



The Kings of Wessex Academy
Year 12 Work Experience
Employer and placement details

Please complete and return to the Academy. Thank you for your help and support.

Year 12 work experience week
Mon 19 - Fri 23 June 2017

Alternate date(s) not in term time:

COMPANY DETAILS

Student(s) you have agreed to take for work experience

Name of Organisation

Contact Name

Work Experience Supervisor (if different)

Address

Post Code

Telephone number

Email

Have you previously offered work experience, or employed those under 18?

YES/NO (Please circle)

Date:

JOB DESCRIPTION

Job placement title

Job role/ responsibilities/tasks

Additional Information (Clothing, footwear requirements etc)

Working hours	From	To
Lunch arrangements		
INSURANCE DETAILS		
Employers Liability Insurance		
Name of Insurer		
Certificate Number		
Expiry Date		
I confirm that we hold Employers Liability Insurance that extends to sixth form students on work experience: YES / NO (Please circle response)		
Name		
Position		
Signed		
Date		
This form should be completed and returned to: Dr Lisa Hall, Work experience Co-ordinator, The Kings of Wessex Academy, Station Road, Cheddar BS27 3AQ Tel. 01934 742608 Email: office@kovessex.co.uk Website: www.kovessex.co.uk		

Work experience – guidance for employers from the HSE:

www.hse.gov.uk/youngpeople/workexperience/placeprovide.htm

Please note:

1. The student should not receive any payment for work experience.
2. The student should carry out work as described in the job description, to the hours agreed.
3. The employer should ensure that the work is planned by a responsible person and that the student receives appropriate induction, instruction and supervision during the period of the work experience.
4. The employer recognises that a student on work experience is regarded as an employee for the purposes of Health and Safety Legislation and associated duty of care. The employer will ensure that the student does not operate any hazardous machinery, or carry out work of an unsuitable nature and that protective clothing equipment is supplied, or purchase in advance advised and instruction given on its use.
5. In case of absence, accident or sickness the employer will notify The Academy.
6. The employer is reminded of his/her duty of care towards young people and to consider the suitability of staff with whom they work. The employer is reminded to disclose staff, where known, who are disqualified from working with young people.
7. The employer agrees to observe all relevant/current legislation in particular that relating to Health and Safety, discrimination, race relations, disability and the Children Act.