

# Archbishop Holgate's School Internship

## 17<sup>th</sup> July - 21<sup>st</sup> July 2017

### Internship Important Deadlines

1. **28<sup>th</sup> September**—Year 12 assembly, launch. Question and Answer session.
2. **24<sup>th</sup> February** – Deadline for students to return verbal agreement forms with employer details and handed them into Mrs Adamson **via form tutors**.
3. **February- March** - Form details entered onto the NYBEP database, so NYBEP can carry out their Health and Safety Assessment.
4. **22<sup>nd</sup> May** -Agreement Forms will then be given to students they must arrange an informal interview with the employer to sign the agreement form, parents and students are also to sign this form and then return to Mrs Adamson **via form tutors**. Students should arrange to meet their employee to discuss the placement and make final arrangements regarding: hours, clothing, expectations etc...
5. **26<sup>th</sup> JUNE** —all agreement forms to be back to Mrs Adamson
6. **17<sup>th</sup> July-21<sup>st</sup> July 2017** students on placement.

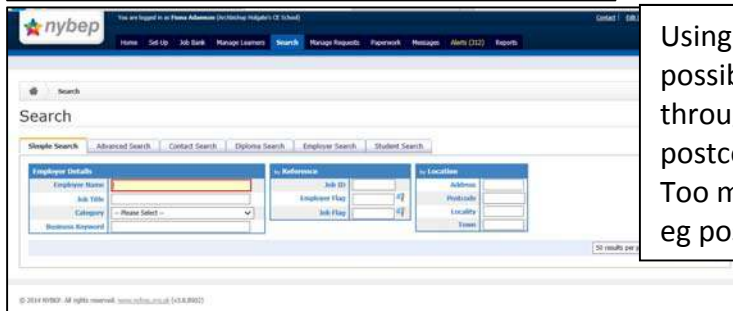
**NB AGREEMENT FORMS MUST BE WITH MRS ADAMSON FOR A STUDENT TO BE ALLOWED TO ATTEND THEIR PLACEMENT.**

How to search on the website <https://nybep.work-experience.co.uk/>



Use the following user name and password to access the site.

Name **archbishop16**  
Password **archbishop16**



Using the search area you can look for possible placements. This can be done through sectors, the company name or postcode.

Too much detail can make this difficult eg post code use YO10 only.

Employee	Emp ID	Job Title	Job ID	Postcode	HR Exp
A & M Animals	22475	General Duties	22544	YO81 4T1	12/05/21
A Broomwell (Agricultural Contractors)	7141	Agricultural Assistant	8141	YO18 7GB	12/05/21
Abbey Farm	31313	Farm Assistant	31347	YO17 8DW	04/05/21
Abbey Farm Central	8239	Trained Pet Technicians	13123	YO8 8YV	12/05/21
Acorn Services Ltd (Community Care)	1629	Farm Tissues	1584	YO17 8EE	12/05/21
Acorn Services Ltd (Community Care)	16239	Farm Assistant At Community Care Centre	11380	YO17 8EE	22/04/21
AE Barker & Son Ltd	11339	Farmers Assistant	12570	YO12 48R	12/05/21
AE Kinolds	20042	Horse & Farm Hand	22554	YO7 2BG	12/05/21
Agriway Supplies Ltd	18666	Agreement Assistant	20812	YO17 8TQ	18/02/2018
Aire Hill Farm	8629	Farmer/Sheep	11381	YO14 9QQ	12/06/2009
AJ & BA Rendler	18945	Apprentice Farm Worker	13124	YO17 2AV	07/06/2014
AJ Sulmar & Son	12008	Farm Assistant	24129	YO11 0L5	24/11/2015
AJ Tison - Staney Hill Farm	17411	Farm Assistant	212 2M	YO19 0L2	28/09/2012
Alex A. Stern	8437	Livestock Transportation	24 8P	YO19 2DR	12/05/2008
Alison Wilson	18152	Widng Tutor	211 3MR	YO19 0DR	12/05/2009
Al Spencer Garden Maintenance	818	Assistant Gardener	4275	YO15 5ZT	27/06/2018
Al Thomas Lawn Turf	3491	General Assistant	1814	YO16 4JN	12/06/2009
Alvaca Fish Ltd	12028	Fishmongers	12437	YO13 2PD	28/09/2012
Alvaca Veterinary Surgery	31746	Veterinary Assistant Not Taking	88706	YO13 1RE	20/04/2019

Hovering over Job Title will allow you to see a job description, if it appeals double click on it and further details and contacts will appear.

**JOB DETAILS** Veterinary Assistant

Job Details | Quota | Vocational Profile | Student Information | HES | HES Standards | Job Bank | Placement Requests (137) | Notes (0) | Flag | Job Documents (0)

**Job Details**

Employee: Ruthe Platts Veterinary Clinic  
 Job Title: Veterinary Assistant  
 Job ID: 3618

**Job Description**  
 Our student must be considering a career choice in veterinary nursing, will shadow and assist the nurses in their normal day to day routine:- help prepare for clinic visit, help prepare and observe routine operations. Learn skills in looking after recovering animals, participate in nurse checks, continual cleaning and upkeep of cages

**Job Address**  
 28 The Village  
 Skewell  
 York  
 YO24 2QB

**Department**  
 Not Specified

**Job Contact**  
 Ms Charlotte Gibbals  
 (+) 01904 400055  
 (+) 01904 400055

**Personalise Contact**

**Job Supervisor**  
 Not Specified

**Personalise Supervisor**

**Directions**  
 Get Directions via Transport Direct

If you want this job **YOU** need to make contact with the employer **BY PHONE** and ask them whether you could carry out your placement with them.

**NB** before making contact it is important to write down the things that you need to ask, remember to be polite and if they are in agreement to have you for the week period ask them if it would be possible to organise a time to come in and have you **AGREEMENT FORM** signed.

In summary, it is the **student** responsibility to make contact with possible employers **by phone** to see whether they would be willing to offer them a work experience placement on from the 17<sup>th</sup> July for one week. Unless asked to do so **do not send an email**- these are rarely responded to and can delay a placement being awarded.

When a placement has been verbally agreed complete the **Verbal Agreement Form** and hand in to your **form tutor** who will then pass on to Mrs Adamson. Please do not pass them directly to me as they do need to be registered by your form tutor. Please indicate if you have used the website or have used your own resources to find a placement.

NB. Although you can work with a parent it is advisable to find a placement with alternative employers.

I will then provide you will a **Formal Agreement Form** which will includes a risk assessment, this must be taken to the employer to sign and will also require pupil and parent/guardian signatures and returned via your form tutor to Mrs Adamson.

Please do not miss the deadline dates as it could impact on your choice of placement especially if health and safety checks need to be carried out. **WITHOUT THESE CHECKS YOU ARE UNABLE TO GO TO YOUR PLANNED PLACEMENT.**

Any issues throughout this process please can students see Mrs Adamson  
Many thanks and successful placement hunting. Mrs Adamson

Verbal agreement form: To be handed in to Mrs Adamson **via form tutors** by **24<sup>th</sup> February** in order to raise an Agreement Form. **PLEASE COMPLETE ALL RELEVANT AREAS**

Name: \_\_\_\_\_ Form: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

**Please write in BLOCKED CAPITALS**

Contact name Mr/Mrs/Miss (other eg Dr) \_\_\_\_\_

First name \_\_\_\_\_

Surname \_\_\_\_\_

Contact Telephone \_\_\_\_\_

BUSINESS NAME  
\_\_\_\_\_

BUSINESS ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

POSTCODE \_\_\_\_\_

**Please tick**

**NYBEP** placement

**Job ID number** \_\_\_\_\_ (**MUST INCLUDE**)

**Own** placement

If you are doing an **Own** placement please write a brief job description and responsibilities that you will undertake.