

Parent/Carer/Student

KS 4 or 5 Student Work Placement Form

Type of placement (please circle)

Managed	Self
Block	Extended

Student details (BLOCK CAPITALS)	
Name:	
School:	
School contact name:	
School contact details: email:	tel:
Company / Organisation details	
Company / Organisation name:	
Address:	Post code:
Tel:	
Email address:	
Contact name:	Position:
Contact telephone number / mobile:	
Placement details	
Job title:	
Main Supervisor of student:	
Description of key tasks/activities (ie Job Description) or attached	

Start date:	Finish
Working days and times / meal breaks:	

Any Safeguarding (Health & Safety/Welfare) Risks and Control Measures	Effect

PARENT / CARER with legal responsibility for the student

As parent / carer of the student named above I agree to them taking part in this Programme and undertake that they will observe the placement requirements. I confirm that any needs (including medical) that may affect them in the workplace have been disclosed to the school and understand that these will be used to inform any reasonable adjustments for this work placement.

Signature of Parent / Carer _____ Date _____

Name _____

STUDENT

I agree to take part in this work placement, and will adhere to the standards expected of me while at the place of work. I will follow the workplace health and safety procedures and any training that I am required to take. I will also report any concerns I have about my placement and health, safety or welfare to a senior member of staff at the organisation and my school. I will let my employer know if I am going to be late or absent. I will not disclose any information confidential to the employer.

Signature of Student _____ Date _____

Name _____

Data Protection

The above information is collected and used by the DESC and will not be shared with any third party. This information is collected under the public interest, further to the GDPR and LED Implementing Regulations 2018 Section 22 Safeguarding of children and of natural persons at risk (b) the natural person is — (i) aged under 18;. For queries on how your information is stored and why it is collected you can contact the Data Protection Officer at DPO-desc@gov.im or visit <https://www.gov.im/about-the-government/departments/education-sport-and-culture/privacy-notice/#accordion> for privacy policy.