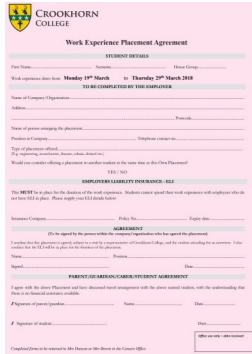


## Work Experience Forms

### Private Placement

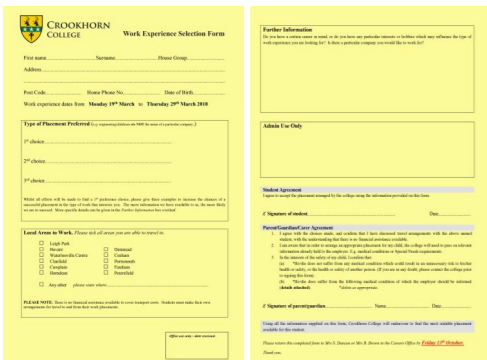
The image shows a pink form titled 'Work Experience Placement Agreement' from Crookhorn College. It includes sections for 'STUDENT DETAILS', 'EMPLOYER DETAILS', and 'PARENT/GUARDIAN/LEAVE-TO-STAY AGREEMENT'. The form is partially filled out with handwritten text.

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

### Crookhorn Assisted Placement

The image shows a yellow form titled 'Work Experience Selection Form' from Crookhorn College. It includes sections for 'Further Information', 'Areas of Interest', and 'Areas to Avoid'. The form is partially filled out with handwritten text.

To be completed and returned no later than **Monday 19th September.**

List three TYPES of work that would interest you.

List all areas you would be able to travel to daily.

### Queries

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

Mrs Brown, Work Experience Co-ordinator

Mrs Mack, Careers Leader

Crookhorn College,

Stakes Hill Road,

Waterlooville,

PO7 5UD

Tel: 023 9225 1120



# CROOKHORN COLLEGE

Work Experience Information

Thursday 30th June 2022



## Key Points

### Work Experience Dates

**Monday 30th January to Friday 10th February 2023.**

- ◆ 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.
- ◆ We would encourage students to find a private placement as this is the most effective way of ensuring they get their preferred type of work.
- ◆ If you are planning to arrange a private placement please get the employer to complete the enclosed pink form, and return it to Mrs Brown as soon as possible.
- ◆ Employers must have Employer Liability Insurance.
- ◆ If you would like the college to help find a placement you will need to complete the enclosed yellow form and return it no later than **Monday 19th September.**
- ◆ Unfortunately the Army will not be running an Insight Course course during work experience, this year; Insight Courses are suspended until further notice.
- ◆ In June 2022 the Police said that they would not be considering taking work experience students in the foreseeable future.

**Please be aware, some of the most popular types of work experience which students are interested in are very difficult to find, and we recommend you seek a private 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 either privately or with the help of the college.
2. Health and safety checks are carried out.
3. Shortly before Christmas students receive information regarding their placements.
4. Students contact employers to arrange interviews and complete final agreement forms, to be returned by Monday 16th January.
5. Student preparation in PSHE lessons after Christmas.
6. Two weeks Work Experience January 30th to February 10th 2023.
7. Evaluation and de-brief morning on Tuesday 21st February 2023.