



Please return this form to Reception for the attention of Mrs K Hubbard, PA to SLT.

Personal Placement Form

Start and End date: **Mon 3 June – Fri 7 June 2019**

Year Group:

Name of Student:

Tutor Group:

Gender: MALE FEMALE

Date of Birth:

PLACEMENT PROVIDER INFORMATION

Employer Name:

Type of Company:

Contact Name:

Contact Position:

Placement Address:

Telephone:

.....

Mobile Telephone:

Postcode:

E-mail:

Signature:

Date:

IT IS A REQUIREMENT OF WORK EXPERIENCE THAT COMPANIES HOLD BOTH PUBLIC AND EMPLOYERS' LIABILITY INSURANCE POLICIES. DO YOU HAVE THESE POLICIES?

Employers Liability Insurance: YES NO

Public Liability Insurance: YES NO

Policy Number:

Policy Number:

Insurer:

Insurer:

Expiry Date:

Expiry Date:

Please turn over for important information on Health and Safety checks.

PLACEMENT DESCRIPTION

Job Title:.....

Description of placement (work to be undertaken):

.....

Location/Travel:

Report to: At (time):

Hours: Meals:

Dress code/PPE:.....

PARENT/CARER AGREEMENT

I CONFIRM THAT THE PERSON WITH PARENTAL RESPONSIBILITY HAS AGREED TO THE ABOVE STUDENT UNDERTAKING WORK EXPERIENCE AT THE ABOVE PLACEMENT

Parent/Carer Signature: Relationship to Student: Date of Consent:

Important information for placement providers

Work experience benefits the employer providing the placement as well as the young person taking part. You can influence the quality of future employees by giving students more relevant skills and an understanding of the work of work; you can enhance your company profile in the local community; and you can build good relationships with local schools, colleges and academies.

However, there are a number of important points to consider before making a commitment to offering a work experience placement.

Companies participating in the work experience programme are required to have a Health and Safety Risk Assessment carried out on their premises.

A visit from a Connexions Hub Services Health and Safety Assessor usually takes around 45 minutes.

During the visit, employers need to produce the following:

- Employers' Liability Insurance (not required if the student is a blood relative, ie, daughter/son/granddaughter/grandson)
- Public Liability Insurance
- Health and Safety Policy (for companies with five staff or more)
- Examples of relevant documented Risk Assessments, eg, General Risk Assessment and where possible Machine Risk Assessment,
- Display Screen Equipment (DSE), Manual Handling, Fire Risk Assessment, Young Persons Risk Assessment (for companies with five
- staff or more)
- Accident Book
- Serviced Fire Extinguishers
- Appropriately stocked First Aid Kit

Failure to accommodate the visit or produce the required documentation may result in the placement being withdrawn.