**JERSEY COLLEGE FOR GIRLS**

**PLACEMENT FORM**

**Work Experience**

<table>
<thead>
<tr>
<th>Name</th>
<th>Tutor Year Group</th>
</tr>
</thead>
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<table>
<thead>
<tr>
<th>Is the provider &amp; post Trident approved</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the provider &amp; post on the school’s approved list</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

Delete as applicable

Name of teacher/student responsible for organising placement:

__________________________________________

Signature of teacher____________________________(Employability Coordinator, EC, to sign if placement is organised by student)

Employer’s Title

Employer’s Address

Contact Name | Telephone Number |
-------------|------------------|

E-mail

Purpose of Placement and Description

Job Description/Tasks

Clothing | Transport
----------|---------

Time of Placement

- School Term___________________________
- Hours_______________________________

Health & Safety Risk Assessment provided

YES | NO

Delete as applicable
For insurance purposes students undertaking Community Service in States of Jersey schools need not complete the Employer Visit Form

Parent/Guardian approval for the placement including note on any medical conditions

Medical Conditions or other information which may be relevant to the placement:

Medical Emergency Contact
No/s_________________________________________________________________

Insurance: The Children, Young People, Education and Skills (CYPES) Department provides a Personal Accident Insurance (PAI) for students although the sums insured are relatively small. It is recommended that parents of student participating in work experience consider taking out their own PAI for their son/daughter.

The information you provide and contained in this document will be processed for educational purposes. To ensure confidentiality and privacy, all processing will be carried out under the requirements of the Data Protection (Jersey) Law 2018. This information may be disclosed and used outside of the Education Department where it is considered to be in the students’ best interest to do so.

I consent to my daughter’s details being passed to prospective placement providers. I accept it is my responsibility to keep medical conditions and all other information up to date.

Parent/Guardian Signature ______________________________Date___________________

Student Agreement

I agree to take part in this placement. I also agree to hold in confidence any information about the employer’s business that I may obtain during this placement period and not to disclose such information to another person without the Employer’s permission. I also agree to observe all safety, security and other regulations as mentioned in the Placement Description and those laid down by the employer and made known to me either by the employer’s representatives or by displayed instructions.

Student Signature____________________________________Date____________________

Employer Agreement

As representative of the employer I agree to the student named above working on my premises in accordance with the Letter of Understanding previously signed. The employer also agrees to abide by all legislation relating to Health and Safety at Work (Jersey) Law 1989 and its accompanying Approved Codes of Practice. I will arrange for my Employer’s Liability insurance to cover against accident or injury caused to the student by negligence of the employer or another employee and will accept or insure myself against liability for loss, damage or injury caused by the Student in the same way as for paid employees. I confirm that the current Job Description is correct.

I consent to the named student completing work experience.

Signed for Employer______________________________________________________

Position_________________________________Date___________________________
The Children, Young People, Education and Skills (CYPES) Department reminds all persons having sight of this form; the personal information provided is subjected to fair processing under the Data Protection (Jersey) Law 2018 and should be treated accordingly.