

**WP/PP002**

- Student to complete 1 to 5  
 Tutor to complete 6 to 7



# PRE-PLACEMENT STUDENT/TUTOR WORK PLACEMENT APPLICATION FORM

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 tutor and present it to the work placement team. A health and safety vetting 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.

## 1. Personal details:

Student last name:		Student first name:	
Student reference: (number on lanyard)		Daytime contact no:	
Tutor:		Course and level:	
Address:			
College email:			
Preferred email:			
Driving licence:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Date of birth:
Qualification aim:		Chosen career:	

## 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)

If advertised on Job Shop employee reference: or attach a printed copy of the opportunity			
Point of contact:			
Name of company:		Contact job title:	
Contact email:		Telephone no:	
Full address:			
What does the company do?			
Work placement role:			
Brief outline of the duties you will be undertaking when on placement:			

4. Information to support your placement	
Which skills will you develop during your placement?	
5. Set SMART targets for your work placement	
Describe personal or vocational SMART targets to complete on placement.	
SMART targets updated on Promonitor. (set goals and objectives)	Go to ILP and 'My SMART Targets' on Promonitor, select the category: Work Placement Personal or Work Placement Vocational.
	Completed    YES <input type="checkbox"/> NO <input type="checkbox"/> Arranged date of completion:
<b>5a</b>	Do you receive free college meals?    YES <input type="checkbox"/> NO <input type="checkbox"/>
6. Tutor to complete	
DBS required? (Working with young people?)	YES <input type="checkbox"/> <input type="checkbox"/> NO    Normally required when working with young people or vulnerable adults. Please note this can take six weeks. Please ask the student to arrange an appointment with Jane Hawksford tel: <b>01623 627191</b> ext <b>8184</b> or email: <b>jane.hawksford@wnc.ac.uk</b>
Other checks required - please state. (Construction SCS/Police)	
ALS:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Details of disabilities or learning difficulties which an employer should be made aware of:	It is essential that all employers have a copy of individual learner risk assessments and progress tutors talk through, with the employer, any control measures that need to be implemented prior to the placement. Students must sign and date the risk assessment form to say that they are happy for their information to be shared with the employer.
Student already has an individual risk assessment. If yes, please email a copy to the work placement team to enable work placement team to share with the employer.	YES <input type="checkbox"/> I (tutor) feel that for this student's work placement a new separate risk assessment is required.    YES <input type="checkbox"/> NO <input type="checkbox"/>
7. Consent	
Parent/student consent form signed and filed by tutor.	YES <input type="checkbox"/> NO <input type="checkbox"/> SMART targets for this work placement agreed.    YES <input type="checkbox"/>
The parent/student consent form is available on Moodle/STAFFnet – <b>This must be collected before a student goes on placement.</b>	

I confirm that the work placement request is relevant to the programme of study and I have received a parent/student consent form. Objectives have been set or will be set before the placement start date. I instruct the work placement team to arrange health and safety vetting of this organisation if not already completed.

Student signature:

Date:

Tutor signature:

Date:

This form must be fully completed before sending to the work placement team, please send by internal mail/post or take to careers (student support) or room 4a, Derby Road.

**What happens next?** The work placement team will check the company has been health and safety checked. Once completed an email will be sent to the student and tutor to confirm the placement is ready to go.

A progress passport must be collected from a work placement clinic, careers or the progress tutor.