

<https://nybep.work-experience.co.uk>

Username & Password: Fulfordschool2019

1. Login using the username and password given to you by your school Work Experience Co-ordinator - **DO NOT** change your password



2. Click the Blue arrow to begin your search
3. If you know the name of the employer you are interested in, spell the first four or five letters of the employer's name and go straight to the 'Postcode' box, add the first part e.g. YO18, YO18, YO62, or Town/City/Village in the relevant box. If you do not know where you want to go yet, leave the employer's details blank and go to the 'Category'
4. Select a 'Category', now complete the first part of your home postcode (as above). Next to this select 'any' from the mileage drop down box. Do not tick any of the boxes below this as it will reduce the number of results that you get. At the very bottom select your work experience dates.
5. You should now see a list of employers in your area. You can hover the mouse over the 'Job Title' to read more about the role.
6. If you are interested, click on the 'Job Title' to read more about the job, the working hours, the location, contact name and details, etc.
7. Make a note of all placements that you are interested in and prepare some notes as to how you will approach the employer. Think about: how you will introduce yourself, why you are interested, what you are studying, etc.... be confident.
8. Employers on the NYBEP database have previously offered placements to students, this **DOES NOT** mean that they will automatically do so again. If you would like some advice before contacting employers please see your Tutor/School Co-ordinator, but remember... do not delay, as placements will go!
9. Contact the employer in person, by telephone or email. Remember to introduce yourself and tell them which school you attend, be clear about your work experience dates, why you would like the opportunity for a placement and do confirm with the employer that it is on a voluntary basis. ***PLEASE NOTE - Employer details and contacts may have changed since they last offered a placement.***
10. **Don't forget** – you can approach ANY employer – they do not have to be pre-registered on the NYBEP database.
11. Once you have an offer of a placement... you must then arrange a convenient time to meet with them to get the Agreement/Consent Form completed. This form must be signed by you, the employer, your parent/carer (it is particularly important that the Employers Liability Insurance section is completed) – **placements WILL NOT be able to go ahead without this.**
12. **You must return the completed Agreement/Consent Form to your School Work Experience Co-ordinator/Tutor before the deadline date set by your school.**

Good Luck!!