up

Building Name

Secondary Name

Street *

District

Town

County

Postcode *

Form *

School *

Dates of Work Experience

From: * To: *

Please select 2 choices from each list:
Do not select any option more than once.

Choice 1 *	Choice 2 *
<input type="text"/>	<input type="text"/>
Choice 3 *	Choice 4 *
<input type="text"/>	<input type="text"/>

☐ PLEASE NOTE In order to guarantee working within your specific choices we HIGHLY recommend that you secure your own placement and complete a SELF PLACEMENT FORM - please tick if you agree to do this.

Travel: Please indicate how far you can travel & whether you will be using public transport or car: *

Career Aspirations: (what type of jobs are you interested in) **If you have selected a choice asking to specify further below - please use this box to do so. *

Brief Explanation of Choices: *

Studies: Are you studying any specific vocational courses that you would like to link to your Work Experience? For example, if you are studying music and play a musical instrument, please add this information here.

Selection Form

DATA PROTECTION & AGREEMENT TO TAKE PART IN THE WORK EXPERIENCE SCHEME

STUDENT – please read, tick and sign - As the student named overleaf, I agree:


- ☐ To take part in this work experience scheme. *
- ☐ To hold, in confidence, any information about the employer's business which I may obtain during this work period and not to disclose such information to another person without the employer's permission *
- ☐ To observe all safety, security and other regulations laid down by the employer and made known to me either by the employer's representatives or by displayed instructions. *
- ☐ To observe all safety, security and other regulations laid down by the employer and made known to me either by the employer's representatives or by displayed instructions. *
- ☐ That personal information on this form will be shared with the employer *

Signature (Student) *



Sign above

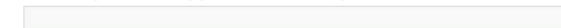
Date *



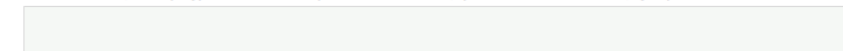
Student & Parent/Carer Complete

PARENT / GUARDIAN – please read and sign:

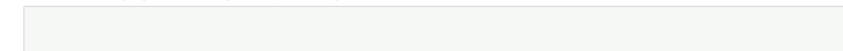
To ensure that there are no unnecessary risks to the health and safety of this student or the health and safety of another person, please indicate below any medical condition / injury the student has which the employer should be made aware of:



Please use this box to expand on anything you have ticked and to list any other needs/conditions the employer needs to be aware of i.e., ADHD, Aspergers Syndrome



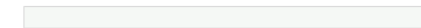
Please let us know of any religious beliefs that may affect the placement for your child:



As the parent / guardian of the student named overleaf I confirm that:

- ☐ I have read and understood this form and agree to my child taking part in a Work Experience placement. I understand that the placement may not reflect my child's vocational options. *
- ☐ I agree that my child will observe the conditions set out *
- ☐ I agree that personal information on this form will be shared with the employer *
- ☐ I understand that the school may also provide information for the employer regarding my child's health and / or behaviour which may affect the Health and Safety of them or employer while on placement. *
- ☐ I understand I may be contacted in relation to the Work Experience programme *

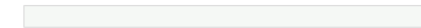
Parent / Guardian Name *



Relationship *



Email *



Mobile *

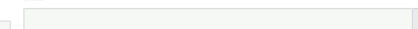


Signature (Parent) *



Sign above

Date *



Please note this form may be used as evidence to prove that you have completed Work Experience

PRIVACY STATEMENT

We take your privacy seriously and are committed to protecting the privacy of any Personal Information you give us or we collect from you. In order to provide our services, we need to collect certain Personal Information from you. Except for information we are required to collect by law, any Personal Information we collect will be used, processed and shared only for the purposes and in ways set out in our agreement with you. We also collect information when you voluntarily complete surveys and provide feedback. We will store this information securely and will dispose of it within 3 years of the placement taking place.

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email or write to us at the address below. We want to make sure that personal information we hold is accurate and up to date. You may ask us to correct or remove information that you think is inaccurate.

Please contact us if you have any questions about our privacy policy or information, we hold about you.

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Submit

Selection Form - Information

- Students must pick FOUR different choices, ie Engineering, Health Care, Education, Sports
- Students must bear in mind travel implications; how will they get to placement.
- Students must tell us about their hobbies & interests and career aspirations. This is information that employers want to know.
- Students & Parents/carers must let us know about any medical information that may affect the placement. This is important and must reflect how your child presents day to day.

Self Placement Form

Student & Parent/Carer
to complete



WORK EXPERIENCE SELF PLACEMENT FORM STUDENT/PARENT SECTION




PARENT - As the parent/guardian of the student named I confirm that:

I have read and understood this form and agree to his/her taking part in a Work Experience placement.

I agree that he/she will observe the conditions set out.

I agree that personal information on this form will be shared with the employer.

I understand that the school may also provide information for the employer regarding the student's health and/ or behaviour which may affect the Health and Safety of the student or employer while on placement.

Print Name: *	<input type="text"/>	Relationship: *	<input type="text"/>
Signature *	<div> Sign above</div>	Signed Date *	<input type="text" value="20-Sep-2024"/>

Employer details:

Company Name *	<input type="text"/>
Contact Forename *	<input type="text"/>
Contact Surname *	<input type="text"/>
Email Address *	<input type="text"/>

Student - Please make sure you enter the correct email address for the employer who has agreed to take you on placement



Please note: After you have submitted this form we will send the employer an email asking them to complete information about the placement. Please ensure that the employer is aware of the placement and expecting to be contacted.

Submit

Dear Parent/Guardian,

Thank you for submitting a Work Experience selection form for your child.

If you have indicated that you will arrange an own placement for your child, once you have approached the employer and an own placement has been agreed please click on the below link and complete the 'work experience self-placement form'. You will require the company name and contacts first name, surname and email address to complete this form.

Where possible we recommend students source their own placement especially if they have very specific interests. This not only encourages them to make contact with employers creating independence, but it also gives them a guarantee of knowing where they will be going on placement.

Click here to access the form: <https://formbuilder.evolutive.co.uk/formsite/form/7d1cb52d-179d-4b48-8ed7-f6a23dd08d73>

Kind regards,

Elevate EBP
0151 330 5758

Email
Parent/Carer will
receive



Support your child

- Talk about Work Experience to your child, highlight the benefits despite their worries
- Look at the jobs available in the local area (Google), encourage your child to look further afield. Having to get public transport is part of the experience.
- Think about their hobbies & interests and align a work experience placement to them.
- This is a compulsory part of their education but more importantly, the most valuable!
- Set realistic expectations with your child.
- Attendance – its only 5 days! Encourage your child to complete the week and not give up after the first day. Report any non attendance to school in the same way.
- Make sure they have clothes suitable to the role (any worries speak to school).
- In most cases they will work longer hours than school and may need to use public transport
- They may not get their first choice, but the opportunity will still be a valuable one
- Work Experience increases confidence and builds on your child's resilience
- On the online paperwork, let us know about any health conditions or specific needs – be realistic
- All placements are checked by us at Elevate EBP
- This is their first step into the World of Work, encourage them to make the most of it.

After Work Experience

- Encourage your child to write a thank you letter/email or take a thank you card on the last day.
- Young people often get part time jobs from their work experience placement, so help them to make the right impression.
- Employers will remember your child if they make the right impression and will bear them in mind in the future when recruiting.
- Reflect. The work experience placement may have cemented your child's future career aspirations or quite the opposite!
- Talk to them about what they gained from the experience.
- This is their first step into the World of Work, encourage them to make the most of it.

Liverpool City Region – Let's talk about Six



[Click here to view video](#)

Contact Details

- Jo Huddart – Head of Employability Joanne.Huddart@elevate-ebp.co.uk
- Linda Martin – Work Experience Co-Ordinator Linda.Martin@elevate-ebp.co.uk
- Angela Hore – Work Experience Co-Ordinator Angela.Hore@elevate-ebp.co.uk
- Christine Smith – Health & Safety Officer Christine.Smith@elevate-ebp.co.uk
- Claire Cahill – Extended Work Experience Co-Ordinator Claire.Cahill@elevate-ebp.co.uk

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