Students and Parents

Year 10 Work Experience Pack – 19th–23rd April 2027

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Table of Contents

1	**Introduction**	**3**
2	**How does Work Experience Work?**	**4**
2.1	Supporting Students	4
2.2	Ways to Secure a Work Experience Placement	4
2.3	Before Selecting a Placement	5
2.4	Supporting Your Child When Choosing a Placement	6
2.5	Unifrog Careers Platform	6
2.6	Work Experience Schedule	6
2.7	Students will Not Be Paid	6
3	**Placement Selection**	**7**
3.1	Option 1 - EBP South Employer Database	7
3.2	Option 2 - Own Placements	10
3.3	Finalising Work Experience Arrangements	12
4	**Charges**	**14**
4.1	Important Notes	14
4.2	If a Placement Becomes Unsuitable	14
5	**Student Preparation before Work Placement**	**15**
5.1	Travel	15
5.2	Health and Safety	15
5.3	Employer expectations	16
5.4	Your expectations	16
5.5	Verbal and non-verbal communication	16
5.6	Mobile phones/social media	17
5.7	Lateness/Absence	17
5.8	Confidentiality in a Workplace	17
5.9	Your Employers Behaviour	17
5.10	Things to Consider whilst on Work Experience	18
6	**Keeping in Touch Whilst on Work Placement**	**19**
7	**Checklists**	**20**
7.1	Work Placement Checklist	20
7.2	Students Preparation Checklist	21

1 Introduction

7th October 2026

Dear Parents and Carers

I would like to take this opportunity to introduce myself. My name is Mrs Gough, and I am the Careers Leader at Wyvern College. I will be leading the Year 10 Work Experience programme and will be working closely with our work experience provider EBP South, to support students throughout the process.

Work experience can make a significant contribution to a young person's personal and career development. A meaningful placement helps students to:

- Increase motivation and engagement with their studies, as they begin to see how classroom learning connects to real-world careers.
- Understand the relationship between school and the workplace, gaining insight into how knowledge and skills are applied in different industries.
- Develop key employability skills, including communication, teamwork, problem-solving, organisation and professionalism.
- Explore different career sectors and workplace environments, helping them make informed choices about their future pathways.

It is important to emphasise that **work experience is not a job trial.** The purpose is to give students an opportunity to explore an industry, understand workplace expectations and develop transferable skills. Employers are not assessing students for employment; they are providing a supportive learning environment.

Work experience is an important step in helping students understand the world of work and begin shaping their aspirations for the future.

There are a few important changes this year regarding DBS checks, so I would encourage you to read the information pack carefully. I appreciate that the pack contains a great deal of information, so please keep it somewhere accessible, as it should answer many of the questions you may have.

However, if you require any further clarification or support, please do not hesitate to contact me. I am happy to help and look forward to working with you to make this a successful and rewarding experience for all of our Year 10 students.

Kind Regards

Mrs Gough

Careers Leader

2 How does Work Experience Work?

Students will complete their one-week work placement from Monday 19th to Friday 23rd April 2027. During this week, teachers will go out to visit students at their placements to see how they are getting on and to offer support where needed. We will do our very best to visit as many students in person as possible.

For those students we are unable to visit directly due to location or time constraints, we will arrange a scheduled phone appointment with both the employer and the student. This ensures that every young person receives a check-in, has the chance to discuss how their placement is progressing, and feels supported throughout the week.

As teachers, this is genuinely one of the most rewarding parts of the work experience programme. Seeing students in a completely different environment, developing new skills, showing independence, and building positive relationships in the workplace is a highlight of the year. It gives us a chance to see their confidence grow and to celebrate the progress they are making beyond the classroom.

Whilst students are on placement, it is essential that they tell a parent or the school immediately if they experience anything unsafe, inappropriate or worrying. Their wellbeing is our priority, and we want every student to feel supported throughout their placement week. If your child is unwell and can't attend on a specific day you must inform the employer as well as school. Please see "Keeping in Touch Whilst on Wyvern College on Placement Section".

2.1 Supporting Students

We understand that arranging and completing a work experience placement can feel challenging for some students and families. There are many factors to consider, including travel arrangements and associated costs, SEND needs, anxiety, medical conditions, and other individual circumstances. Please be assured that we will support students throughout the process and work closely with families to help them make informed decisions.

Students who choose not to participate in work experience will follow a modified timetable in school during the placement week. However, work experience is becoming increasingly important for college applications, apprenticeships, and future employment, and provides valuable insight into the world of work. For these reasons, we strongly encourage all students to take part wherever possible.

To provide support throughout the process, the Careers Office will be open every lunchtime from 1:25pm to 1:50pm. Students are welcome to drop in for advice, guidance, assistance with finding placements, completing paperwork, discussing any concerns, or making arrangements to help them successfully take part in work experience.

We encourage students and parents/carers to contact Mrs Gough, Careers Leader, as early as possible if additional support may be required. Mrs Gough can be contacted by email at j.gough@wyvern.hants.sch.uk and will be happy to discuss any concerns and help put appropriate support in place.

2.2 Ways to Secure a Work Experience Placement

There are two ways for students to secure a work experience placement:

- **Own Placement**
- **Online Placement via EBP South**

We will be working closely with EBP South, an organisation that supports schools across Hampshire by helping young people explore career opportunities and gain valuable experience in the world of work. As part of this partnership, the school has invested in EBP South's service to ensure that all necessary health and safety checks are completed for every placement.

These checks are essential in safeguarding our students, and no student will be able to go out on placement unless all checks have been fully completed.

Because of this, it is important to be aware of the following timelines:

- Own Placements: Health and safety checks can take up to 12 weeks, so families must allow plenty of time when arranging a placement directly with an employer.
- Online EBP South Placement: Checks for online placements typically take up to 3 weeks, depending on employer availability and confirmation.

Allowing sufficient time for these checks ensures that every student is placed in a safe, appropriate and fully approved environment.

2.3 Before Selecting a Placement

Before students decide whether to apply for an Online Placement or arrange an Own Placement, all parents must read the Work Experience Pack and then complete the Work Experience Consent Form on Edulink.

Completing this form confirms that you have read the information provided and that you approve your child's placement choices. The consent form must be completed by **Friday 6th November 2026.** Once the form has been submitted, students can begin deciding which route they would like to take and start exploring suitable placement options.

Students must choose **one** of the following options:

2.3.1 Option 1 – Online Placement via EBP South

- Once the parent consent form has been completed on **Edulink**, students can apply for placements listed on the EBP South website.
- The status of each placement may show as *confirmed* or *not available*.
- Not available status means the placement has been cancelled, it may simply mean the employer is unavailable for that week.
- Online EBP South Placement checks typically take up to 3 weeks, depending on employer availability and confirmation.
- If a placement is not available, the student will need to choose another online placement or switch to an Own Placement.
- Students and parents can log in to the system at any time to track progress.

2.3.2 Option 2 – Own Placement

- Once the parent consent form has been completed on **Edulink**, students can begin contacting employers.

- Health and safety checks for Own Placements can take **up to 12 weeks**, so it is important that students start this process as early as possible.

2.4 Supporting Your Child When Choosing a Placement

We encourage students to begin discussing possible placements with family members, friends, neighbours and local businesses as early as possible. Securing a placement in an area of genuine interest will help students gain the most from their work experience and provide valuable insight into future career pathways.

When discussing possible placements with your child, please ensure that they:

- Choose occupational areas they are genuinely interested in exploring, rather than selecting options simply because they are available.
- Understand that they do not need to have a fixed career plan, exploring an unfamiliar workplace, trying something new and developing transferable skills can be just as valuable.
- Consider travel arrangements carefully before applying, ensuring they can travel safely and independently to and from the placement each day.

2.5 Unifrog Careers Platform

Unifrog is a one -stop shop for all things careers -related. The platform offers quizzes, and tools to help students explore possible career pathways. Students can access it using their school email address and password. This can also help when deciding on a suitable work experience placement. Students can Log in using their school account to access a wide range of career tools and resources.

Website: www.unifrog.org/sign-in

Username: SurnameFirstinitial.Student@Wyvern.hants.sch.uk

Example: Jonest.student@wyvern.hants.sch.uk

Password: Initial Password will be emailed to your school email address.

2.6 Work Experience Schedule

- Students will typically work a standard five-day week, usually between 9:00am-5:00pm.
- Students must not work for more than five days within any consecutive seven-day period.
- Students must not work more than eight hours per day or 40 hours per week.
- Appropriate rest breaks will be provided throughout the working day.
- Your employer will confirm the exact working hours for your placement.
- Flexible working schedules and weekend shifts may be available, depending on the employer and placement.

2.7 Students will Not Be Paid

Students will **not** be paid while on work experience, as the placement is an **educational opportunity,** not employment. The purpose of work experience is to help students develop skills, gain insight into the workplace and explore potential career pathways.

3 Placement Selection

3.1 Option 1 - EBP South Employer Database

EBP South has recently launched a new employer database, which is continuing to grow as employers are added to the system. As the database is still developing, students should not rely solely on this resource when searching for a placement. However, if a suitable opportunity that matches a student's interests becomes available, they should apply for that placement and avoid making multiple applications through the system.

Students can access the EBP South system wherever they have internet access, enabling them to search and apply for placements both at home and in school. Parents/carers will also be able to monitor the progress of their child's applications.

- **Website:** https://ebpsouth.collsys.co.uk
- **Username:** SurnameFirstinitial.Student@Wyvern.hants.sch.uk

  Example: If your name is Tom Jones, the email would take Jones, then T and put .student after before the email suffix. For example:

  JonesT.student@wyvern.hants.sch.uk
- **Temporary Password:** WyvernWEX2627

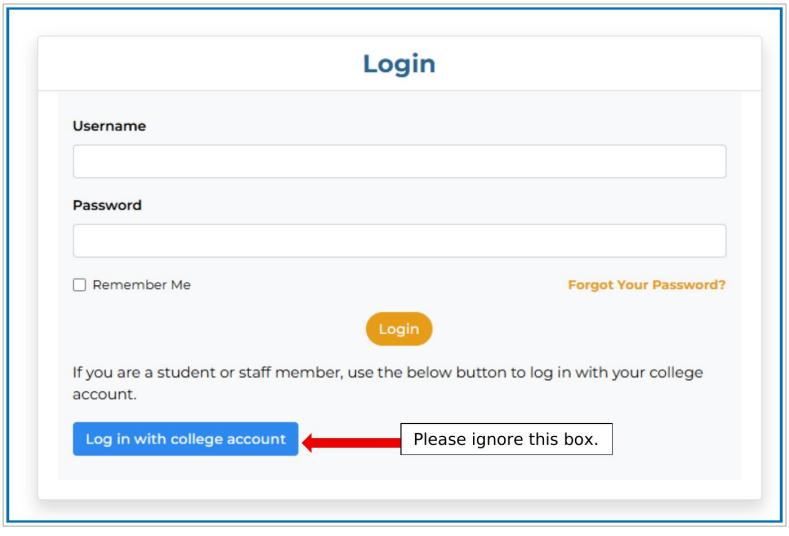
To support students and families, EBP South has produced a video explaining how to use the online system and how the booking process works

Video Link: https://www.youtube.com/watch?v=qO8COsikU9A

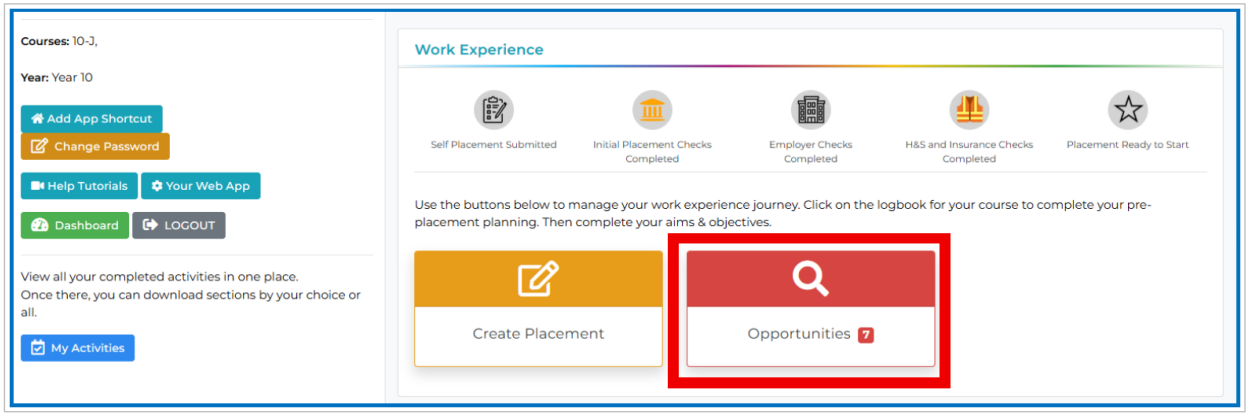
3.1.1 How to Make an EBP Online Application

1. Log in to the online platform using this URL: **https://ebpsouth.collsys.co.uk/**

   You will be taken to this page:
   Your username and password will be provided to you by your Work Experience Coordinator.

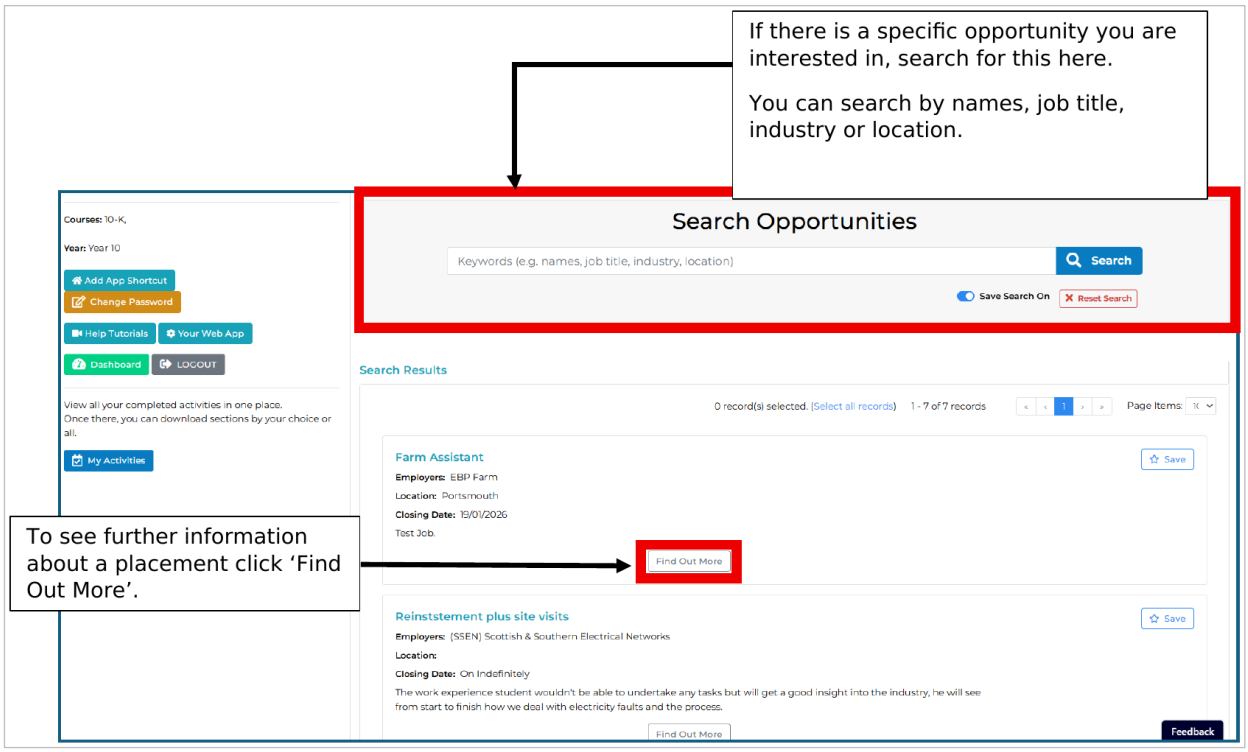


2. Once you have logged in your dashboard will appear. Click on the box that says ‘Opportunities’.

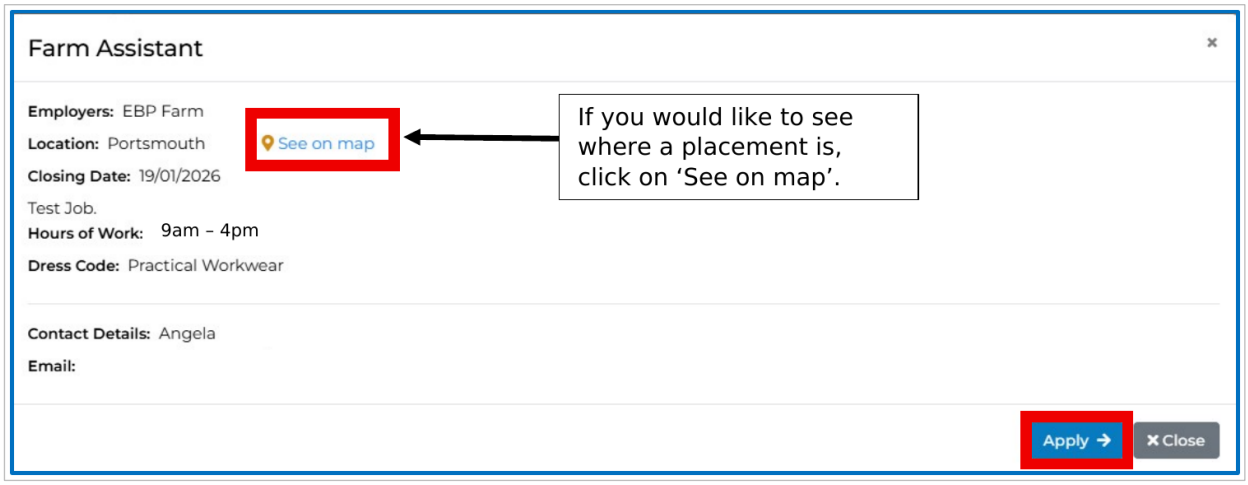


3. A list of placements that are available for your work experience dates will appear.

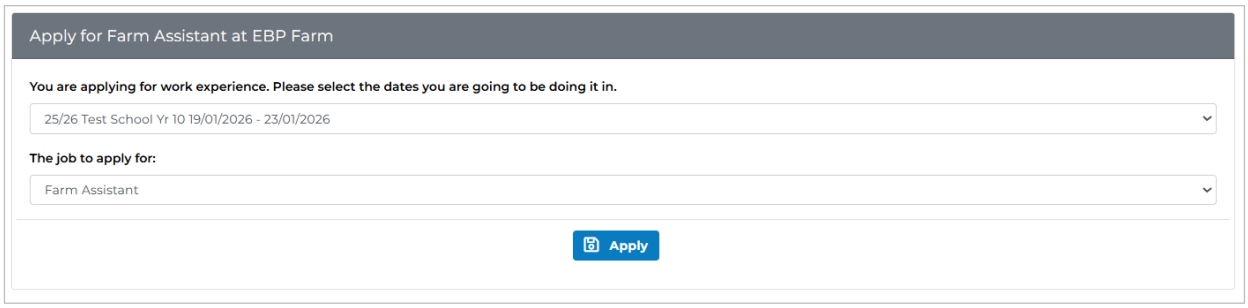
We recommend you view the whole list of available opportunities, page by page.



4. When you have found a placement you have a genuine interest in and would like to apply for, click on the blue 'Apply' button.

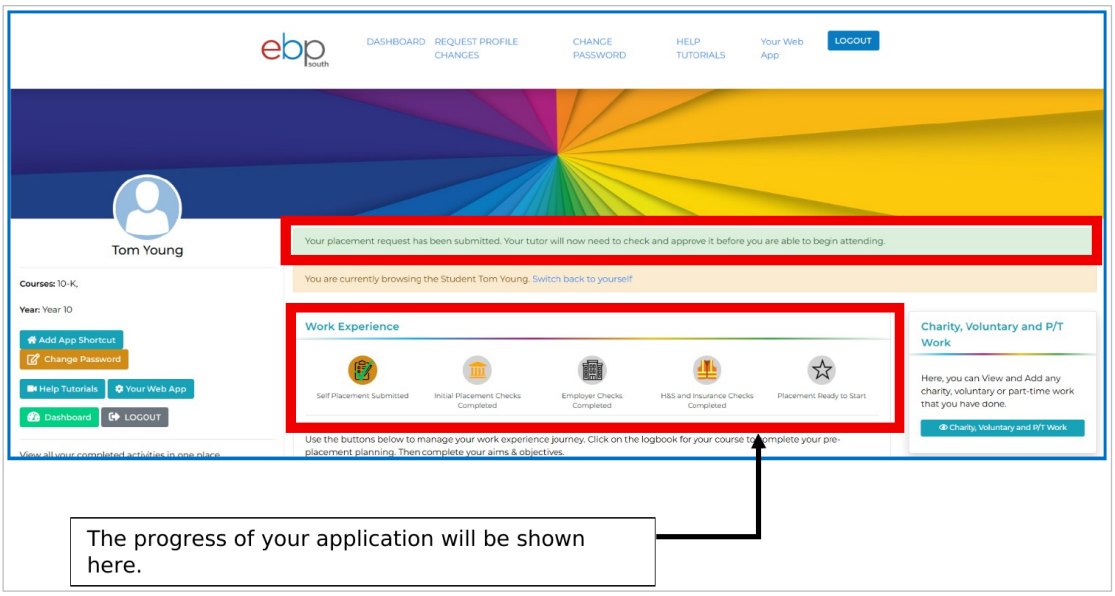


5. This will then take you to the following page:



Choose your work experience dates and which job you would like to apply for from the drop menu options and click the blue box that says 'Apply'.

6. Once you have successfully applied for the placement, you will be redirected to your dashboard where a message in this green box, confirming your application, will appear.



7. Once you have a confirmed placement, it is your responsibility to contact the employer to arrange for a quick chat/interview. Please do this as soon as possible to avoid having the placement withdrawn.

3.1.2 *Option 1 – Points to Remember*

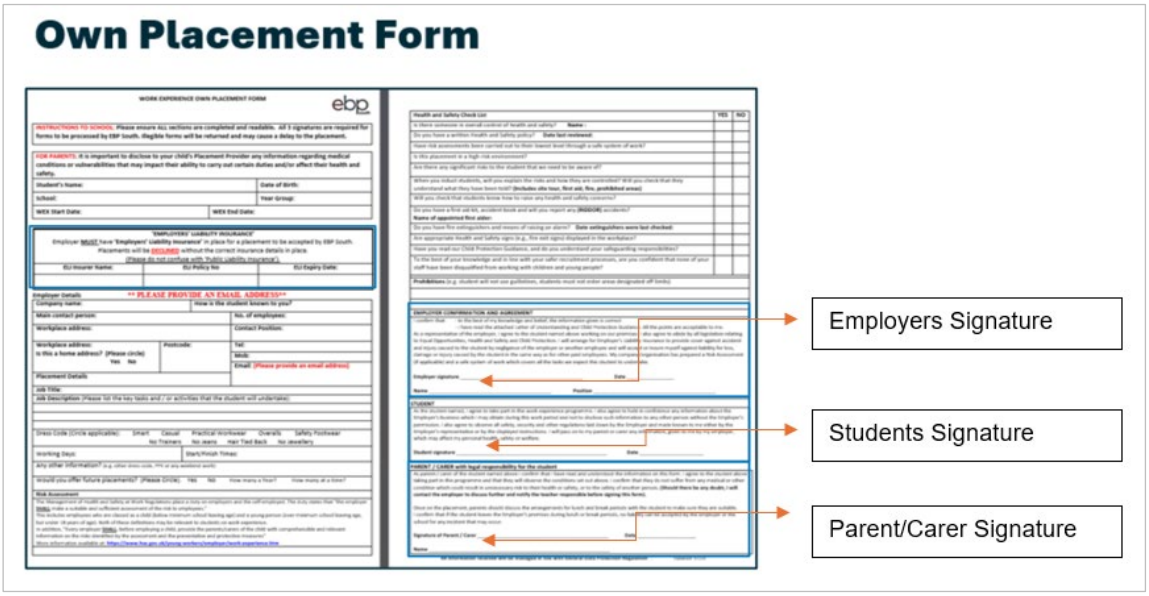
Please note the following requirements when submitting an Online EBP South Placement with Parents/carers:

- **Students must choose only one route: Online EBP South Placement or Own Placement.**
- Online EBP South Placement checks typically take up to 3 weeks, depending on employer availability and confirmation.
- Students will be responsible for travelling to and from their placement each day.
- Students should carefully consider journey times, transport costs, and accessibility before submitting an application.
- Once the Online EBP Placement form has been confirmed you will need to contact the employer to for an interview in person or on the phone.
- **For an Online EBP South placement, students and parents must check the progress online by logging onto the system at any time to track progress.**
- If a placement is not available, the student will need to choose another online placement or switch to an Own Placement.

3.2 Option 2 - Own Placements

We encourage students to arrange an Own Placement, as this is often the best way to secure a placement that closely matches their interests and career aspirations. An Own Placement must be a

one-week placement within the UK with a company or organisation that has been approached by the student, parent/carer, or a family contact. Due to insurance restrictions, work experience placements cannot take place abroad.



IMPORTANT - Please ensure that all 3 signatures have been completed before submitting it to Mrs Gough in the Careers Office.

As highlighted throughout the pack, all Own Placements must undergo full health and safety checks carried out by EBP South. These checks are essential for safeguarding our students, and no placement can be approved until they are complete.

Because of this, please be aware that:

- Checks for Own Placements can take up to 12 weeks
- It is important to submit placement details to Mrs Gough as early as possible

Allowing plenty of time ensures that every student is placed safely and appropriately, and that their placement can be fully approved before Work Experience Week.

3.2.1 Choosing a Quality Placement

It is important for students to focus on the quality of the experience and supervision, rather than the size of the organisation. Smaller businesses can often provide extremely worthwhile placements, offering close support, meaningful tasks and a strong insight into the workplace.

However, please be aware that any one-to-one or home-based arrangements may require an Enhanced DBS check for the supervising adult. This will be considered carefully by EBP South during the health and safety checking process, and decisions will be made on a case-by-case basis.

EBP South will advise the school and families if additional safeguarding steps are required, or if a placement cannot be approved due to supervision or location restrictions.

3.2.2 Submitting an Own Placement

The Own Placement form must be completed by both the employer and the parent/carer. Once the form has been submitted to Mrs Gough in the Careers Department, it will be passed to EBP South for approval.

EBP South will then contact the organisation to:

- Discuss the aims and objectives of the work experience placement
- Carry out all required health and safety checks to ensure the placement is safe and suitable for a young person
- Verify that the organisation holds appropriate Employers' Liability Insurance
- Confirm, where necessary, that any individual working closely with the student holds an Enhanced DBS certificate

These checks are an essential part of safeguarding our students, and **no placement can be approved until all checks have been completed**.

3.2.3 Option 2 - Points to Remember

Please note the following requirements when submitting an Own Placement with Parents/carers:

- **Students must choose only one route: Online EBP Placement South or Own Placement.**
- Students will be responsible for travelling to and from their placement each day.
- Students should carefully consider journey times, transport costs, and accessibility before submitting an application.
- Own Placement Forms can be collected from the Careers Department.
- **Please ensure that all 3 signatures have been completed on the Own Placement form before submitting it to Mrs Gough in the Careers Office.**

3.3 Finalising Work Experience Arrangements

All work experience arrangements, including employer checks, insurance verification and final approval must be completed by **Monday 22nd February 2027**. This deadline ensures that every placement has been fully assessed and approved before Work Experience Week.

Please remember the following processing times:

- Own Placements: Health and safety checks carried out by EBP South take up to 12 weeks. Families must allow plenty of time for this process and submit placement details as early as possible.
- Online Placements via EBP South: These checks typically take up to 3 weeks, depending on employer availability and confirmation.

Because of these timelines, we strongly encourage students to begin researching and applying for placements as early as possible. Early action gives students the best chance of securing a placement that is both suitable and aligned with their interests and future career aspirations.

3.3.1 Work Experience Arrangements - Points to Remember

- **Students must choose only one route: Online EBP South Placement or Own Placement.**
- EBP South will carry out all required checks before a placement can be approved.
- Early action is essential, especially for Own Placements due to the longer checking period.
- Parents and students can monitor progress online throughout the process.
- Parents must complete the consent form by the **Friday 6th November 2026** before applying for an Own Placement or an Online EBP South Placement.
- Health and safety checks for Own Placements can take **up to 12 weeks**, so it is important that students start this process as early as possible.
- **For an Online EBP South placement, students and parents must check the progress online by logging onto the system at any time to track progress.**
- If a placement is not available, the student will need to choose another online placement or switch to an Own Placement.
- **Online EBP South Placement or Own Placement MUST BE COMPLETED BY MONDAY 22ND February 2027.**

4 Charges

There are **no charges** for work experience placements, provided that the application process is followed correctly.

EBP South charges the school for all students who have a confirmed placement and go out on work experience. Their deletion fee is £52, and it is only charged to the Parent/Carer when a confirmed placement is cancelled by the student and/or their parent/carer. This applies to cancellations for any reason, except in a small number of extenuating circumstances, such as long-term illness.

4.1 Important Notes

To help families understand how this works, please note the following:

- EBP South charges an administration fee of £52 for cancelled placements once the necessary paperwork has been processed.
- If a placement is offered and accepted by the employer, but the student does not accept the placement online, a £52 charge will be incurred. This can be paid via ParentMail.
- If a child is unwell before their placement start date, please inform Mrs Gough as soon as possible. EBP South will cancel the placement and no deletion fee will be charged.
- If a child becomes unwell during their placement, EBP South will charge the deletion fee, as the placement has already begun.
- If an employer withdraws, whether it is an Own Placement or an Online EBP South Placement will not charge a deletion fee, and the student will not be charged an additional fee if they need to find a new placement.

These guidelines ensure that families are aware of when charges may apply and help support a smooth and fair process for all students.

4.2 If a Placement Becomes Unsuitable

Occasionally, an Own Placement or an EBP South Online Placement may become unsuitable for a student. In these situations, whether there is a charge to find another placement will depend on:

- **The reason the placement is no longer suitable**
- **Whether the student has already started the placement or not**

EBP South charges the school for every student who has a confirmed placement and goes out on work experience. Their deletion fee applies only to placements that have already been confirmed and are then declined by the student and/or their parent/carer.

This fee applies regardless of the reason for cancelling the placement, except in a small number of extenuating circumstances, such as long-term illness.

EBP South will always advise the school if a placement becomes unsuitable and will support us in determining the next steps for the student.

5 Student Preparation Before Work Placement

Before beginning your work experience placement, please take a moment to think about the following with your parents/carer:

- **Travel arrangements** — Plan how you will get to and from your placement each day. Check bus/train times, costs, and alternative routes in case of delays.
- **Start and finish times** - Make sure you know what time you need to arrive, when your breaks are, and what time you finish.
- **Dress code** -Ask your employer what you should wear. Some workplaces require smart clothing, while others may need practical or protective clothing.
- **Lunch and breaks** - Find out whether you need to bring food with you or if there are places nearby to buy lunch.
- **SEND or medical needs** - Ensure any additional needs, medication, or support requirements have been discussed with your employer and the school.
- **Emergency contacts** - Know who to contact if you are running late, feel unwell, or have any concerns during your placement.
- **Behaviour and expectations -** Remember you are representing your school. Be polite, respectful, and professional at all times.
- **Phone use** - Check the employer's rules about mobile phones. Most workplaces do not allow phones during working hours.
- **Health and safety** - Listen carefully to instructions, follow workplace rules, and report anything unsafe or worrying immediately.
- **Confidence and communication** - If you are unsure about a task, politely ask for help. Employers expect questions and are happy to support you.

5.1 Travel

- It is your responsibility to get to and from the placement. You should;
- Be aware of how you are getting to your placement.
- Ensure you know and understand any timetables for public transport and the costs.
- Consider any potential problems with travel i.e. roadworks, public transport strikes.
- Have a backup plan to your method of travel in case of an unexpected scenario i.e. bicycle has a flat tyre.

5.2 Health and Safety

You need to take responsibility for your own Health and Safety and those around you. At the start of the work experience placement, you should receive an induction which as a minimum should include:

- Tour of the working area/premises.
- Fire procedures.
- First aid arrangements.
- Overview of expected tasks during the week.
- Prohibited tasks and/or areas.

- Requirements for personal protective equipment (PPE).
- Introduction to colleagues.
- Confirmation of working hours and breaks.
- Shown welfare facilities

5.3 Employer expectations

Prior to the placement, it is a good idea for you to research your employer to gain a basic knowledge of the company in order to understand the possible expectations that the employer will have.

Please be aware of expectations that employers will have of you:

- Positive attitude.
- Shows interest.
- Polite and friendly.
- Ability to follow instructions/listening skills.
- Hard working.
- Punctual and reliable.
- Appearance and hygiene – appropriately dressed.

5.4 Your expectations

You may have a different expectation of what a placement will be like compared to reality. Therefore, you should have realistic expectations.

- Age, lack of experience, lack of training, knowledge, skills and health and safety restrictions will limit some tasks that you can do.
- Time will be spent observing colleagues especially in environments that are high risk, such as building/construction, garages and engineering.
- Routine tasks such as cleaning, tidying, filing etc will be carried out.

5.5 Verbal and non-verbal communication

You should ask questions to show interest and be aware of negative and positive body language.

Examples of positive body language are:

- Making eye contact.
- Sitting up straight.
- Paying attention.
- Relaxed posture.
- Keeping hands out of pockets.
- Examples of negative body language are:
- Staring.
- Slouching.
- Yawning.
- Crossed arms and legs.

- Looking at your watch.

5.6 Mobile phones/social media

Use of mobile phones will not be allowed during the placement 'working hours'. You may be asked to place phones in bags or lockers or as a minimum, phones should be turned off or placed on 'silent'. Mobile phones are not permitted in childcare/school placements due to safeguarding procedures. Inappropriate content and use of social media whilst on placements may result in placements being terminated.

5.7 Lateness/Absence

If you are going to be late or absent for your placement then you should:

- Contact the employer.
- Apologise that you will be late or absent and explain the reason.
- Provide an expected arrival time If you are running late.
- Provide an expected return date if you are unable to attend the placement.
- You should also follow the correct protocol for informing your school.

5.8 Confidentiality in a Workplace

There may be important and confidential information shared between colleagues while you are on your work experience placement. It's very important that you don't share this information outside of work.

Your work experience employer may also have rules about social media, when you are allowed to go on social media (usually just breaks and at lunchtime) and whether or not you are allowed to post on social media about your work experience placement. If you aren't sure, just ask!

5.9 Your Employers Behaviour

Just as you should behave appropriately in the workplace, so should your work experience employer. Here are their responsibilities as an employer:

- Provide you with all of the information you need to get on with your placement. For example, health and safety information, and where the staff room/toilets are.
- Answer your questions as best they can
- Act appropriately and set a good example of how you should behave.

Work experience is a partnership between the student, employer, school, and parents/carers. Everyone has a role to play in ensuring that the placement is safe, enjoyable, and beneficial. If you feel that your employer is not meeting these expectations, or if you have any concerns during your placement, please speak to your supervisor, parent/carer, or **Mrs Gough** as soon as possible.

5.10 Things to Consider whilst on Work Experience

To make the most of your work experience and create a positive impression, please remember the following:

- **Be polite and respectful at all times.** Use “please” and “thank you” and treat everyone with courtesy.
- **Everyone’s role is important.** Be considerate and professional with everyone you meet — the receptionist is just as important as the manager or director.
- **Dress appropriately and arrive on time.** First impressions matter, so present yourself smartly and be punctual every day.
- **Listen carefully.** Workplaces have specific rules and procedures, especially around health and safety, which must be followed.
- **Ask questions.** If you want to know more about something, ask. Employers expect students to be curious and eager to learn — there is no such thing as a silly question.
- **Take responsibility for your work.** Show initiative, work hard, and keep your work area clean and organised.
- **Follow all health and safety procedures.** Take care of yourself and others, and report any concerns or unsafe situations to your supervisor immediately.
- **Maintain a positive attitude.** Be enthusiastic, willing to learn, and make the most of every opportunity offered to you.
- **Use your phone only when permitted.** Mobile phones should not be used during working hours unless your employer has authorised it.
- **Represent your school positively.** You are an ambassador for Wyvern College, and your behaviour should reflect the school’s values and expectations.

6 Keeping in Touch Whilst on Work Placement

- If you are going to be late or unable to attend your placement due to illness, you must contact both the school and your work experience employer as soon as possible. It is important that you explain the reason for your absence and keep both parties informed.
- If you experience any difficulties during your placement or are made to feel uncomfortable in any way, you should contact Mrs Gough, and your parent/carer immediately. This includes any concerns about your wellbeing, safety, the work you are being asked to do, or any other aspect of your placement.
- Remember your work experience placement should be a positive and rewarding experience. If you have any concerns, no matter how small they may seem, please speak to someone straight away so that support can be provided as quickly as possible.

CONTACT DETAILS:

- **Wyvern College Attendance Email:** welfare@wyvern.hants.sch.uk
- **Wyvern College Tel:** 02380 692679
- **Careers Leader Mrs Gough - Email:** J.gough@wyvern.hants.sch.uk

7 Checklists

7.1 Work Placement Checklist

Task	Action By	Completed
Students and Parents to read through the Work Experience Pack.	Friday 6th November 2026	
Complete the Parental Consent form on EDULINK.	Friday 6th November 2026	
Students to discuss possible work experience placements with family, neighbours and local businesses as early as possible. Use Unifrog and the Year 10 Work Experience booklet if you are looking for an Own Placement.	Friday 6th November 2026	
Decide whether you would like to: • Arrange your own placement (Own Placement) • Apply for a placement through EBP South online. **If you are unable to secure a placement through the EBP South system, you will need to arrange an Own Placement by contacting employers directly and completing the required paperwork.**	Friday 6th November 2026	
Own Placement – Once an employer has agreed to provide a placement, an Own Placement Form must be completed. It is important that the employer, the student, and a parent/carer complete all relevant sections of the form to ensure that the placement can be processed and checked. • It may take up to 12 for the checks to be completed. **Please then submit your own placement form to Mrs Gough**	Before Monday 22nd February 2027	
EBP Online Placement - Apply for a work placement online with EBP and expect to hear back within three weeks. Once a placement has been accepted, the student should contact the employer and get the form signed by the employer, the student, and a parent/carer. **Please then hand in your completed form to Mrs Gough**	Please keep checking the EBP placement online.	
Contact or visit your employer to ensure that they are expecting you on Monday 19th April 2027.	12th April 2027	
Work experience starts on the 19thApril 2027	19th April 2027	
Don't forget to contact the employer and Wyvern College Absence line if you are ill or absent during your work experience.	19th -23rd April 2027	

STUDENTS MUST CHOOSE ONLY ONE ROUTE: OWN PLACEMENT OR ONLINE EPB PLACEMENT

7.2 Students Preparation Checklist

Task	Action By	Completed
Placement Details • Address • Start/Finish Times • Employers Name	19th - April 2027	
Travel Plan • Route checked • Backup plan ready	19th - April 2027	
Dress Code Check with parents/carer and Mrs Gough that you have appropriate clothing for the week if you are unsure. Give yourself plenty of time to orgainse this.	16th - April 2027	
Essentials Packed • Lunch • Money • Water bottle • Notebook & pen	19th - April 2027	
Key Contacts Saved • Employer • Parent/carer • School - Mrs Gough 02380 692679	19th - April 2027	
Phone Use • Only when permitted	19th – 23rd April 2027	
Arrive Early • Aim to be 10 minutes early for each day of your placement.	19th – 23rd April 2027	
Safety • Tell your **parent/carer** or **school** immediately if anything is unsafe, inappropriate or worrying. • Contact the employer and Wyvern College Absence line if you are ill or absent during your work experience.	19th – 23rd April 2027	