



Year 10

Work Experience

Guide to Completing the Employers

Work Experience Placement Form

1



Hello! You've been invited to host an **In-person Placement** for

Let's make it happen

has invited you to be an employer placement lead. **The next stage is for you to fill in a short form**, giving information about the placement you will very excellently host.

Start and End date:

3 July 2023 - 7 July 2023

Location:

Once the student has submitted their Work Experience placement form, you should receive an email from Unifrog with a link to the employers form.

Click on the green button at the bottom of the email.

What now?

Complete the Employer initial form

Complete it now

2.

You should then be able to review all the information that the student has entered. Please check it is correct.



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Employer initial form

You're editing an Employer initial form for an In person Placement for

Please read the information below carefully. When you're done click **'finished'** at the bottom of the form.

If any of the pre-filled information below seems incorrect, liaise with the placement coordinator at Northstowe Secondary College, Miss Leaney: careers@northstowesc.org

NB: The link to this form will expire in 235 days, 60 days after the placement is scheduled to start.

Details submitted by student:

Student name, school and email

Placement start and end dates **3 July 2023 - 7 July 2023**

Student's time commitment for the placement **Full time**

Student age at placement scheduled start date

Employer placement lead

Placement address

Is this the workplace where will be based throughout the placement? **Yes**

's response to the question: will you live at home as normal during the placement? **Yes**

's response to the question: how will you travel to and from the placement? **Parents will drive me**

2.

Finally, please complete the employer section. If you have any questions,
please feel free to contact Rebecca Dunn

RDunn@sharnbrook.academy

Details for you to complete:

* Placement business /
organisation

eg Lottie's little bakery

* Your name

eg Tim Cook

* Your email

eg tcook@apple.com

* Your job title

eg Director

* Your phone number

-- country code --

Phone number

We'll pass this to the student and the school.

* Placement start date

3

July

2023

Placement end date

7

July

2023

* Describe the time commitment

Full time

* The business's / organisation's
main sector

---- select ----

* Number of employees

---- select ----

* Placement address

eg 100 Pudding Lane, London

* Placement postcode / zip code

eg EC3R 8AB

* Is this the workplace where
will be based throughout
the placement?

Yes

* Has your business /
organisation hosted a placement
before?

---- select ----

* What languages do students
need to be able to speak?

eg English and basic French

* Overview of the placement

Words: 0. 50 minimum recommended.

Cover: to whom the student will be reporting, and what activities the student will be doing [See example ~](#)
Get fully clued up on how to structure a successful placement using [our guide](#)

* Is the student likely to ever be
with only one adult, without
another adult present?

---- select ----

It's best practice to avoid this ever happening. If you think it's unavoidable, we will show this to the parent and the school coordinator so that they can take it into consideration when giving their agreement.

Please give details of the
activities the student will be
undertaking.

This is not relevant as the students will be under 16 years old.

* Does the student need a criminal records (eg DBS) check?	---- select ---- This is unnecessary for most placements; given the additional effort and expense it entails, only ask for it if it is necessary. Learn more in our guide
* Does the placement and its environment carry any risks additional to a typical low risk workplace?	---- select ---- A normal office would be a low risk workplace, while a construction site, a farm or a laboratory would carry risks greater than a low risk workplace.
* Dress code	eg Smart casual - for example jeans are fine but not ripped jeans.
* Is PPE or other special safety equipment required?	---- select ----
* Working hours	eg 9 to 5
* Eating and refreshment arrangements	eg There is a canteen but you can also bring your own packed lunch.

Confirm that your Employers' Liability Insurance policy covers work placements

You have insurance that safeguards your organisation against legal and compensation expenses from employee claims, and covers work placements. [What's this?](#)

* Insurance

☐ Yes, I confirm that we have Employers' Liability Insurance, and that it covers work placements

☐ My organisation is exempt from needing Employers' Liability Insurance

* Employers' Liability Insurance provider

eg Hiscox

* Employers' Liability Insurance policy number

eg GB123456789

* Employers' Liability Insurance policy expiry date

-- day --

-- month --

-- year --

Confirm that your organisation has an appropriate Risk Assessment

I confirm that the organisation has a Risk Assessment that evaluates the potential risks in working for the organisation, which is up to date and appropriate (including taking into account having a young person working at the organisation). [What's this?](#)

* Risk Assessment

☐ Yes, I confirm that the above statement is correct

* Risk Assessment last reviewed

eg 1st January 2023

If you don't have Employers' Liability Insurance, please add a note to explain why.

Confirm that the placement will follow Covid safety guidance

Your organisation should take safety measures that follow the latest government guidance regarding managing the risk from Covid

* Covid guidance ☐ Yes, I confirm that our organisation will follow the latest government Covid safety guidance

Confirm that your organisation has an appropriate Health & Safety policy

I confirm that the organisation has a Health & Safety policy that sets out its general approach to how it manages health and safety, including saying who does what, when and how. It is up to date and appropriate (including taking into account having a young person working at the organisation). [What's this?](#)

* Health & Safety ☐ Yes, I confirm that the above statement is correct

* Health & Safety policy last reviewed

Important: You must email a copy of your Employers' Liability Insurance to Miss Leaney at careers@northstowesc.org
Please email a copy of this document right away.
This is standard practice for all in person placements

Confirm that you agree to abide by data protection and privacy law

Your organisation agrees to abide by the relevant laws in place in the placement's country, for example the UK GDPR and the GDPR. [What's this?](#)

* Data protection and privacy law ☐ Yes, I confirm that our organisation agrees to abide by the data protection and privacy law in the placement country.

Confirm you will follow the safeguarding policy

The Employer placement lead (and whoever else is directly interacting with the young person on the placement) should be mature in their attitudes and able to establish good professional relationships with young people;

Physical contact should be avoided where possible, with the understanding that sometimes it is unavoidable, for example when it is necessary to show someone how to operate machinery;

If a student doesn't show up to their placement, or they have an accident during the placement, or the student commits a significant act of indiscipline, you must let the School placement coordinator know right away;

If a young person confides to an adult personal information that gives rise to concern for the young person's safety or the safety of others, the adult should:

- Be open to listening and be non-judgemental;
- Not promise to keep anything secret;
- Write down what the young person said in as much detail as they can, and as soon as possible pass on the information to the School placement coordinator.

If you have any concerns or issues, please contact us on worried@northstowesc.org or 01223 343800 and someone from our Safeguarding team will get back to you as soon as possible

* Safeguarding ☐ Yes, I confirm our organisation will abide by the safeguarding policy

Finished? ☐ mark as finished and notify parent to fill in their agreement?

Update

Once you have completed the form, please click on the green update button to submit the information.

Thank you for taking the time to complete this form! You should receive an email from Unifrog confirming receipt.