



OWN PLACEMENT FORM FOR WORK EXPERIENCE

SCHOOL: ADMIRAL LORD NELSON SCHOOL

WORK EXPERIENCE DATES: 30th June – 11th July 2025

STUDENT NAME:

DATE OF BIRTH:

GENDER:

YEAR:

TUTOR GROUP:

I agree to participate in the work experience scheme and confirm that I have read and understood the form. I will not disclose any information confidential to the employer, which I obtain during this period of work experience. I will obey all safety security and other instructions given by the employer.

Signed:	
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PARENTAL CONSENT

As parent/guardian of the student I confirm that I have read the placement title and I am willing for him/her to participate in work experience with the employer for the agreed period of time. **I also confirm that s/he is medically fit to undertake the placement, and s/he does not suffer from any medical condition which could result in unnecessary risk to his/her health and safety, and/or that of the other people** (if in doubt please contact the teacher prior to signing this form).

I confirm that if he/she leaves the employer's premises during lunch break periods, no liability can be accepted by the *employer* or the *School* for any incident that may occur. Once on the placement, parents should discuss the arrangements for lunch and break periods with their child and make sure they are suitable for any incident that may occur.

Signed:	
Name:	
Date:	

Please return this form to: INFO CENTRE, ALNS, DUNDAS LANE, PORTSMOUTH, PO3 5XT

careers@alns.co.uk

EMPLOYER DETAILS

COMPANY NAME:

CONTACT NAME

ADDRESS:

POSTCODE:

TELEPHONE NO:

MOBILE NO:

WEBSITE:

EMAIL:

TYPE OF WORK EXPERIENCE BEING OFFERED (Job Title / brief description of tasks)

DRESS CODE:

DAILY HOURS: From:

To:

Lunch: From:

To:

Lunch Provided **YES/NO** Packed lunch/ Canteen

Is this placement exclusively with one member of staff? YES/NO

As a representative of the above employer I agree to the student named above working on my premises in accordance with the Letter of Understanding (see overleaf) and acknowledge my responsibilities under the Health and Safety Work Act. The student's age and inexperience will be taken into account when agreeing tasks, and I understand that the student must not undertake prohibited activities.

I also sign to confirm that:

- I HAVE EMPLOYERS AND PUBLIC LIABILITY INSURANCE
 - I HAVE CHECKED THE STUDENT IS COVERED BY THIS INSURANCE
 - I AM WILLING TO PRODUCE THIS CERTIFICATE FOR THE H&S VISITOR IF NECESSARY
 - I WILL AGREE TO A HEALTH AND SAFETY CHECK IF NEEDED.
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- May we contact you for possible future placements? Yes/No
 - Would you be willing to support future career events in school? Yes/ No

Policy Number:		Expiry Date:	
Signed:		Position:	
Name (Printed):		Date:	

LETTER OF UNDERSTANDING – FOR THE EMPLOYER PROVIDING A WORK EXPERIENCE PLACEMENT AND THE PARENT/CARER OF THE STUDENT ON WORK EXPERIENCE PLACEMENT

General:

The student will carry out meaningful work, as described in the agreed description of tasks (above). The employer will ensure that the work will be planned by a responsible person and the student will receive appropriate instruction and supervision during the work experience.

The student agrees that he/she will not disclose any information confidential to the employer and will obey all safety, security and other instructions given by the employer. The student's parent/carer will confirm that he/she is not suffering from any complaint which may cause a hazard either to the student or those working with him/her. The placement organiser (Admiral Lord Nelson School) will advise the employer of any known details concerning the student which may require special attention to ensure a successful placement.

The student will work the hours shown on the agreed job description. These must conform with employment regulations as they apply to Young Persons.

The student is not expected to receive any payments for this work. The employer may choose to make a contribution directly to the student towards the cost of meals and travelling, at their own discretion.

Health and Safety:

The student is to be treated as an employee with respect to Health and Safety legislation. The employer will ensure that the student does not operate any hazardous machinery, or carry out work of an unsuitable nature, and that any protective clothing/equipment is supplied, when necessary, with appropriate instruction for its use.

The employer will observe the relevant legislation laid down in the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999,

Safeguarding:

The employer understands his/her duty of care to the student on work experience. The employer also understands that staff members who are disqualified from working with children should be disclosed, as appropriate, in accordance with The Criminal Justice and Court Services Act 2000.

The employer will observe the relevant legislation laid down in the Equality Act 2010.

Risk Assessment:

The employer understands that there must be an up-to-date risk assessment in place. The employer also undertakes to monitor the student's capabilities and to modify the risk assessment if necessary. In case of absence, accident or sickness, the employer will immediately notify the school. The employer will allow representatives from the appropriate educational establishment to visit the placement for monitoring purposes.

Insurance:

The employer will be required to have an Employer's Liability Insurance/ Public Liability Insurance and/or vehicle insurance, as appropriate, and will confirm that the student on the work experience placement is covered by the appropriate policies. The employer will accept, or insure against liability for loss, damage or injury caused to or by the student, while on the placement, just as for paid employees.

Privacy Notice:

The placement organiser (Admiral Lord Nelson School) will collect and store employer's business contact details, including address, for the purposes of work experience record and will store and/or dispose of the details in accordance with the Data Protection Act 2018. Students' personal details are confidential and should be safeguarded in accordance with the Data Protection Act 2018.