

## Work Experience Personal Placement Form

*Thank you for offering one of our students the opportunity for work experience. At Durham Johnston, our ethos is to 'educate our young people with excellence and equity so that they may feel at ease in the world, ready for hard work and global citizenship'. We want our young people 'to take their place among the best' and 'are committed to a curriculum built on the concepts and knowledge which will open all the doors in the world to our young people'.*

### Why do we value work experience at Durham Johnston?

*It provides a good opportunity to gain useful skills and experience working with a range of people from all sorts of different backgrounds.*

*It provides the opportunity to experience the everyday realities of working life.*

*It helps students discover their abilities and limitations.*

*It provides students with the opportunity to develop their communication skills with a wide variety of people*

*It empowers students to take charge of their own futures.*

*Students are able to demonstrate their skills to employers.*

*It helps young people to learn about themselves and their strengths and weaknesses, whether they are a good communicators, do they work well in a team, and do they enjoy the work as much as they expected to.*

*If it turns out that the job is not a good fit, then it is better to find out on a short placement than to embark on a full-time job.*

### Learner Details

Learner Name: \_\_\_\_\_ Learner Form Class: \_\_\_\_\_

Learner Age: \_\_\_\_\_

### Placement Details

Name of person confirming placement (e.g. Parent, Headteacher, Owner, HR manager): \_\_\_\_\_

Placement Start Date: **Monday 16<sup>th</sup> July 2018** Placement End Date: **Friday 20<sup>th</sup> July 2018**

Business Name: \_\_\_\_\_ Contact Position: \_\_\_\_\_

Landline Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Business Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Location of placement if different to the above: \_\_\_\_\_

Signature of person confirming placement: \_\_\_\_\_ Date: \_\_\_\_\_

Description of Duties: \_\_\_\_\_

Report to: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Dress Code/ PPE: \_\_\_\_\_ Meal Arrangements: \_\_\_\_\_

### Parent/Carer Agreement

I agree to the above learner participating in the work experience at the above-arranged placement.

Parent/Guardian Signature: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_ Date: \_\_\_\_\_

### School Agreement

I agree to this placement, subject to a successful health and safety assessment.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_