Work Experience Own Placement Form

School:	Maiden Erlegh School, Earley. RG6 7HS.	**Dates of Work Experience:**	
Student Name:			
Home Postcode:		**Month & Year of Birth:**	/

The section below **must** be completed by the employer who has agreed to take you on placement.
All placements are subject to a preplacement check by the Education Business Partnership (EBP).

Placement Details:			
Company Name:		Contact Name:	
Company Address & Postcode:		Position:	
		Telephone No:	
		Email address:	
Is this a home Address? (please tick)	No ☐ Yes ☐	How is student known to you?	
Placement Address: (if different from above)			
Main tasks the student will undertake:			

Employer's Liability Insurance Details **Please attach a copy of the current Employers Liability Certificate to this form**			Tick if you don't have ELI ☐
Employers' Liability Insurance held with:			
Policy No:		Expiry Date:	

I…… (name) from ……..…… (the above company) am authorised to offer the work placement as detailed above.

Employer's signature:*		**Date:**	

Parent/Student Agreement:

I understand that this placement will not be definite until it is confirmed by the EBP and insurance and pre-placement checks have been made. There may be a charge for pre-placement checks outside our EBP area, where other agencies are required to carry them out on our behalf. These charges will vary and may be passed onto you by the school.			
Student Signature:*		**Date:**	
Parent/Guardian Signature: †*		**Date:**	

† In the case of the EBP not being able to sanction the placement, a £25.00 administration fee will be charged and may be passed on by the school.

* By signing this form you are confirming you have read, understood and agreed to how we are going to use, and store, personal information (Detailed overleaf).

EBP ADMIN	DETAILS	DATE	INITIALS
ON LINK 2 AND VISIT TRACKER			
EMPLOYERS LETTER			
STUDENT DESCRIPTION			
STAFF VISIT			

Student:

How information about the student will be used and who we will share the student information with -
In order to manage the placement, EBP will process the student's personal data that is shared with us. This may include the student's name, school, employer, start and end dates and any special data shared with us (such as medical information). We will also share this data with the employer so that the employer can provide a work placement. EBP takes great care to look after personal data - you can read how we do this at http://educationbusinesspartnership.co.uk/privacy-policy/

How long we will keep information about the student -
We will keep the information until the student is 25 years old, which is a legal requirement.

If you need any further information –
Please email us at info@ebp.org.uk

Work Placement Provider:

How information about you will be used -
Members of the EBP work experience team will store this information about your organisation on our secure database. Some of the information will be given to the relevant schools and students that have work experience placements with you.

How long we will keep information about you –
We review our database on an annual basis and will destroy records of organisations that have not had a work experience placement for over 10 years.

Who we will share your information with -
We will give your name, company name, address, email address and telephone number to the school which will also be given to the student and their parents/guardians. This is so that they can prepare for the work experience placement.

If you need any further information -
Please email us at info@ebp.org.uk or to view our privacy policy, please visit our website http://educationbusinesspartnership.co.uk/privacy-policy/