



# ACTON HIGH SCHOOL

CENTRE FOR MEDIA ARTS AND APPLIED LEARNING

## Student's Own Find Placement Form

***This form must be completed and handed in to Ms Stocks as soon as you have a confirmed placement.***

Student to complete section A, you must ask your employer to fill out section B

**Name of School:** Acton High School      **Work Experience Dates:** Mon 10th July to Fri, 14th July 2017 (**one week**)  
**School Contact:** Ms S Stocks **Tel No:** 0203 110 2413      **Email:** sstocks@actonhigh.ealing.sch.uk

### SECTION A      STUDENT'S DETAILS

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Form: \_\_\_\_\_ M/F: \_\_\_\_\_

### PLEASE ATTACH A COPY OF YOUR CURRENT EMPLOYERS LIABILITY CERTIFICATE

The student will contact you roughly six weeks before they start to arrange their pre-placement interview

### SECTION B      EMPLOYER'S DETAILS

Name of organisation and address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_

Type of business: \_\_\_\_\_

Named contact person:

\_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Job title: \_\_\_\_\_ Email Address: \_\_\_\_\_

Hours to be worked: \_\_\_\_\_ Name of Insurer: \_\_\_\_\_

Clothing to be worn: \_\_\_\_\_

Employers Liability Insurance Policy No: \_\_\_\_\_

Typical duties: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

### EMPLOYER/PLACEMENT PROVIDER SECTION

- I have agreed to provide work experience for the above student
- I have appropriate insurance to cover work experience students (and have notified my brokers if necessary)
- I will undertake to provide induction training including Health, Safety and Emergency arrangements
- I will notify the school in the event of any absence, early termination of placement, injury or any other difficulties regarding the student
- I will undertake to have due regard for the welfare of the young people in the workplace and understand that it may be necessary to undergo a Criminal Records Bureau Check in line with the 'Safeguarding of Children in Education (DfES Guidance September 2004)
- I am aware of the requirement for employers to complete a suitable and sufficient risk assessment and to provide information to a parent/guardian for a child of compulsory school age in accordance with the Management of Health and Safety at Work Regulations 1999 (as amended)

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_ JOB TITLE \_\_\_\_\_