


What do I need to do? WORK EXPERIENCE CHECKLIST

Find a placement using WEBVIEW	Find a placement by Friday April 1st	Find a placement yourself
http://devon.learnaboutwork.org		
Clyst Student 6200		
Go onto the internet and identify possible placements		Identify a possible placement which is not already on the system
Note the contact details including the job number.		Find out all the details and phone the employer
Phone the employer to check the details are correct. Send your CV, letter		Send an email / give the employer your letter and CV
Employer confirms the placement is available - please make sure you have an email / letter to confirm this.		Employer confirms the place is available - please make sure you have an email / letter to confirm this. They MUST have Public and employer's liability insurance.
Complete application form	Confirm a placement by Friday 22nd April	Complete application form
Health and safety checks are completed.		Health and safety checks are completed.
3 way agreement forms are completed - signed by student, guardian and EMPLOYER.	COMPLETE PAPERWORK by Thursday 26th May	3 way agreement forms are completed - signed by student, guardian and EMPLOYER.
Health declaration form signed and returned		Health declaration form signed and returned
Placement is confirmed by EBP and school.		Placement is confirmed by EBP and school.

WORK EXPERIENCE APPLICATION 2022-

Name of student	Tutor group
Dates of placement Monday 18 th July - Friday 22 nd July	
Full name of company providing placement- INCLUDING POSTCODE	
I have found this placement myself- please tick	Or I have used the website- please tick JOB NUMBER-
FULL Contact name and position with direct email address - THIS MUST BE PROVIDED.	
Job title of the person agreeing to the placement	
I confirm that the placement has current Employer's Liability Insurance.	
Signed Parent / Guardian	
What type of work will the pupil be doing?	
Please provide evidence that the placement has been offered through an email / letter. This can be forwarded to knowlesj@clystvale.org	
Name of Teacher Nicola Bennett	Date
Office use-	

PLEASE RETURN THIS FORM TO Julia Knowles in the careers office or email knowlesj@clystvale.org

You will be required to complete a 3 way agreement and medical form which can only be produced after this form has been processed and checks completed.