

Employer Guide

Firstly, thank you for considering taking one of our students for work experience.

At Crookhorn we run our programme in house and do not use an Education Business Partnership (EBP) to carry out the health and safety checks.

Our process is as follows:

- The student contacts you to see if you can support with their placement. If you are able to, they will ask you to complete a pink form with your employer liability insurance and contact details.
- On receipt of the form Mrs. Brown, our WEX Coordinator, will write to you to confirm the placement.
- Mrs. Brown will subsequently call to arrange a convenient time to visit, during which she will, with your help, compile a job description and complete the health and safety paperwork as part of our duty of care. She can also answer any questions you might have.
- The student will be in contact again in December to arrange an interview at which their final agreement form will be signed by you, a parent and the student.
- The placement then commences at the end of January/beginning of February.
- A member of staff will be in contact within the first week to check on the student and will arrange a convenient time to visit, within the second week.

If there are any concerns/questions during the placement, please contact the Mrs. Brown on 023 9225 1120 ext. 251.

Further guidance on an employer's responsibility can be found:

<http://www.hse.gov.uk/young-workers/employer/work-experience.htm>