A Quick Guide to Completing the Employers Work Experience Placement Form.

Completing the Employers Work Experience Placement Form

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Hello! You've been invited to host an **In-person Placement** for Sophie

Let's make it happen

has invited you to be an employer placement lead. **The next stage is for you to fill in a short form**, giving information about the placement you will very excellently host.

Start and End date:
10 July 2023 - 14 July 2023

Location:

What now?
Complete the Employer initial form

Complete it now

> Once the student has submitted their Work Experience placement form you should receive an email from Unifrog with a link to the employers form. Click on the green button at the bottom of the email.

2.

> You should then be able to review all the information that the student has entered. Please check it is correct

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Employer initial form

You're editing an Employer initial form for an In person Placement for

Please read the information below carefully. When you're done click **'finished'** at the bottom of the form.
If any of the pre-filled information below seems incorrect, liaise with the placement coordinator.

NB: The link to this form will expire in 324 days, 60 days after the placement is scheduled to start.

Details submitted by student:

Student name, school and email

Placement start and end dates
Student's time commitment for the placement   Full time
Student age at placement scheduled start date
Employer placement lead
United Kingdom

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> Finally, please complete the employer section. If you have any questions, please feel free to contact Angela Manley on AManley@stratton.school

We hope that you will find this quicker and easier than the previously used paper forms.

Details for you to complete:

* Placement business / organisation: Fred's Sweet Shop

* Your name: Fred Clarke

* Your email: [blank]

* Your job title: eg Director

* Your phone number: -- country code -- | Phone number
We'll pass this to the student and the school.

* Placement start date: 10 | July | 2023

Placement end date: 14 | July | 2023

* Describe the time commitment: Full time

* The business's / organisation's main sector: ---- select ----

* Number of employees: ---- select ----

* Placement address: [blank]

* Placement postcode / zip code: [blank]

* Is this the workplace where will be based throughout the placement? Yes

* Has your business / organisation hosted a placement before? ---- select ----

* What languages do students need to be able to speak? eg English and basic French

* Overview of the placement: [blank]

Words: 0. 50 minimum recommended.

Cover: to whom the student will be reporting, and what activitie
Get fully clued up on how to structure a successful placement using

Please give details of the activities the student will be undertaking.

* Is the student likely to ever be with only one adult, without another adult present? ---- select ----
It's best practice to avoid this ever happening. If you think it's unavoi
coordinator so that they can take it into consideration when giving th

* Does the student need a criminal records (eg DBS) check? ---- select ----
This is unnecessary for most placements; given the additional ef and expense it entails, only ask for it if it is necessary.
Learn more in our guide

This is not relevant as the students will be under 16 years old. Unless of course, it is a requirement in your setting.

* Does the placement and its environment carry any risks additional to a typical low risk workplace? ---- select ----
A normal office would be a low risk workplace, while a construction site, a farm or a laboratory would carry risks greater than a low risk workplace.

* Dress code: eg Smart casual - for example jeans are fine but not ripped jeans.

* Is PPE or other special safety equipment required? ---- select ----

* Working hours	eg 9 to 5
* Eating and refreshment arrangements	eg There is a canteen but you can also bring your own packed lunch.

Confirm that your Employers' Liability Insurance policy covers w[...]
You have insurance that safeguards your organisation against legal a[...] from employee claims, and covers work placements. **ⓘ What's this?**

* Insurance
○ Yes, I confirm that we have Employers' Liability Insurance, and that [...]
○ My organisation is exempt from needing Employers' Liability Insura[...]

> If you don't have Employers' Liability Insurance please add a note to explain why.

* Employers' Liability Insurance provider	eg Hiscox
* Employers' Liability Insurance policy number	eg GB123456789
* Employers' Liability Insurance policy expiry date	-- day -- ⇕ -- month -- ⇕ -- year -- ⇕

Confirm that your organisation has an appropriate Risk Assessment
I confirm that the organisation has a Risk Assessment that evaluates the potential risks in working for the organisation, which is up to date and appropriate (including taking into account having a young person working at the organisation). **ⓘ What's this?**

* Risk Assessment	☐ Yes, I confirm that the above statement is correct
* Risk Assessment last reviewed	eg 1st January 2022

Confirm that the placement will follow Covid safety guidance
Your organisation should take safety measures that follow the latest government guidance regarding managing the risk from Covid

* Covid guidance	☐ Yes, I confirm that our organisation will follow the latest government Covid safety guidance

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Confirm that your organisation has an appropriate Health & Safety policy
I confirm that the organisation has a Health & Safety policy that sets out its general approach to how it manages health and safety, including saying who does what, when and how. It is up to date and appropriate (including taking into account having a young person working at the organisation). **ⓘ What's this?**

* Health & Safety	☐ Yes, I confirm that the above statement is correct
* Health & Safety policy last reviewed	eg 1st January 2022

Important: **You must email a copy of your Risk Assessment and your Health & Safety policy**

Please email copies of these two documents right away.
This is necessary because one or more of these apply: this is the first time you have hosted a placement, or your workplace is above low risk, or the student has said they have special needs, illnesses, medical conditions, allergies or injuries that might affect the placement. More info here

Confirm that you agree to abide by data protection and privacy law
Your organisation agrees to abide by the relevant laws in place in the placement's country, for example the UK GDPR and the GDPR. ❶ What's this?

* Data protection and privacy law   ☐ Yes, I confirm that our organisation agrees to abide by the data protection and privacy law in the placement country.
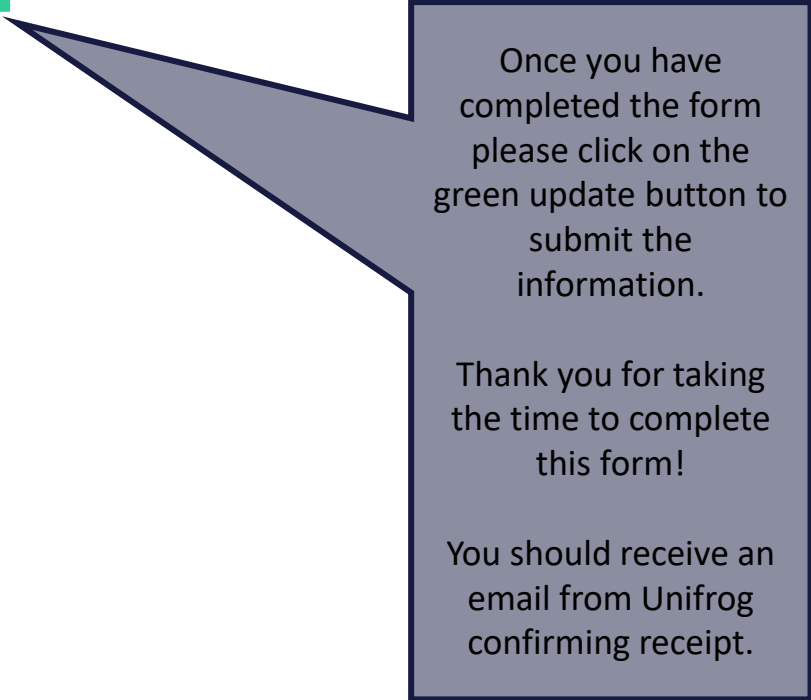

Confirm you will follow the safeguarding policy
I confirm that I have read and that we will abide by the school's Work Experience safeguarding policy, which can be viewed here: this link

* Safeguarding   ☐ Yes, I confirm our organisation will abide by the safeguarding policy

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Finished?   ☐ mark as finished and notify parent to fill in their agreement?

Update

Once you have completed the form please click on the green update button to submit the information.

Thank you for taking the time to complete this form!

You should receive an email from Unifrog confirming receipt.