



# Work Experience Private/Own Placement Request



PLEASE COMPLETE IN BLOCK CAPITALS AND PLEASE RETURN TO THE STUDENT/LEARNING PROVIDER

<b>STUDENT INFORMATION</b>	
STUDENT NAME: .....	TUTOR GROUP: ..... YEAR GROUP:..... AGE: .....
LEARNING PROVIDER .....	WORK EXPERIENCE DATES: .....
<b>COMPANY NAME</b>	
PLACEMENT ADDRESS:	
TOWN:	
POSTCODE:	
TELEPHONE:	
WEBSITE:	COMPANY EMAIL:
WORK EXPERIENCE JOB TITLE:	
BRIEF JOB DETAILS:	
CONTACT NAME AGREEING TO PLACEMENT:	PERSON TO CONTACT IF DIFFERENT:
POSITION:	POSITION:
MOBILE NUMBER:	MOBILE NUMBER:
EMAIL:	EMAIL:
SUPERVISOR:	POSITION:
TELEPHONE NUMBER:	EMAIL:
WORKING HOURS:	CLOTHING ARRANGEMENTS:
MEAL ARRANGEMENTS	TRAVEL ARRANGEMENTS
PRE-PLACEMENT INTERVIEW REQUIRED?      YES / NO	INTERVIEW NOTES (e.g. what to take etc.)
<b>FOR AN EXTENDED WORK EXPERIENCE PLACEMENT:</b>	
Does the person responsible for the student agree to complete a DBS check if required by the learning provider?      YES / NO	
Employers offering Work Experience must agree to undergo a Health & Safety check carried out, on behalf of the learning provider, by Hertfordshire County Council YC Hertfordshire or an alternative approved agency. The assessment will cover Health & Safety in the workplace, insurance and work content, in accordance with Department of Education & Skills requirements.	
INSURANCE—Employers Liability insurance and Public liability insurance cover are legal requirements for Work Experience.	
EMPLOYERS LIABILITY INSURANCE:	
Insurance Provider: ..... Policy Number: ..... Expiry Date: ...../...../.....	
PUBLIC LIABILITY INSURANCE:	
Insurance Provider: ..... Policy Number: ..... Expiry Date: ...../...../.....	
<b>CONFIRMATION OF A WORK EXPERIENCE PLACEMENT OFFER FOR THE ABOVE DATES:</b>	
(This section must be completed/authorised by a company manager or supervisor)	
AUTHORISED BY: .....	CONTACT'S POSITION: .....
PRINT NAME: .....	DATE: .....

## Student/Parent Guide

Researching employers and sectors of interest and approaching businesses for an 'Own Placement' is a way of securing a valuable work experience opportunity. Employers need to comply with certain criteria in order to be 'passed' as suitable for work experience but most have the necessary Health & Safety measures in place and this is checked by YC Hertfordshire.

### WHAT TO CONSIDER

#### EMPLOYER

**INSURANCE** – Employers offering work experience must have Insurance – both Employers Liability Insurance (ELI) & Public Liability Insurance (PLI). Without insurance they will not be considered suitable for a work experience placement.

**HEALTH & SAFETY CHECK** - YC Hertfordshire will contact the employer to arrange an appointment to carry out a Health & Safety check prior to your work experience.

#### STUDENT

**TRAVEL** - Make sure that you can get to employer premises, considering both time needed and the cost involved. Please see link below to the '**Travelline**' website this allows you to research your journey to your work experience placement:-

[www.travelinesoutheast.org.uk](http://www.travelinesoutheast.org.uk)

**WORKING HOURS** – Remember to check what hours the employer will expect you work. This can be a maximum of 40 hours a week.

**DRESS CODE** – Make sure you enquire what the dress code is for your work experience so you know what to wear and to ensure you have/or can provide the correct clothing.

**PERSONAL PROTECTIVE EQUIPMENT (PPE)** – For certain sectors you may be required to wear PPE to carry out elements of the work you are doing. This is usually supplied by the employer but remember to check if there is a requirement for you to provide 'Safety Boots' or other items.

**REMEMBER TO GET THE EMPLOYER TO SIGN THE OWN PLACEMENT FORM ENSURING THAT THE CONTACT DETAILS & INSURANCE SECTION ARE COMPLETED.**

**PASS THE COMPLETED FORM BACK YOUR LEARNING PROVIDER WORK EXPERIENCE CO-ORDINATOR or ENTER DIRECTLY ONTO Link2+ IF INSTRUCTED TO DO SO**