

## Work Experience – Skills for Learning, Life and Work

Our Work experience programme is a universal model offered to all **S3** pupils across Dundee Secondary Schools and the duration is usually a block of one week/five days.

Linked to the Scottish Government's Education Strategy we recognise that learning is life long and as such we aim to develop the skills, knowledge and attributes our young people need to succeed in learning, life and work.

Work experience in particular develops key skills such as understanding, knowledge, enterprise and employability skills. It also gives pupils the opportunity to see the relevance of their learning by allowing them to put their school work into a practical context, simultaneously highlighting employer's expectations whilst connecting them to positive role models in the work place.

### Own arrangements

The Education Department operates a central database of work experience opportunities which the pupils can select from. However if they wish, **pupils may arrange a placement with someone who is known to them or their parents/carers by completing this form.**

#### For an own arrangement the following conditions apply:

- The pupil or parent/carer of the **pupil must be known to you**
- The pupil is expected to undertake meaningful tasks and a job description will be completed in conjunction with the Work Experience Coordinator.
- **Health and Safety visit** – A visit will be made by the Work Experience Coordinator to your premises to ensure adequate health and safety procedures are in place. Advice and support are available to employers if necessary.
- **Insurance** – All employers must have appropriate Employers Liability Insurance cover which is current for the period of the placement. The policy certificate should be available to view at the time of the Health and Safety visit.
- **Risk Assessment** – During the visit risks and control measures in place will be noted and passed to the parent/carer as required.

**If you have any questions about these arrangements please contact as below:**

**Parent/carer enquiries:** Please contact the young person's guidance teacher.

**EDUCATION DEPARTMENT  
S3 WORK PLACEMENT "OWN ARRANGEMENT" DETAILS**

**PUPIL DETAILS (PLEASE PRINT)**

School \_\_\_\_\_ Week Commencing \_\_\_\_\_

Pupil's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Class \_\_\_\_\_

**COMPANY/EMPLOYER DETAILS (PLEASE PRINT)**

Company Name	
Address	
Contact Name	
Telephone Number	
Type of Job Offered	

**PPE: Is any Personal Protective Equipment (PPE) required? ✓ as appropriate**

- |                     |                          |                      |                          |
|---------------------|--------------------------|----------------------|--------------------------|
| Overall/Boiler Suit | <input type="checkbox"/> | Mask/Face Protection | <input type="checkbox"/> |
| Safety Helmet       | <input type="checkbox"/> | Ear Protection       | <input type="checkbox"/> |
| Safety Boots        | <input type="checkbox"/> | Gloves               | <input type="checkbox"/> |
| Ear Protection      | <input type="checkbox"/> | Eye Protection       | <input type="checkbox"/> |
| Other               | <input type="checkbox"/> |                      |                          |

The Education Department can supply PPE for work experience. Will this be required?  
 Yes  No

**EMPLOYER'S LIABILITY INSURANCE DETAILS**

All employers must have appropriate Employer Liability Insurance cover which is current for the duration of the placement. Please complete the following information which can be found on your Employer's Liability insurance certificate.

Current Insurer	
Policy Number	
Expiry Date	

**I confirm that I have read and understood what is required and can offer a Work Placement to the pupil named above.**

Signature \_\_\_\_\_ Position in Company \_\_\_\_\_

<b>Visit Date</b>	<b>Week</b>
<b>Company Reference</b>	<b>Soc Number</b>