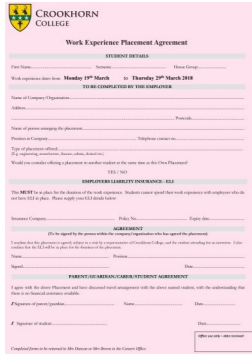


## Work Experience Forms

### Private Placement

The image shows a screenshot of a 'Work Experience Placement Agreement' form from Crookhorn College. The form is pink and white, with sections for 'STUDENT DETAILS', 'COMPANY AND EMPLOYER LIABILITY INSURANCE', and 'PARENT/GUARDIAN/STUDENT AGREEMENT'. It includes fields for names, addresses, dates, and signatures.

Student details to be completed and signed by the parent/guardian and student.

Company and Employer Liability Insurance details to be completed and signed by the employer.

The form is to be returned as soon as possible.

### Queries

If you have any further queries or concerns, please contact:

Mrs Brown, Work Experience Co-ordinator

Mrs Wilson, Careers Leader

Crookhorn College,

Stakes Hill Road,

Waterlooville,

PO7 5UD

Tel: 023 9225 1120



# CROOKHORN COLLEGE

### Work Experience Information



## Key Points

### Work Experience Dates

**Monday 8th February to Friday 12th February 2021.**

- ◆ Holidays should not be booked during this time as work experience is a key part of the KS4 curriculum and placements can't be offered at another time.
- ◆ When arranging your private placement please get the employer to complete the enclosed private Placement Form, and return it to Mrs Brown as soon as possible.
- ◆ Employers must have Employer Liability Insurance.
- ◆ The Army will not be running a residential course at the same time as work experience.

**Please be aware, some of the most popular types of work experience which students are interested in are very difficult to find, and you may not be successful in securing this type of placement. These include: **animal care, art & design, ICT & game design, photography and sport.****

### ◆ **Transport**

There is no financial assistance available to cover transport costs. Students must make their own arrangements for travel to and from their work placements.

### ◆ **Personal Protective Clothing**

Employers in the engineering, motor vehicle and construction industry generally request that students provide their OWN safety shoes/boots and overalls. No financial assistance is available to cover purchase costs.

### ◆ **Work Experience Timeline**

1. Placements are found privately.
2. Health and safety checks are carried out.
3. Shortly before Christmas students receive information regarding their placements.
4. Over the Christmas holidays students contact employers to arrange interviews and complete final agreement forms .
5. Student preparation in PSHE lessons after Christmas.
6. Work Experience February 8th to February 12th 2021.
7. Evaluation and de-brief morning on Monday 22nd February 2021.