

YEAR 10 WORK EXPERIENCE PRIVATE PLACEMENT REQUEST – INSTRUCTIONS

Hertfordshire Careers Service (HCS) provides Beaumont with many of its work placements through the WebView system, but as the availability of these placements can sometimes be limited, students who are able to are encouraged to find their own placements instead. These are commonly known as private placements. Privately arranged placements are subject to the same checks and safeguards as those placements offered by HCS, the only difference being that they are found by the student and or parent, and the placement is secured specifically for that student.

If you wish to organise a private placement for your Work Experience Week rather than selecting options from the HCS WebView placements please do the following:

1. Ensure the workplace you want to go to is happy to have you, and can fulfil the following requirements:
 - Has up to date employer and public liability insurance cover up to £5m
 - Will provide you with the opportunity to develop knowledge, skills and attitudes in a real working environment
 - Has been assessed in terms of risks to young people
 - Gives a meaningful and realistic insight into working life
 - Is prepared to offer adequate supervision and support
 - Offers equal opportunities for all young people.

If placements are based in private homes, are high risk, or are in construction on new build sites we will need to get additional advice from HCS as to their suitability. Please note work experience placements are not suitable if they are with a mobile worker who has no fixed base. A placement with one person who works on their own is only acceptable if parents give their written consent for a one-to-one arrangement AND relevant insurances are in place. The exception to this would be where the placement is with a close family member.

2. Complete Section 1a of the Work Experience Referral Request form.
3. Give the Work Experience Referral Request form to your contact at the Company concerned and ask them to complete Sections 1b, 2 and 3. Ensure they are aware that HCS will need to visit them to discuss the placement and arrangements for your health and safety etc.
4. Return the completed Work Experience Referral Request form to Mrs Ann Darnell, Work Experience Administrator, at Beaumont School, together with a cheque (if applicable – see below) made payable to Beaumont School by **Monday 9 February 2009**.

Payment

Beaumont School meets the cost of supplying each student with a placement through the HCS WebView system. In order for a private placement to be agreed by the school, HCS will need to undertake a visit (as they do with all other placements) to do Health and Safety checks, and agree the details of the work experience to be offered. If you organise a placement at a location within Hertfordshire, there is no additional cost. If you organise a placement outside Hertfordshire however, HCS charge Beaumont School an additional £18 for processing the placement, and we have to pass this charge on to you. Completed Work Experience Referral Forms for placements outside Hertfordshire should therefore be accompanied by a cheque to the value of £18 made payable to Beaumont School. Any late applications cannot be guaranteed to be processed in time for Work Experience week but if HCS do permit us to accept them they will most likely incur a further additional charge which we will again pass on to you.

DEADLINE FOR RECEIPT OF COMPLETED FORM (AND PAYMENT) BY BEAUMONT SCHOOL IS MONDAY 9 FEBRUARY 2009.

**IF YOU NEED FURTHER ASSISTANCE PLEASE CONTACT: MRS ANN DARNELL,
BEAUMONT SCHOOL WORK EXPERIENCE ADMINISTRATOR, 01727 854726**