



Learner Guide

Searching for Work Experience

- Go to the NYBEP work experience site:
https://nybep.work-experience.co.uk/mod_student/Search.aspx
- Login inserting the school User Name (StPetersStudent) and Password (StPetersStudent):
- Click the Blue arrow to begin your search



- You can now search by various methods. The most popular is by category. To do this select a category, then complete the first part of your home postcode eg. YO1. Next to this select 'any' from the mileage drop down box. Do not tick any of the boxes below – this will reduce the number of results that you get. At the very bottom select your work experience dates.
- You can also search by name of employer. If you know the name of the employer you are interested in, spell the first four or five letters of the employer's name, go straight to the postcode and add the first part eg. YO, BD, HG, WF etc.
- Whichever method of search you have chosen, you should now see a list of employers in your area. You can hover the mouse over the blue job title to read more about the role
- If you are interested, click on the blue job title to read more about the job, the working hours, the location etc.
- Please now contact the employer yourself, preferably by telephone. Remember to introduce yourself and 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. Once you are sure that you have found a suitable placement please come and see Mrs Hogg with the details.
- Mrs Hogg will generate paperwork which will form the basis of a contract with them. This will need signing by you, the employer and a parent/guardian. You need to arrange to visit the employer to complete this process, returning all completed and signed forms to Mrs Hogg for safe-keeping.

If you have any queries about the process, or you want to seek work experience with an employer who is not listed, please speak to Mrs Hogg.