Work Experience

Private Placement Request 2025

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 AL4 0XB	Date	Monday 2 – Friday 6 June 2025		

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		Any specific clothing requirements?	
Meal arrangements		Travel arrangements	
Is a 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

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.

Employers Liability Insurance & Public Liability insurance cover are legal requirements for Work Experience	
Employers Liability Insurance Provider	
Policy number		Expiry date	
Public Liability Insurance Provider	
Policy number		Expiry date	

Confirmation of a work placement offer for the above dates : this section must be completed by a company manager or supervisor	
Authorised by		Position	
Print name		Date	