

# Work Experience Own Placement Form

Please print carefully in block capitals

School	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 pre placement visit by the EBP

Placement Details, Insurance & Employer Agreement							
Company Name		Contacts Name					
Company Address & Postcode		Position					
		Telephone No					
		Is this a home Address?					
Placement Address:	· · · · · · · · · · · · · · · · · · ·	'					
(if different from above)							
Email Address		How is the student					
		known to you?					
Main tasks the student							
will undertake							
I(company) am authorised to offer the work placement as detailed above.							
•	ent may be cancelled or cut sho	rt by either party for COV	ID 19 reasons ****				
Employers Liability	•						
Insurance held with							
Policy No		Expiry Date					
Signed*		Date					
Please can you attach a copy	of the current Employers Liabilit	y Certificate to this form					
Parent/Student Agreement							
I understand that this placement will not be definite until it is confirmed by the EBP and insurance and pre placement							
check has been made. Please note there may be a charge for placements outside our EBP area where other agencies may							
be required to carry out a pre-placement check on our behalf. These charges may vary.							
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							
$^{st}$ By signing this you are confirming you have read, understood and agreed to how we are going to use, and store,							
personal information (Detailed overleaf)							

personal mornation (betalled overlear)					
EBP ADMIN	DETAILS	DATE	INITIALS		
PLACEMENT					
EMPLOYERS LETTER & RF					
STUDENT DESCRIPTION					
STAFF VISIT					

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@ebpwb.co.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 his/her parents. This is so that they can prepare for the work experience placement.

#### If you need any further information

Please email us at <u>info@ebpwb.co.uk</u> or to view our privacy policy, please visit our website <u>http://educationbusinesspartnership.co.uk/privacy-policy/</u>



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