Student to Complete 1 to 3

Progress mentor to complete 4 to 6

**WP/PP002**

**PRE PLACEMENT**

STUDENT/MENTOR WORK PLACEMENT APPLICATION FORM (16-19)

Completing a meaningful work placement is an essential part of your study programme. Once you have secured a work placement, you must complete this form, get it signed by your progress mentor and present it to the work placement team. A health and safety vetting/risk assessment of the company MUST be completed before you go on placement. Allow up to **four weeks** for this to be completed before you start your placement.

*\*Please note: if you have SEND the Work Placement team and your Progress Mentor will help you to find a placement or employer activities*

|  |
| --- |
| **1.Personal Details** |
| Student last name: |  | Student first name: |  |
| Student Reference:(number on lanyard) |  | Daytime contact no: |  |
| Progress Mentor:  |  | Course and level: |  |
| Address:  |  |
| Email Address: |  |
| Date of Birth: |  | Age: |  |
| **2.Work placement planned hours:**Your tutor will be able to confirm your planned hours. It is important that your work placement is relevant to your study programme, and you discuss when to complete your targeted hours with your tutor. |
| Total targeted work placement hours: |  | Number of hours you will complete during this work placement: |  |
| Agreed start date:  |  | Agreed end date:  |  |
| **3.Details of employer** (This must be relevant to your programme of study and approved by your tutor) |
| Job Shop reference: |  |
| Point of contact: |  |
| Name of company: |  | Contact Job Title: |  |
| Contact email: |  | Telephone no: |  |
| Full address: |  |
| Company’s Employers Liability Insurance Details:  | Insurance company: | Policy Number: | Expiry Date: |
| What does the company do? |  |
| Brief outline of the duties you will be undertaking when on placement: |  |
| **4. Progress Mentor to complete** |
| DBS required?(Working with young people/vulnerable adults) | YES NO | Normally required when working with young people or vulnerable adults. Please note the certificate can take six weeks to get to you. Please ask the student to arrange an appointment with Jane Hawksford. jane.hawksford@wnc.ac.uk. |
| Medical needs: | YES NO  | Special Educational Needs: YES NO  |
| Educational Health Care Plan: | YES NO  |
| Other checks required – please state(Construction CSCS /Police\_ | Has ALS: YES NO  |
|  |
| **5. Additional Information** |
| Individual risk assessment | YES NO  |
| Is the learner considered to be a vulnerable adult?  | YES NO  |
| Form WP/PP002.1 | **If you have answered yes to the above, you must now complete form WP/PP002.1 (Work Placement Additional Information Form)** |
| I (progress mentor) feel that the student is ready to complete YES  NO a work placement. |
| **6.Consent** |
| Parent/student consent form signed YES NOand filed by progress mentor. | SMART targets for this YES NOWork placement agreed  |
| The parent/student consent form is available on Moodle/STAFFnet This must be collected before a student goes on placement. |

I confirm that the work placement request is relevant to the programme of study and I have received a parent/student consent WP/PP001 form. I instruct the work placement team to arrange health and safety vetting/risk assessment of the organisation if not already completed.

Student signature: Date:

Progress mentor full name:

Progress mentor signature: Date:

This form must be fully completed before sending to the work placement team. Please send in by either email workplacement@wnc.ac.uk or hand deliver to room 103 at the Derby Road site or the reception at Engineering or Construction centre.

**WHAT HAPPENS NEXT?** The work placement team will check that the company has been health and safety checked. Once completed an email will be sent to the student and progress mentor to confirm the placement is ready to go.

**Work Placement Privacy Statement**

Vision West Nottinghamshire College will collect your personal information so that we can facilitate a work experience placement for you. We will use your information to confirm your placement details with your parent and the placement provider. We will also use the details to conduct a health and safety vetting/risk assessment on the placement provider and monitor attendance.

For more information about how we handle your data, please see our privacy notices at [www.wnc.ac.uk/privacy](http://www.wnc.ac.uk/privacy)

Needs adding to Connect: YES NO

Work Placement Hours 2018-2019

**Please complete the form below by stating how many hours of work placement you are planned to complete.
Please see the example below:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| September | M | T | W | T | F | S | S | Total Hours |
| W/C 24/09 | 7 | 7 |  | 7 | 7 |  |  | 28 |

*For further support, please see the Work Placement Team based in room 103.*

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| **September** | **M** | **T** | **W** | **T** | **F** | **S** | **S** | **Total Hours** |
| W/C 03/09 |  |  |  |  |  |  |  |  |
| W/C 10/09 |  |  |  |  |  |  |  |  |
| W/C 17/09 |  |  |  |  |  |  |  |  |
| W/C 24/09 |  |  |  |  |  |  |  |  |

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| **October** | **M** | **T** | **W** | **T** | **F** | **S** | **S** | **Total Hours** |
| **W/C 1/10** |  |  |  |  |  |  |  |  |
| **W/C 8/10** |  |  |  |  |  |  |  |  |
| **W/C 15/10** |  |  |  |  |  |  |  |  |
| **W/C 22/10** |  |  |  |  |  |  |  |  |
| **W/C 29/10** |  |  |  |  |  |  |  |  |
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| **November** | **M** | **T** | **W** | **T** | **F** | **S** | **S** | **Total Hours** |
| **W/C 5/11** |  |  |  |  |  |  |  |  |
| **W/C 12/11** |  |  |  |  |  |  |  |  |
| **W/C 19/11** |  |  |  |  |  |  |  |  |
| **W/C 26/11** |  |  |  |  |  |  |  |  |

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| **December** | **M** | **T** | **W** | **T** | **F** | **S** | **S** | **Total Hours** |
| **W/C 03/12** |  |  |  |  |  |  |  |  |
| **W/C 10/12** |  |  |  |  |  |  |  |  |
| **W/C 17/12** |  |  |  |  |  |  |  |  |
| **W/C 24/12** |  |  |  |  |  |  |  |  |
| **W/C 31/12** |  |  |  |  |  |  |  |  |

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| **January 2019** | **M** | **T** | **W** | **T** | **F** | **S** | **S** | **Total Hours** |
| **W/C 07/01** |  |  |  |  |  |  |  |  |
| **W/C 14/01** |  |  |  |  |  |  |  |  |
| **W/C 21/01** |  |  |  |  |  |  |  |  |
| **W/C 28/01** |  |  |  |  |  |  |  |  |

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| **February** | **M** | **T** | **W** | **T** | **F** | **S** | **S** | **Total Hours** |
| **W/C 04/02** |  |  |  |  |  |  |  |  |
| **W/C 11/02** |  |  |  |  |  |  |  |  |
| **W/C 18/02** |  |  |  |  |  |  |  |  |
| **W/C 25/02** |  |  |  |  |  |  |  |  |

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| **March** | **M** | **T** | **W** | **T** | **F** | **S** | **S** | **Total Hours** |
| **W/C 04/03** |  |  |  |  |  |  |  |  |
| **W/C 11/03** |  |  |  |  |  |  |  |  |
| **W/C 18/03** |  |  |  |  |  |  |  |  |
| **W/C 25/03** |  |  |  |  |  |  |  |  |
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| **April** | **M** | **T** | **W** | **T** | **F** | **S** | **S** | **Total Hours** |
| **W/C 01/04** |  |  |  |  |  |  |  |  |
| **W/C 08/04** |  |  |  |  |  |  |  |  |
| **W/C 15/04** |  |  |  |  |  |  |  |  |
| **W/C 22/04** |  |  |  |  |  |  |  |  |
| **W/C 29/04** |  |  |  |  |  |  |  |  |

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| **May** | **M** | **T** | **W** | **T** | **F** | **S** | **S** | **Total Hours** |
| **W/C 06/05** |  |  |  |  |  |  |  |  |
| **W/C 13/05** |  |  |  |  |  |  |  |  |
| **W/C 20/05** |  |  |  |  |  |  |  |  |
| **W/C 27/05** |  |  |  |  |  |  |  |  |
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| **June** | **M** | **T** | **W** | **T** | **F** | **S** | **S** | **Total Hours** |
| **W/C 03/06** |  |  |  |  |  |  |  |  |
| **W/C 10/06** |  |  |  |  |  |  |  |  |
| **W/C 17/06** |  |  |  |  |  |  |  |  |
| **W/C 24/06** |  |  |  |  |  |  |  |  |

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| **July** | **M** | **T** | **W** | **T** | **F** | **S** | **S** | **Total Hours** |
| **W/C 01/07** |  |  |  |  |  |  |  |  |
| **W/C 08/07** |  |  |  |  |  |  |  |  |
| **W/C 15/07** |  |  |  |  |  |  |  |  |
| **W/C 22/07** |  |  |  |  |  |  |  |  |
| **W/C 29/07** |  |  |  |  |  |  |  |  |