



# BLOCK WORK PLACEMENT FORM (Must be completed in full)

School: Cirencester Deer Park School    Contact Name: Mrs J Bowen

## STUDENTS DETAILS

Mr / Miss    First Name    Surname

Home Address    Home Tel No

Year & Tutor Group    Date of Birth    School Tel No  
01285 653447

Starting Date    2 July 2012

Finishing Date    6 July 2012

## EMPLOYERS DETAILS

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Address: \_\_\_\_\_ Mobile / Direct Line: \_\_\_\_\_

\_\_\_\_\_ Fax No: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_ Email Address: \_\_\_\_\_

\_\_\_\_\_ Supervisor: \_\_\_\_\_

In order for a company to take a student on work experience they MUST have Employers Liability Insurance (E.L.I) and Public Liability Insurance (P.L.I). Please provide us with the following details:

Employer's Liability Insurance Details:    Policy Number: \_\_\_\_\_

Insurance Co: \_\_\_\_\_    Expiry Date: \_\_\_\_\_

As a representative of the above employer I agree to the student named above working on my premises in accordance with our Letter of Understanding (see overleaf) and acknowledge my responsibilities under the Health & Safety Work Act.

Name (printed)    \_\_\_\_\_    Position    \_\_\_\_\_

Signed:    \_\_\_\_\_    Date:    \_\_\_\_\_

**WORK EXPERIENCE JOB TITLE AND BRIEF DESCRIPTION OF DUTIES** (please continue on a separate sheet if necessary):  
  
Start time    \_\_\_\_\_    Clothing Requirements:    \_\_\_\_\_  
Finish time    \_\_\_\_\_    Lunch arrangements:    \_\_\_\_\_

## STUDENT

As the student named above I agree to take part in this work experience scheme and confirm that I have read and understood both sides of this form. I also agree to hold in confidence any information about the Employer's business which I may obtain during this work period and not to disclose any such information to another person without the Employer's permission. I also agree to observe all safety, security and other regulations laid down by the Employer and made known to me either by the Employer's representatives or by displayed instructions.

Signed:    \_\_\_\_\_    Date:    \_\_\_\_\_

## PARENT/ GUARDIAN

As parent/guardian of the student named above I confirm that I have read and understood both sides of this form and agree to his/her taking part in this scheme and undertake that he/she will observe the conditions set out. I have read and understood the information about data protection and agree to abide by the elements stated. In the interest of my child I confirm that:

\*(i) He/she does not suffer from any medical condition which could result in an unnecessary risk to his/her health or safety or to the health or safety of another person.  
(Should you be in any doubt, please consult the teacher responsible before signing this form).

\*(ii) He/she suffers from the following medical condition which should be conveyed to the employer. (Attach details).

\*Please delete as appropriate.

Name (printed)    \_\_\_\_\_    Date:    \_\_\_\_\_

Signed    \_\_\_\_\_

Upon completion this form should be immediately handed to your school work experience co-ordinator

## LETTER OF UNDERSTANDING BETWEEN Prospect Training Services AND EMPLOYERS PROVIDING WORK RELATED ACTIVITIES

### THE JOB

1. The student will carry out meaningful work, as described in an agreed job description. The employer will ensure that the work will be planned by a responsible person and the student will receive appropriate induction, instructions and supervision during the period of the work experience.
2. Pre 16 and Post 16 students attached to a school's work experience programme will not receive any payment for this work, in accordance with the current Education Act. The employer may, however, wish to contribute towards the cost of travel and meals, directly to the student but this is not an obligation.
3. The student will work the hours shown on the agreed job description, which will be in accordance with employment regulations for Young Persons

### HEALTH, SAFETY, WELFARE AND SECURITY

4. The employer recognises that a student on work experience is regarded as an employee for the purposes of Health and Safety legislation and the associate duty of care. The employer will ensure that the student does not operate any hazardous machinery, or carry out work of an unsuitable nature, and that any protective clothing/equipment is supplied where necessary and instruction given on its use. The employer undertakes to restrain any animal likely to cause harm to a student while undertaking work experience.
5. The employer recognises the need for risk assessments to be carried out for students before the placement, and that these are communicated to the parent/guardian. The employer also undertakes to monitor and modify risk assessments during the placement to take account of an individual student's capabilities.
6. The student will be required to sign an agreement stating that he/she:
  - (i) will not disclose any information which is confidential to the employer;
  - (ii) will obey all safety, security and other instructions given by the employer.
7. The student's parent/guardian will undertake to see that the student carries out these obligations (in 6) and will confirm that he/she is not suffering from any complaint that will create a hazard either to the student or to those working with him/her. The Employer will be advised of any known details concerning the student which may require special attention to ensure a successful placement.
8. In case of absence, accident or sickness the employer will immediately notify the Head Teacher of the student's school. If necessary the student will be allowed to use whatever first aid facilities the employer provides.

### CHILD PROTECTION

9. The employer is reminded of his/her duty of care towards young people and to consider the suitability of staff who work with young people. The employer endorses the statement of principles contained in the Child Protection Guidance. The employer is also reminded to disclose staff, where known, who are disqualified from working with children, where appropriate, in accordance with The Criminal Justice and Court Services Act 2000.

### INSURANCE

10. The employer will arrange for Employer's Liability (Compulsory) Insurance, Public Liability Insurance and vehicle insurance (where applicable), and will confirm that students on work related learning schemes are covered by each policy.  
The employer will accept, or insure against liability for loss, damage or injury caused by the student, whilst on work experience with the organisation, to the employer's property (material damage), other employees or third party, in the same way as for paid employees. The employer will notify their insurer of student participation in work experience.

### DATA PROTECTION

11. The employer gives permission for PTS and the appropriate education establishment to process employer personal details for the purposes of work experience and Education Business Link Activities, in accordance with the Data Protection Act 1998. Student's personal details are confidential and should be safeguarded in accordance with the Data Protection Act 1998.

### MONITORING

12. The employer will permit access for monitoring purposes to representatives of PTS or the appropriate educational establishment.

### STATUTORY OBLIGATIONS

13. The employer agrees to observe all relevant/current legislation, in particular that relating to Health & Safety, and legislation in respect sex discrimination, race relations, disability and the Children Act.