



# A Quick Guide to Completing the Employers Work Experience Placement Form.

October 2023

# Completing the Employers Work Experience Placement Form

1.

The screenshot shows an email from Unifrog. The header includes the Unifrog logo and the text: "Hello! You've been invited to host an In-person Placement for Sophie". Below this, it says "Let's make it happen" and "Sophie 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 excitedly host." The email provides the start and end dates (10 July 2023 - 14 July 2023) and the location (123 Hill Lane, United Kingdom, CU24). At the bottom, there is a section titled "What now?" with the text "Complete the Employer initial form" and a green button labeled "Complete it now". A red circle highlights the "Complete it now" button.

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.

2.

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

The screenshot shows the "Employer initial form" review page on the Unifrog website. The page title is "Employer initial form" and the subtitle is "You're editing an Employer initial form for an In person Placement for Sophie Raven". A note says: "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, please with the placement coordinator at Swavesey Village College, MIA Raven: [svraven@swaveseyvc.co.uk](mailto:svraven@swaveseyvc.co.uk)". A purple box contains the text: "NB: the link to this form will expire in 224 days, 60 days after the placement is scheduled to start." Below this, the "Details submitted by student:" are listed in a table:

Student name, school and email	Sophie Raven, Swavesey Village College, <a href="mailto:svraven@swaveseyvc.co.uk">svraven@swaveseyvc.co.uk</a>
Placement start and end dates	10 July 2023 - 14 July 2023
Student's time commitment for the placement	Full time
Student age at placement scheduled start date	23 years old
Employer placement lead	Fred Clarke, United Kingdom, CU24

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And finally please complete the employer section. If you have any questions please feel free to contact Sophie Raven on 01954 232968 or [svraven@swaveseyvc.co.uk](mailto:svraven@swaveseyvc.co.uk).

*We hope that you will find this quicker and easier than the previously used paper forms.*

## Details for you to complete:

\* Placement business / organisation

\* Your name

\* Your email

\* Your job title

\* Your phone number

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

\* Placement start date

Placement end date

\* Describe the time commitment

\* The business's / organisation's main sector

\* Number of employees

\* Placement address

\* Placement postcode / zip code

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

\* Has your business / organisation hosted a placement before?

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

\* Overview of the placement

Words: 0. 50 minimum recommended.

Cover: to whom the student will be reporting, and what activities they will be undertaking. 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?

It's best practice to avoid this ever happening. If you think it's unavoidable, please ensure you have a designated placement coordinator so that they can take it into consideration when giving their approval.

\* Does the student need a criminal records (eg DBS) check?

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?

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

\* Is PPE or other special safety equipment required?

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

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

\* 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 action 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.

If you don't have employer liability insurance please add a note to explain why.

\* 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 2022

**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

eg 1st January 2022

**Important:**

**You must email a copy of your Risk Assessment and your Health & Safety policy to Mrs Raven at [sraven@swaveseyvc.co.uk](mailto:sraven@swaveseyvc.co.uk)**

**Please email copies of these two documents right away.**

This is necessary because one or more of these apply: this is the first time you have hosted a placement, or your workplace is above low risk, or the student has said they have special needs, illnesses, medical conditions, allergies or injuries that might affect the placement. [More info here](#)

**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.

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**Confirm you will follow the safeguarding policy**

I confirm that I have read and that we will abide by the school's Work Experience safeguarding policy, which can be viewed here: [this link](#)

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

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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.