

WORK EXPERIENCE FORM

WORK EXPERIENCE DATES 15TH JULY - 19TH JULY 2024 (Return form by 6th December 2023)

STUDENT NAME:	TUTOR GROUP:
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I agree to participate in the work experience scheme. I will not disclose any information that is confidential to the employer that I obtain during this period of work experience. I will obey all safety, security and other instructions given by the employer

Signed:	Date:
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EMPLOYER DETAILS

Company Name:	
Address:	
	Post code:
Contact Name:	
Tel No:	
Mobile no:	
Email:	
Placement Title:	
Main Duties during placement:	
Dress code:	Hours of work:

As a representative of the above employer I agree to the student named above working on company premises and I acknowledge our responsibilities under the Health and Safety at Work Act. The student's age and inexperience will be taken into account when agreeing tasks, and I understand that the student must not undertake prohibited activities.

I also confirm that I have Employer's Liability Insurance Yes / No

If requested, I agree to a Health and Safety check and Young Person's Risk Assessment and when required will produce the appropriate paperwork.

Signed:	Name (print):
Role in Company:	Date:

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Please use these examples for guidance regarding the suitability of a work experience placement from a Health and Safety perspective.

SAFE - ACCEPTABLE

- Retail assistant
- Office based placements
- Care homes which do not require external visits
- IT position which do not require external visits

ACCEPTABLE PENDING HEALTH AND SAFETY CHECKS

- Hospitality – restaurant, café etc.
- Transport – garage, repair shop etc.
- Animal – vet, stable, kennels etc.
- Farm – animals/machinery

UNACCEPTABLE DUE TO AGE OF PARTICIPANTS

- Hospitals & surgeries (risk of contracting illness)
- Age restricted venues, e.g. betting shops, off license, adult stores.

FURTHER INFORMATION

Students cannot be paid for work experience, although employers may choose to pay for additional transport costs or provide refreshments.

Hours must be 'reasonable' and will vary depending on the employer. Usually students work a standard day or shift for that particular position. Hours should generally be between 4-8 hours per day, with a break for lunch and between 7am and 7pm.

Some businesses offer 'off-site' opportunities for work experience students, e.g. visit to another linked site. In these cases students may be offered travel in a vehicle with the employer or representative. If parents are not happy for this to happen the asterisked () sentence should be crossed through on the front of the form.

We are unable to check placements out of Hampshire, so parents need to take full responsibility for these. The school will contact the employer via phone/email in place of a visit.

PARENTAL CONSENT

As a parent or carer of the above learner, I confirm that I have read the employer details and am willing for him /her to participate in work experience with the employer for the agreed period of time. I also confirm that he / she is medically fit to undertake the placement.

*Should the opportunity arise for my child/ward to take part in an 'off-site' visit as part of the placement, I consent to the employer providing travel which may be in a private vehicle. (Delete if consent is not given)

I have read the information on both sides of this form.

Signed:

Date: