

Work Placement Provider Form

1 Employer details –

The name and address of the organisation and where the pupil will be based.

Name of Organisation

Nature of Business

Number of Employees

Workplace Location

Postcode

Placement Organiser

Job Title

Tel

Email

Placement Supervisor - Please complete if different from Placement Organiser. This will be the person who supervises the pupil on a day to day basis.

Placement Supervisor

Job Title

Tel

Email

Which section/department will the pupil be working in?

2 Placement details –

Please detail the type of tasks and duties the pupil will undertake.

Work placement title

Placement description

Days of work (eg Mon - Fri)

Hours of work: Start time

End time

Lunch Options: (please tick)

Employer will provide ☐

Packed lunch ☐

Canteen on site ☐

Buy locally ☐

Dress Code: (please tick)

Smart ☐

Smart casual ☐

Other (please specify)

Please email your completed form to: **wesupport@ceg.org.uk**

Do you wish pupil(s) to contact you prior to placement?: (please tick)

Phone ☐ Email ☐ Application ☐ Interview ☐ Not required ☐

Additional Requirements – personal qualities, mandatory schools subjects, travel arrangements

3 Risk Assessment – Provider's Hazard Identification and Control Measures

A full induction should be given to the pupil on first day which covers Accident Reporting, Emergency Procedures, First Aid Arrangements, Prohibited Equipment or Areas, Workplace Hazards.

A risk assessment should have been carried out on the tasks the pupil will be undertaking and the pupil should be supervised and mentored by a competent person at all reasonable times.

Health & Safety contact person

Job title

Tel

Please use the checklist below to help you identify any significant hazards.

Hazard	Control Measure	Significant Hazard?	
		Yes	No
Asbestos (building maintenance/vehicle repairs)	Identify dangerous substances. Pupil should be prohibited from working with them.		
Display screen equipment (computer/cash register)	Regular task breaks, instruction.		
Electricity	Regular P.A.T. testing, instruction.		
Equipment/ Machinery (mechanical/electrical)	Full instruction and supervision. Guarding all hazardous machinery, local exhaust venting, P.P.E., or pupil to be involved in observation only.		
Falls from height (platforms/ladders/fragile surfaces)	Pupil not allowed to work above a fall height of 1.5m.		
Hazardous substances (cleaning products/oils)	COSHH, instruction and supervision. Pupil involved only with low hazard substances.		
Manual handling (lifting/carrying/pushing/pulling)	Instruction. Pupil prohibited from lifting anything too heavy or awkward.		
Noise (machinery/tools/equipment/environment)	Reduce exposure and/or P.P.E. (ear plugs/defenders).		
One to one working (pupil may be working or travelling alone with a supervisor)	Either or both of the following to be in place: 1) Pupil is working with a close family member, 2) a valid PVG certificate for the member of staff concerned.		
Pressure systems (gas/air receivers/steam boilers)	Prohibit or reduce use of pressure systems and/ or P.P.E.		
Radiation (X-ray/UV/lasers/radioactive materials)	Prohibit or reduce exposure to rays, P.P.E.		
Slips/Trips/Falls (spillages/trailing cables/flooring)	Keep areas tidy, clear any spillages, deploy warning signage, instruction.		
Transport (Fork lift trucks/Cars/HGV)	Instruction, supervision, segregation (between people and vehicles, designated walkways), no use of quad bikes.		
Vibration (machinery/transport/powered hand tools)	Prohibit or reduce exposure, P.P.E., instruction, supervision.		
Working with animals (farm/domestic/wild)	Assess any task or animal, P.P.E., instruction, supervision.		

4 Personal Protective Equipment –

If an identified control measure is to wear or use protective clothing or equipment, please specify items required, e.g. hard hat, safety boots or special eyewear and whether you will provide this or wish the school to provide.

Employer will provide

School to provide

5 Placement dates offered –

Please enter against specific date(s) the number of places you can offer for that week. If there is more than one school out in any week, you can also allocate places to individual schools, perhaps on the basis of location or previous connection with a particular school. Dates offered will be made available to schools.

2018		
School	Date (week beginning)	number of places offered
Whitburn Academy	10 Sept	
West Calder High School	17 Sept	
West Calder High School	24 Sept	
St Margaret's Academy	1 Oct	
St Margaret's Academy	8 Oct	
Deans Community High School	29 Oct	
Broxburn Academy	12 Nov	
Broxburn Academy	19 Nov	
Inveralmond Community High School	26 Nov	

2019		
Armadale Academy	4 Feb	
Linlithgow Academy	25 Feb	
Bathgate Academy	20 May	
St Kentigern's Academy	27 May	
The James Young High School	3 Jun	
Inveralmond Community High School	10 Jun	
The James Young High School	17 Jun	

6 Flexible Placements –

Sometimes it is better for the school or the pupil if the placement takes place over a longer period e.g. every Friday afternoon for 6 weeks. Please indicate if you can accommodate flexible placements in addition to the dates offered in section 5. Schools will contact you to discuss the placement in further detail.

Armadale Academy	
Bathgate Academy	
Broxburn Academy	
Deans Community High School	

Inveralmond Community High School	
Linlithgow Academy	
St Kentigern's Academy	
St Margaret's Academy	

The James Young High School	
West Calder High School	
Whitburn Academy	

7 Supporting additional needs – You will be contacted by individual schools to discuss this further.

Would you offer a placement to a pupil who has additional support needs? Yes ☐

Inclusion & Wellbeing Service (Secondary)	
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Cedarbank School	
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Pinewood School	
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8 Other Support (Activities & Apprenticeships) –

Activities could include for example, mock interview sessions, hosting young people on site visits to your premises or attending career events in your local area. You will be contacted by schools to discuss further.

Would your organisation be interested in receiving more information on supporting further activities? Yes ☐

A Foundation Apprenticeship is generally aimed at S5 pupils looking to supplement school study with an employer led qualification. This two year programme combines school based classes with employer led work based learning. We are looking for employers who are willing to offer pupils 'hands on' work experience going out on placement for 2 half days per week, plus week long blocks during some school holidays.

Would your organisation be interested in receiving more information on Foundation Apprenticeships? Yes ☐

9 Employers' Liability Insurance details –

Please refer to section 10 of the Letter of Understanding. There must be valid Employers' Liability Insurance over the placement period.

Name of Insurance Company

Insurance policy number

Date of Expiry

10 Acceptance and Agreement

I confirm that -

- I have read the attached Letter of Understanding between the councils and this firm/organisation, and that all points are acceptable to me and I have taken all appropriate action.
- This company's Employers' Liability Insurance will cover a pupil for the duration of his/her Work Placement.
- The pupil will receive induction and instruction, which includes Health and Safety issues covering identified hazards and control measures, by a competent person.
- The pupil will be supervised at all reasonable times.
- The details provided may be held on a database to support Work Placements and other similar activities.
- I shall delete, or shred, any pupil Data held by me (such as their address and any medical information) when the pupil placement has ended.
- If your organisation is offering placements across local authorities, your information may be shared with them. By providing this information you consent to West Lothian Council using these details for the purposes of offering work placements to pupils. You can make a request for your information to be removed at any time by contacting the team using the details provided at the top of this form.

Name of Organisation

Print Name

Signed

Position

Date

The Work Placement Programme is a very valuable exercise for all our pupils and is very beneficial to them in their preparation for the world of work. Thank you for completing this form. Your participation in the Work Placement Programme is very much appreciated.