

Work Experience Forms

Private Placement

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

Company and Employer Liability Insurance details to be com-
pleted and signed by the employer.

The form is to be returned as soon as possible.

Crookhorn Assisted Placement

To be completed and returned no later than
Monday 18th 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 22nd June 2023



Key Points

Work Experience Dates

Monday 29th January to Friday 9th February 2024.

- ♦ 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, and employers prefer to be contacted by the students themselves.
- ♦ 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 18th September.**
- ♦ Unfortunately, the Army will not be running an Insight Course during work experience this year.
- ♦ In June 2023 the Police said that they would not be considering taking work experience students in the foreseeable future, however, please keep checking the Hampshire Constabulary website, in case this changes.

Please be aware, some of the most popular types of work experience which students are interested in are very difficult to find, and we strongly 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 15th January.
5. Student preparation in PSHE lessons after Christmas.
6. Two weeks Work Experience January 29th to February 9th 2024.
7. Evaluation and de-brief morning on Monday 19th February 2024.