

**DEADLINE DATE COMPLETION ONLINE of
OWN FIND FORM: TUESDAY 30th APRIL
2019**

OWN FIND FORM – HASMONEAN YR 10 WORK EXPERIENCE 2019

THIS FORM MUST BE COMPLETED WHEN MAKING A DIRECT APPROACH TO AN EMPLOYER.
PLEASE NOTE THAT A PRE-PLACEMENT CONTACT TO THE EMPLOYER WILL BE MADE BY REPRESENTATIVES OF HASMONEAN HIGH SCHOOL IN ALL CASES.
STUDENTS MUST ENSURE THAT THE SCHOOL IS GIVEN SUFFICIENT TIME TO ARRANGE THIS CONTACT. THEREFORE MAKE SURE THIS FORM IS USED AS
INFORMATION TO UPLOAD YOUR SUBMISSION ON THE WEBSITE BELOW BEFORE THE DEADLINE DATE

WEBSITE TO UPLOAD/APPLY YOUR WORK EXPERIENCE DETAILS: (click the link at)

<http://www.hasmonean.co.uk/information/work-experience/>

COMPLETE IN BLOCK CAPITALS

Name of student: -----

School: **Hasmonean High School YR 10** -----

Work Experience Dates: **Monday 8th July - Friday 12th July 2019 (inclusive)**

Name of company: -----

Address: -----

----- Post Code -----

Company Tel No: -----

Fax No: ----- email: -----

Name of contact: -----

Position in company: -----

Signed: ----- (On behalf of the company)

Nature of Business: -----

Type of work offered: ----- Date : -----

Is your contact a: Relative Friend Other please state -----

**Work Experience is for ONE WEEK and is UNPAID.
It is a condition of Work Experience that students are covered by your 'Employer's Liability Insurance Policy'.
Please read the notes overleaf for further guidance.**

Policy No.....Insuring Company.....Expiry Date.....

Office use ONLY

Emailed/Posted/Faxed/Passed to: Date.....

Contact Tel No: By:

Work experience offers the pupils of today the opportunity to prepare for the challenges of tomorrow. It will enable them to become familiar with the skills and attitudes which modern business requires of its workforce. There are few better ways of preparing today's youngsters for adulthood and working life.

Safety, Preparation and Learning by Doing are the cornerstones of this programme.

Insurance

You should hold Employer's liability Compulsory Insurance*. The certificate should be available to see at each place of business where the policy holder employs persons covered by the policy. **(The school will ask to see this certificate)**. We would ask you to contact your insurers in advance of our visit to arrange for this policy to be extended to cover: '*students of minimum school age on un-paid, school approved work experience*'. This should not incur any additional premium.

*(The Association of British Insurers, the British Insurance and Investment Brokers Association and Lloyd's of London have agreed that, as a matter of convention, pupils on work experience placements should be treated as employees for the purposes of insurance against personal injury (that is, they will be covered by the Employer's Liability policy), provided always that the insurer has been notified.)

Health & Safety and Welfare

You must either display a current H&S poster or have issued the relevant H&S leaflet to your employees.

You must have a policy on Health & Safety at work and arrangements for carrying the policy into effect. If you employ 5 or more employees then this policy must be written down.

You must have assessed the risks to Health & Safety of your Employees and have in place measures to control such risks including FIRE.

You must have written records of this if you employ 5 or more Employees.

You must have arrangements for introducing new employees (and here we include Work Experience Students) to your Health and Safety arrangements.

You should report the key findings of any risk assessments and associated control measures to the parents/guardians of students. *By working through us, we will, if you so wish, record these findings and pass on such information on your behalf.* (Our visiting Officer will be pleased to inform and assist you to make any necessary adjustments to these arrangements taking into account the age and relative inexperience of students).

You should be aware of Child Protection issues and the suitability of staff to work with Children.

You should be aware of Accident Reporting Procedures (RIDDOR).

You may have to be registered with either your Local Authority or The Health & Safety Executive depending on the nature of your business.

Learning by Doing and Preparation

Prepare for the student by offering a pre-placement interview.

Inform your colleagues and staff about the placement

Arrange for supervisors to be briefed and prepared

Have a plan and prepare some work activities for the student to do.

Do try and have a variety of tasks

Review students progress on a regular basis and spend some time at the end of the placement de-briefing the student

Try and arrange for the student to do a short presentation to you, colleagues and staff before they finally leave

Hasmonean High School will be pleased to provide you with any further information you may require. Please contact us if you require any clarification or further information