

NYBEP STUDENT PORTAL GUIDANCE

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

Log in username & password – FSwex2223* (do not change the password)

<https://padlet.com/NYBEP/74s0nIncsc4v7ut8> - Click on the Students Page and input the password:
 WEXsuccess3119

Dear Student,

Please find below some guidance on how to use the student portal and things to consider when you are approaching employers and looking at potential work experience placements.

Remember - The NYBEP student portal is a **search tool only - not guaranteed placements**. Some contact details may have changed so be prepared.



- Click the blue arrow to begin your search
- Enter your postcode and the distance of how far you can travel to explore the placements that may be available to you.
- You should now see a list of placements that have been accessed previously in your area. Hover the mouse over the 'Job Title' to read more about the role. 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.
- 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. NYBEP have prepared some guidance on making a telephone call and an example email for you to use in the Useful Documents section of the portal.
- When contacting employers by telephone or email, remember to introduce yourself and tell them which school you attend, be clear about your work experience dates and why you would like the opportunity for a placement.
- Don't be afraid to push yourself out of your comfort zone, you will be amazed at what you can achieve.
- You can approach ANY employer – they do not have to be on the NYBEP database.
- 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.
- **Return the completed Agreement Form to the PSU office in school by Friday 16th December 2022.**

Good Luck in finding your placement!!