

This section to be completed by the placement provider

***Please Note:** Only employers with Employers Liability Insurance may be used for work experience.

Company Details

Name of student being offered a placement:

Business/Organisation Name:

Business/Organisation Description:

Address:

Tel No:

e-mail:

Contact Name:

Position:

Mobile No:

Job Description:

Placement Title:

Students Role/Responsibilities/Tasks:

Placement Dates

From: Mon 6th July 2026

To: Friday 10th July 2026

Working Hours

From:

To:

Lunch Time

From:

To:

Lunch Requirements (i.e. Packed Lunch, Canteen, Local Shop):

Clothing Requirements (i.e. Steel toe capped boots, Special Clothing):

Additional Information:

Employer's Liability Insurance- *The placement **cannot** go ahead without this minimum requirement*

Name of Insurer:

Certificate No:

Expiry Date:

Have You Provided Placements
Before

Yes:

No:

Would you consider offering
placements in the future

Yes:

No:

"I confirm that the above named Employer can facilitate the named student a work placement on the specified dates"

Name:

Position:

Signature:

Date:

Thank you for providing Work Experience for a Young Person(s) from a school. It is very valuable for young people to understand and take part in the world of work. The school will have prepared the Young Person(s) for the world of work through a variety of activities including health and safety awareness, security, confidentiality and other instructions prior to the placement. During the placement, a point of contact at the Young Person(s) School will be available for the employer and a representative from school may visit the premises and monitor their progress.

Your company/organisation will have to spend time determining how the students are going to spend their time during the week. The Young Person(s) should not work more than a standard eight-hour day and / or work more than five consecutive days out of seven. Employers who offer Work Experience placements with unsociable hours containing start times before 7am and finish times after 7pm should have agreements established with the school and written consent from Parents to ensure that suitable transport (accompanied) is arranged for the Young Person(s) whole journey during the unsocial hours to and from their place of work.

What about Insurance? The employer shall ensure that the Young Person(s) are treated as an employee for the purpose of insurance and shall be covered by the organisations Employer's Liability Insurance Policy, Public Liability and where appropriate 'Motor Vehicle Insurance for business use' and will be able to provide a copy of the relevant Insurance Certificates if requested by school or Futures Advice Skills and Employment.

Whilst it is normal for Employer's and Public Liability policies to automatically include Young Person's or other Young Person's on work experience, we would recommend that you check with your insurers or brokers that they are included in your policy coverage. The Education authority/Governing Body recognises their own responsibilities for Young Person's during placement.

Accident, Illness or significant changes in any cases of any absences, accident or sickness and/or any changes, which may affect the Young Person(s) health, safety and welfare, the employer should inform the school immediately and co-operate with any accident investigation.

Child Protection Employers should do all they can to ensure their employee's relationships with young people on work experience are appropriate to their age and gender, and do not give rise to comment or speculation. Attitude, behaviour and language all require care and thought.

Equal Opportunities Employers should adopt a policy of equal opportunities in their work experience programmes. This should be taken forward particularly in the areas of gender, race and disability by encouraging the Young Person(s) to take up non-traditional placements. This may need special preparation for the reactions they may encounter and even more careful supervision during the placement. Similarly, no legislation with respect to equal opportunities relating to sex, creed or gender should be breached.

Health & Safety Under the Management of Health and Safety at Work Regulation 1999, employers are required to assess the risks to young workers before they start and a representative from Futures Advice Skills and Employment may visit your organisation to undertake a routine Health and Safety check. There is also a requirement for employers to provide the parents/guardians with the key findings of the risk assessment and control measures introduced to minimise, or ideally eliminate, any significant risk for a Young Person(s) who are below compulsory school leaving age. The risk assessment should take into account their lack of experience, or absence of awareness of existing or potential risks or the fact that Young Person(s) have not yet fully matured. This assessment will determine whether the Young Person(s) should be prohibited from certain work. However, there are no requirements to provide this information in writing.

Data Protection Employer/placement provider details will be held on the Futures Advice Skills and Employment database. This information will also be disclosed on request (in accordance with the Data Protection Act) to Schools, Colleges, LCS's Training Providers, Young Person(s), their Parents/Guardians and third party registered organisations who have the responsibility to safeguard the Young Person(s) health, safety and welfare so far as is reasonably practicable.

If you have any queries or require further advice, do not hesitate to contact the Work Experience Co-ordinator at the school or alternatively for health and safety issues contact the Health & Safety Advisor at Futures Advice Skills and Employment.

Please refer to the Work Experience Terms and Guidance forms for additional health and safety information.