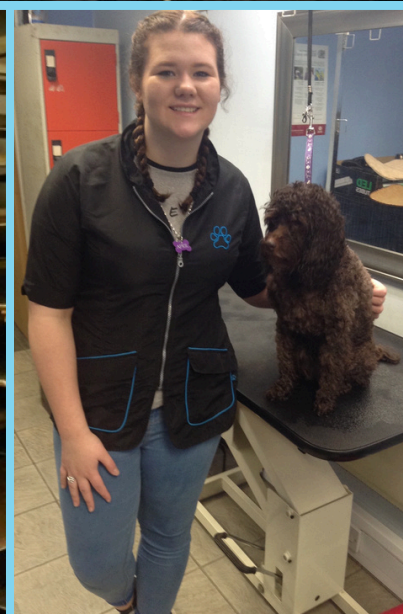




Work Experience Portfolio 2026/2027

Who we are

We are a not-for-profit company whose mission is

To unite education and business to inspire and equip our future workforce for tomorrow's workplace

Why Work Experience?

Work experience placement(s) in years 10 to 11

'should be meaningful, in-person and immersive allowing pupils to experience a real working environment and begin to develop work-based knowledge, skills and behaviours.'

Gatsby Benchmarks- June 2026

'Work experience reduces NEET risk', study finds

'Giving young people opportunities to spend time with employers before they leave school could improve their future employment prospects, research has found.'

People Management (29 June 2026)

Employer Preferences surveys highlighted by Youth Employment UK

show that roughly 65% of businesses view workplace experience as a critical factor in recruitment—often ranking it above academic qualifications.

Youth Employment UK

The Department for Education (DfE) states that its modern work experience ambition ensures “every young person deserves meaningful work experience, the chance to meet employers, discover careers they never knew existed, and understand how their education connects to their future.”



The benefits of work experience for young people:

- **Develops employability skills** – Students gain practical skills such as communication, teamwork, time management, problem-solving, and professionalism.
- **Builds confidence** – Working in a real environment helps students become more independent and confident in their abilities.
- **Provides career insight** – Students can explore different industries, understand workplace expectations, and make more informed decisions about future education and career paths.
- **Link education to real life** – Seeing how classroom learning applies in the workplace can increase motivation and understanding of subjects.
- **Develops workplace awareness** – Students learn about workplace culture, responsibilities, health and safety and professional behaviour.

Overall, student work experience helps bridge the gap between education and employment, equipping young people with the knowledge, skills, and confidence needed for their future careers.



Why EBP?

Each year we work with our extensive network of employers to source both pre and post 16 work experience placements for **in excess of 1300 students** from schools and colleges across North Hampshire, Berkshire, Oxford and Swindon.

Placements range in length from a week block placement to extended placements over a longer period.

We take great pride in tailoring placements to individual students via our fully-managed service, which can include school visits, application forms, student interviews and pre-placement checks.



Block Week Placements

A block week placement enables your students to experience a week in the work environment. This is not necessarily career related but will give them the opportunity to improve transferrable and soft skills.

We make the process as simple as possible.

Students will either complete application forms and return to EBP within agreed timescales, or select jobs on an online system managed by the EBP.

We provide each student with a bespoke placement description (compiled in partnership with the employer).

When placements are complete, we meet with the school to discuss the process, placements, evaluation data, gain feedback and celebrate success.

Student and Employer Quotes:

‘It was very helpful with giving me a clear image of how to be a staff member and how to communicate with people of all ages.’

‘Overall, my work experience gave me a good deal of confidence on how work was like.’

‘We enjoy supporting young people with their work experience and it's nice for our other volunteers to interact with new people.’

‘Having a student on work experience has been a positive experience for our business. They provided valuable support to the team, brought enthusiasm and a fresh perspective and showed a willingness to learn. It also gave us the opportunity to help develop young talent and showcase the skills and opportunities available within the catering industry.’

This is testament to the quality of our process and the real and tangible difference employers can make to students.

Extended placements run for 4 weeks upwards, with hours arranged on an individual basis.

These placements prove particularly useful for students who maybe find engaging in school/college challenging and would benefit from being outside of the academic environment for up to one day per week. Often these students discover new skills in the workplace and find their chance to shine.

The whole process is dealt with by EBP, and the students are interviewed to ensure that all needs are met when sourcing the placement.

This type of work experience can stand alone or can be offered in conjunction with a preparation programme, before the placement starts. (Please see pages 8-11.)

EBP also offer a service direct to parents to find work experience placements for their children.

If parents don't have suitable contacts, are unsure how to seek a placement or simply don't have enough time, EBP can help find some potential opportunities.

Please call 01635 279277 for more information and prices.

Careers Conversations

We can offer your students a 20 minute, one-to-one career conversation and mentoring session with a member of the EBP team, who is able to listen, signpost and provide a take home document.

Quotes and Testimonials about the Work Experience Team:

“In my experience, the extended work experience service that is offered by the EBP is excellent. The process is thorough and good value for money. From meeting the pupils to discuss their qualities and interests, to sourcing placements in an appropriate industry and completing insurance and health and safety checks, everything is organised for you. This takes away the time consuming hassle that sourcing a placement requires and gives you peace of mind that a young person will be attending an experience where the environment is safe and they can learn new skills to help them on their learning journey. We will be continuing to use the EBP to support our pupils as they progress through Year 10 and 11.”

Mark Hermitage, Trinity School, Newbury

“The EBP team made organising work experience for our SEN students incredibly smooth and relatively pain-free. The one-to-one interviews were relaxed and personable which reduced students’ anxiety over the process and the care shown by the EBP team was lovely. Paperwork was clear and promptly supplied and processed and the whole experience went off without a hitch. All students were found favourable placements, and they completed the work experience week with gusto. The experiences gained from all were invaluable and have helped the students make clearer choices for their post-16 pathways. Thanks to the EBP team for making the experience such a positive one.”

Scott Versace, Hamilton School, Reading

“Working with EBP is an easy and flexible process, mainly we use email to contact staff there, however when we have needed to call they have been there to take the call or have called us back in a timely manner. If staff at EBP need an answer straight away they will call and speak to relevant staff member to ensure this happens. Being able to communicate via email works for us as a school; this way we can ask our questions when they arise and await a response. In addition to this we also have a dedicated teams chat for both parties to use.”

Elaine Robbins, Engaging Potential, Newbury



Work and Placements Preparation Programme

Aim:

- To prepare students (in Years 9-11) for work experience/extended placements and work in general
- To encourage positive engagement within school and the place of work

"Everything is really fun."

"Improved my confidence with talking to people."

"This experience helps me be able to approach a job."

~ Students

"Seeing the progress of the students over the past four weeks has been incredible. How they have all turned up ready for their interview is something they should all be very proud of."

~ Business Ambassador





Work and Placements

Preparation: Intensive Programme

Option A: 2-day programme (min 5 – max 20 students)

Day 1

(2 hours with a break between sessions)

- **Introduction to Work Experience and the purpose of the programme** (All About Me and Growth Mindset)

Helps students to identify and articulate the skills they have developed during school and extracurricular activities. Young people learn that intelligence can be developed, understand that effort is the key to success and that challenge should be met without fear.

- **Preparing for Work/Interview Techniques**

Includes: How to prepare for an interview, employer and employee expectations, telephone and email/Teams etiquette and role play, clothing requirements, social media impact before and during the placement.

Extended Work Experience

EBP will source 6-week placements for the students based on their application forms and performance during the programme. During the placements, EBP will check in with employers bi-weekly and will report back to the schools with feedback for the students.

Optional Extra:

Three mentoring sessions via Teams, per student can be arranged for those who you feel may require/benefit from it.

“Helping young people make that stepping stone from school to work.”
~ Teacher



Day 2

(3 hours with a break between sessions)

- **Work Experience**

Discussion around the different sectors available for work experience, the skills that can be developed and that it's not just about making a career choice.

- **Mock Interviews**

Each student within the group participates in a 20 min interview which includes feedback from the interviewer.
Completion of a work experience application form with the 1:1 support of EBP staff.



Work and Placements Preparation Programme

Option B: 4-week programme (min 5 – max 15 students)

Pre-programme

Microsoft Teams meeting overview and Q&A for parents.

Week 1

(Half a school day)

- **Developing Life Skills**

Activities are designed to build students' confidence, improve body language and impact.

Week 2

(Half a school day with a break in between sessions)

- **Preparing for Work**

Includes: How to prepare for an interview, employer and employee expectations, telephone and email/Teams etiquette and role play, clothing requirements, social media impact.

- **All About Me and Growth Mindset**

Helps students to identify and articulate their skills, and understand that effort is the key to success and that challenge should be met without fear.

Additional activity for extended work experience placements:

Three-part mentoring/support sessions via Teams/phone call

A member of EBP staff will schedule individual 30-minute slots with the students and the employer during the settling in period, mid-way through the extended placement and towards the end to offer support and encouragement. Updates will be relayed back to the school.

“Helping young people make that stepping stone from school to work.”
~ Teacher



Week 3

(Half a school day with a break in between sessions)

- **Interview Techniques**

Includes hints and tips about preparing examples and answers.

- **Mock Interviews**

Each student within the group participates in a 15-20 min interview which includes feedback from the interviewer.

Week 4

Timings vary

- **Site Visit**

Giving a small group of students the opportunity to have a glimpse of what goes on in a workplace. May include a tour of premises and talks from staff.



Work and Placements Preparation Programme

Option C: 6-week programme (min 15 – max 25 students)

Pre-programme

Microsoft Teams meeting overview and Q&A for parents.

Week 1 (A full day)

- **Developing Life Skills (led by The Watermill Theatre)**

Activities are designed to build students' confidence, improve body language and impact.

Week 2 (1 hour per session x 3)

- **Preparing for Work**

Includes: How to prepare for an interview, employer and employee expectations, telephone and email/Teams etiquette and role play, clothing requirements, social media impact.

Week 3 (1 hour per session x 2)

- **All About Me and Growth Mindset**

Helps students to identify and articulate their skills, and understand that effort is the key to success and that challenge should be met without fear.

Week 4 (Half a day)

- **Interview Techniques**

Includes hints and tips about preparing examples and answers.



Week 5 (Half a day)

Mock Interviews

Each student within the group participates in a 15-20 min interview which includes feedback from the interviewer.

Week 6 (Timings vary)

- **Site Visit**

Giving a small group of students the opportunity to have a glimpse of what goes on in a workplace. May include a tour of premises and talks from staff.

Additional activity for extended work experience placements:

Three-part mentoring/support sessions via Teams/phone call

A member of EBP staff will schedule individual 30-minute slots with the students and the employer during the settling in period, mid-way through the extended placement and towards the end to offer support and encouragement. Updates will be relayed back to the school.



Work and Placements Preparation Programme

"The EBP programme aimed at helping students build confidence and gain work experience was a great success within Royal Wootton Bassett Academy.

The six-week programme tailored to the students was adapted weekly to ensure the student needs were met. **Communication between trainers and myself was constant** and I felt they listened to my concerns. This meant the trainers were flexible by changing lesson plans to suit the group.

Lessons included CV writing, speaking in a group, work application processes and the importance of health and safety in the workplace. **With guest speakers giving up their time to help, this further enforced the learning of the students.**

Once this six-week programme was completed the EBP team set about securing work experience for each student. Something that as a teacher I would not have time to do. **The team were great at securing placements** and completed all necessary checks along with health and safety.

However, the work didn't end there for the team as they also set about completing **fortnightly mentoring sessions with students and updates from the employer** as well.

Overall, **this process could not be faulted and made the students feel valued.** As a result of this several students have now secured Saturday paid work placement with a view of something more secure once they leave school.

Overall, **an excellent experience from start to finish and a valued programme.** Well done."

~ Mr G Stone, Personalised Learning Teacher, Royal Wootton Bassett Academy



Work and Placements Preparation Programme



“It was fantastic for them all to see how the previous few weeks have equipped them to tackle interviews with confidence and enthusiasm.”
~ Teacher



“The mock interviews have been the event to finish the 6-week support WEX programme and how the workshops have built them up ready for today has been priceless!”

“It was a joy to see the students grow in confidence throughout the day.”

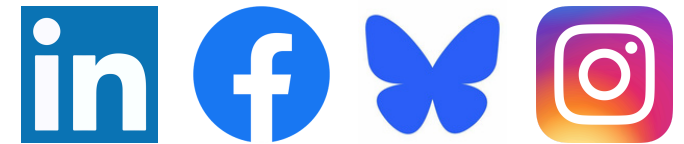
~ Business Ambassadors

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