



**Work Experience
Private/Own Placement Request 2024
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 June 2024
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 & 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 & Safety in the workplace, insurance and work content, in accordance with Department of Education & 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		