




What do I need to do?

WORK EXPERIENCE CHECKLIST

WEBVIEW PLACEMENTS		NON WEBVIEW PLACEMENT You find yourself
http://devon.learnaboutwork.org		
Go onto the internet and identify possible placements		Identify a possible placement which is not already on the system
Note the contact details from webview		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 employers liability insurance.
Complete form 1 and the medical form and email me proof to bennettn@clystvale.org MAKE SURE YOU HAVE THE JOB NUMBER.		Complete form 2 - Wait for the new information to be booked by EBP on the system. Then wait for the health and safety checks to be completed- OUT OF AREA CHECKS MAY TAKE UP TO 3 MONTHS.
Health and safety checks are completed.		Health and safety checks are completed.
Placement forms are completed- signed by student, guardian and EMPLOYER.		Placement forms are completed- signed by student, guardian and EMPLOYER.
Placement is confirmed by EBP		Placement is confirmed by EBP