

This form requires the signatures of :
Student / Employer / Parent

**SCHOOL WORK EXPERIENCE
APPLICATION FORM
2009 - 2010**



PLEASE PRINT ALL DETAILS ON THIS
FORM VERY CLEARLY IN BLACK INK

School: Cirencester Deer Park School **Tel. No** 01285 653447 **School Co-ordinator:** Mr David Clarke - Head of Key Stage 4

STUDENT'S DETAILS

Mr. / Miss: _____ **First Name(s):** _____ **Last Name:** _____

Date of Birth: _____(Day) / _____(Month) / _____(Year) **Tutor Group:** _____ **Year Group:** _____

Dates of Work Experience: **From:** 05/07/10 **To:** 09/07/10

Note to the student: This placement has been made available to you by the employer. You should now follow the advice of your school Work Experience Co-ordinator about when you should contact the employer to arrange a preliminary visit – if you have not already done so. This form will be returned to Trident by the school and Trident will confirm the placement with the employer. If circumstances change, however, the employer has the option to withdraw from the arrangement at any time.

EMPLOYER'S DETAILS

Contact Name:		Student's Work Experience Job Title:	
Company Name:		No. of days per week :	
Type of Business:			
Address:		Employer's Tel. No:	_____
		Employer's Mobile No:	_____
Postcode:		Employer's Email:	_____
No. of employees on site:		No of employees nationwide:	

EMPLOYER

As a representative of the above employer I agree to the student named above working on my premises and acknowledge my responsibilities under the Health and Safety at Work Act.

Name: _____ **Signed :** _____

Position : _____ **Date :** _____

Employer's Liability Insurance Details:

Insurance Co: _____ **Policy Number:** _____
Expiry Date: _____

Work Experience Job Description :

- Please attach a copy of the tasks the student will undertake whilst with you. **Hours:** _____ **Lunch arrangements:** _____

STUDENT

As the student named above I agree to take part in this work experience scheme. I agree to hold in confidence any information about the Employer's business which I may obtain during this work period and not to disclose 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 representative or by displayed instructions.	Signed: _____ Date: _____
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PARENT/GUARDIAN

***Please delete as appropriate.**

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. 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. (Please attach details).	Name: _____ Signed: _____ Date: _____
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The Special Educational Needs and Disability Act 2001 (SEND Act or SENDA):

Under the terms of this Act is your child classified as being disabled? ***YES / *NO (If "YES" please attach details.)**

PLEASE RETURN THIS FORM TO THE SCHOOL CO-ORDINATOR.

**LETTER OF UNDERSTANDING BETWEEN TRIDENT FROM EDEXCEL
AND EMPLOYERS PROVIDING WORK RELATED ACTIVITIES** (revised January 2007)

To ensure that the principal conditions of the Work Experience Scheme and the arrangements between the employer and Trident are fully understood, Trident would like to set out the following essential points:

THE JOB

- 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.
- 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.
- 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

- The employer recognises that a student on work experience is regarded as an employee for the purposes of Health and Safety legislation and the associated 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.
- The employer recognizes 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.
- The student will be required to sign an agreement stating that he/she:
 - will not disclose any information which is confidential to the employer;
 - will obey all safety, security and other instructions given by the employer.
- 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.
- 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

- 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

- 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 organization, 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

- The employer gives permission for Trident from Edexcel 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

- The employer will permit access for monitoring purposes to representatives of Trident from Edexcel or the appropriate educational establishment.

STATUTORY OBLIGATIONS

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