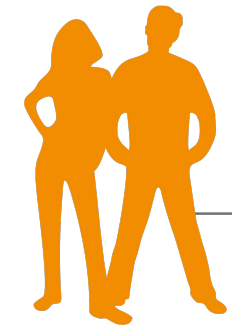




WORK EXPERIENCE



MPLOY
SOLUTIONS

www.mploysolutions.co.uk





Mploy Solutions

- Coordinate thousands of placements every year
- Check every placement to make sure it's safe and suitable
- Provide all necessary documents
- Work with employers to help you get the most of your placements





Why have a Work Experience Placement?

Find out more about an Industry or Sector

Meet new people

Experience life as an employee

Saturday, Part-Time, Summer Jobs or Apprenticeships

Use on CV or examples on Applications, References

Build upon existing and learn new skills

Invaluable experience

Build confidence

Course Requirement



What happens first?

- Planning for your work experience
- Self Placements
- Priority is to find a placement
- COVID-19
- Tips for finding a placement



WORK EXPERIENCE SELF PLACEMENT FORM

Dear Student,

This form is to be used only if you have found your **own placement**. Please make sure all sections are completed and that you have **all three signatures** before handing the form to your teacher.

SCHOOL DETAILS	
School _____	Placement Dates: From _____
Tel No _____	To _____

STUDENT DETAILS		
Mr/Miss _____	First Name _____	Surname _____
Date of birth _____	Age at Placement _____	Form/Tutor Group _____
Home Address _____	Post Code _____	
Contact No _____	E-mail* _____	
*This may be used to send you details about careers and other info you may find useful as well as details about your placement. Please tick if you do not want to be contacted <input type="checkbox"/>		
Please give details of any medical or other conditions which could affect your work placement ie Hayfever, Asthma, Eczema, Epilepsy, Allergies, Colour Blindness, Dyslexia _____		

Dear Employer,

This form has been given to you following your agreement to a work placement. Please complete the Company details and Job description sections of the form and then sign the Employer section on the reverse confirming that you carry **Employer's Liability Insurance**. This form should then be returned to the student for delivery to school. Please ensure that you put details of this placement in your diary as the next contact you have may well be from the student just prior to the placement starting. Thank you for supporting the work experience programme.

COMPANY DETAILS (address of placement)	
Organisation Name _____	Dates Confirmed: From _____
Business Description _____	To _____
Address _____	Post Code _____
Contact Name _____	Title _____
Position _____	No of employees _____
Tel No _____	Mobile No _____
E-mail address _____	
(please complete overleaf)	

JOB DESCRIPTION	
(Please give as much information as possible)	
Placement Title _____	
Placement Tasks _____	

Working Days From _____ To _____	
Working Hours From _____ To _____	
Lunch Times From _____ To _____	
Lunch arrangements Staff Canteen / Local Cafe / Bring Packed Lunch / Provided	
Dress / PPE (Personal Protective Equipment) Requirements _____	Provided Yes / No
Have you provided work experience placements in the past	Yes / No
Would you consider offering placements in the future	Yes / No

SIGNATURES	
STUDENT	
As the student named overleaf I agree to take part in this work experience scheme. I agree to hold in confidence any information about the Employer's business which I may obtain during this work period. I also agree to observe all safety and security regulations in accordance with Company policy.	
Name _____	Signed _____ Date _____

PARENT	
As the parent/carer of the student named I confirm that I agree to the placement and I am satisfied that it is a suitable environment in which the student may undertake their work experience.	
Name _____	Signed _____ Date _____
For more information, please visit our website www.mploysolutions.co.uk	

EMPLOYER	
As a representative of the above Employer I confirm that the student has a placement with the company on the dates specified, that as a company we have Employer's Liability Insurance and I have checked that this extends to students on work experience - this is a minimum requirement and the placement cannot go ahead if not in place (if possible, please supply a copy). I also understand that, where necessary, MPLOY Solutions Ltd may need to visit to discuss health and safety arrangements for the placement.	
Name of Insurer _____	Policy No _____ Exp Date _____
Name _____	Position _____
Signed _____	Date _____

What happens next?

- Found a Placement?
- MAPS work experience platform
- All placements have a H&S Assessment to check suitability/insurance
- Investigate your placement and let school know if there are any
problems...ASAP!

Important to stick to any dates and deadlines you are given!



TOP TIPS!

- ✓ Think about your future career ideas
- ✓ Ask family, teachers and friends
- ✓ Look at local businesses
- ✓ Make contact via phone, letter, email or call in
- ✓ Send a CV
- ✓ Travel, costs
- ✓ Get organised and start now!



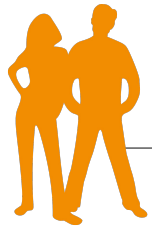


Employer Expectations

- Employers know that you are on Work Experience
- Legally you are an employee
- Wear appropriate clothing/safety equipment
- Introduce yourself to people!
- Ask questions & listen – you are there to learn
- Show an interest and use initiative / get involved
- Employers are taking the time to offer you a valuable experience;
be polite & say thank you!
- If at any point you are not happy about something,
speak to School/College/Us!

www.mployolutions.co.uk





MPLOY
SOLUTIONS

School Expectations

- Expect 100% attendance rate
- Punctuality
- Appointments
- Start & finish times, breaks & lunch
- Think bigger picture – your conduct not only affects you, but also school/college and the opportunity for other learners to have placements there





Once you have found your placement & nearer the time....

- Registered on MAPS
- Can see details of your placement
- Job Description & Contact Details
- Preparation
- Contact employer at least 2 weeks before
- Log Book
- Evaluation
- Certificate




MORE ABOUT THIS NEARER THE TIME!
GOOD LUCK






www.mploysolutions.co.uk



-  01606 828382
-  01606 43435
-  info@mploysolutions.co.uk

 9 Dalby Court,
Gadbrook Park
Northwich
Cheshire
CW9 7TN

