

Enfield Work Experience

Private Placement Application Form

If you are arranging your own work placement this form must be **fully** completed and **signed** by your parent/carer **and** the employer. Please return the completed form promptly to your school's Work Experience Co-ordinator - Mrs Laurenzi

This section to be completed by the student and their parent or carer

Date of work experience	Monday 24 th June 2019 to Friday 5 th July 2019
Name of student and form	Form:
Name of school	HIGHLANDS SCHOOL, 148 Worlds End Lane, London, N21 1QQ Tel: 020 8370 1100 Email: laurenzs@highlands.enfield.sch.uk
Name of business	
Address of business	
Name of the person in the business who has agreed to your placement	
Their telephone number	
Their email address	
Their position in the company or job title	
Activity being offered	
I agree to my son/daughter carrying out the placement detailed above (please also see overleaf for helpful information)	Signed Date

This section to be completed by the employer:

Please Note: We regret that only those employers with Employers Liability Insurance may be used for work experience. We will also need to visit you to carry out a health and safety visit on behalf of the school.

Do you have Employers Liability Insurance?	Yes/No* Crown Agent <input type="checkbox"/> LBE Organisation <input type="checkbox"/>
Name of Insurance Company	
Policy Number and Expiry Date	Date: __ / __ / __
Please sign here to confirm that: a) you have agreed to this placement with the student and b) you are happy for a member of our team to visit you to carry out a health and safety risk assessment on behalf of the school.	Signed Dated For and on behalf of

Skills for Work Service
Schools and Children's Services Department
London Borough of Enfield
EN3 5JH



www.enfield.gov.uk

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Useful Information for parents/carers

What is a private work placement?

Enfield Work Experience works hard to provide a range of work placements for students to choose from. However, many students prefer to find their own placement and this is encouraged. When you find your own placement, it is called a private placement.

What do I do with the private placement form?

For us to set up the private placement, please make sure that the form is completed and signed by yourself and the employer. Return the form as soon as possible to the school Work Experience Co-ordinator. They will then pass it on to us and we will arrange to visit the business to carry out the necessary health and safety checks.

How you can help your child

- Help them to understand that it may be hard to find a placement in a job that they are interested in for a future career. The placement doesn't have to be in an area of particular interest to be useful. The main purpose is that they have the experience of working and dealing with different situations in an adult working environment.
- Help them to appreciate the goodwill of employers who offer the placements
- Sign and return their paperwork promptly
- Help them to adopt good work habits e.g. punctuality, appropriate appearance and behaviour.
- If you find your own placement, please make sure that you have the name and phone number of someone in authority in the company who has agreed to the placement. Ask them to complete and sign the employer's section of the form.
- If it is a very small company find out if the person is a sole trader. If they do not employ any staff, they will not have the necessary Employers Liability Insurance in place to cover your child.
- If it is a large company identify which part of the company, they will be working in.
- Be sure to notify both the school and the employer if they are unable to attend
- Encourage them to have a positive approach to the placement, even if it isn't quite what they expected