



Work Experience  
Private/Own Placement Request 2023  
Please complete in BLOCK CAPITALS and return to the student / Beaumont School

Services for  
Young People

Student details					
Student name				Form	Year 10
School	Beaumont School, St Albans	Work Experience dates	Monday 3 – Friday 7 July 2023		
Placement details : Company					
Company name					
Company address					
	Postcode				
Telephone	Website				
Email address					
Placement details : job information					
Student's job title					
Brief job description					
Placement details : contact details of person agreeing to placement					
Name		Position			
Telephone/Mobile		Email			
Placement details : person to contact (f different to above)					
Name		Position			
Telephone/Mobile		Email			
Placement details : supervisor during work experience					
Name		Position			
Telephone/Mobile		Email			
Placement details : information for student					
Working hours		Clothing arrangements			
Meal arrangements		Travel arrangements			
Pre placement interview required?	Yes / No				
Interview notes					
For an extended Work Experience Placement – does the person responsible for the student agree to complete a DBS check if required by the learning provider? Yes / No					
<i>Employers offering Work Experience must agree to undergo a Health &amp; Safety check carried out, on behalf of the learning provider, by Hertfordshire County Council Services for Young People or an alternative approved agency. The assessment will cover Health &amp; Safety in the workplace, insurance and work content, in accordance with Department of Education &amp; Skills requirements.</i>					
Employers Liability Insurance & Public Liability insurance cover are legal requirements for Work Experience					
Employers Liability Insurance Provider					
Policy number		Expiry date	DD / MM / YYYY		
Public Liability Insurance Provider					
Policy number		Expiry date	DD / MM / YYYY		
Confirmation of a work placement offer for the above dates					
This section must be completed/authorised by a company manager or supervisor					
Authorised by		Position			
Print name		Date			