



Data Protection Act 1998

Please note that the personal details supplied on this form will be held and/or computerised by the EBP for the purpose of education/industry links. These details may be disclosed to other organisations or individuals with which the EBP is obliged to consult as part of this process. Your personal details supplied on these forms will be safeguarded and only used for this purpose and will not be divulged to any other individuals or organisations for any other purpose.

Student Initiated Form

This form must only be used when approaching a Provider agreed with your school co-ordinator

Student Details			
Name:	Tutor Group _____	School :	HARLINGTON UPPER
Placement start date:	28 JUNE 2010	Placement end date:	9 JULY 2010

To be completed by the Employer please

Company name _____ Supervisor _____

Work experience activity _____ Where _____
(Please identify what the student will be doing) (e.g. at company address or other location)

Days of week _____ Hours per day _____

Employers liability number: _____ Date policy expires: _____

Insurance company: _____

Public liability number: _____ Date policy expires: _____

Insurance company _____

- 1. Do you have 5 or more employees including work experience students? Yes / No
- 2. If the answer to question 1 is YES, do you have a written Health & Safety policy? Yes / No
- 3. Are you a sole trader? Yes / No
- 4. Will the students spend a significant amount of time on their own with you? Yes / No

If YES, CRB clearance may be required

Understanding between Bedfordshire & Luton Education Business partnership and an Employer providing Work Experience

In order that the implications of work experience activities are fully understood, the following essential points are set out below and the employer agrees that:-

- 1. An experience of work will be open equally to all students regardless of gender, race, disability, and cultural or religious beliefs. The employer will ensure no student is treated in a discriminatory manner by reason of their gender, race, disability, and cultural or religious beliefs.
- 2. Students will carry out meaningful work in accordance with the agreed Job Description during their placement. A competent person or persons will plan the work and be designated for the welfare and supervision of the student including health and safety.
- 3. All tasks asked of each student conform to the laws governing the Employment of Young Persons and Work Experience (as defined in the Education Act 1996) and that any other statutory obligations to the student are being observed. The company is registered with the Health and Safety Executive or Local Authority, as applicable.
- 4. Students will not receive any payment for this work but the employer can make a contribution directly to the students towards the cost of meals and travelling.
- 5. Students will work no more than 40 hours per week and normally between the hours of 0700-1900 for a maximum of 8 hours exclusive of breaks, except by prior agreement with parents, school and BLEBP. In any event the employer confirms there will be compliance with the relevant provisions of the Working Time Regulations.