

Student's Placement Checklist (WE4)

Ecclesfield School Work Experience

3 – 7 July 2023



Please request the following details from your employer and then keep this information safe, to ensure you are prepared for your work placement.

Work Placement Organisation Details

Business / Organisation Name:

Address (including Postcode):

Placement Designated Contact Name:

Placement Designated

Placement Designated Contact E-mail:

Placement Designated Contact Tel No:

Work Placement Outline

Work Placement Job Title:

Work Placement Role, Responsibilities and Tasks:

Placement Dates:

From:

To:

Placement Hours:

From:

To:

Dress Code / Clothing / PPE Requirements

e.g. safety boots; smart etc.

Lunch Arrangements

e.g. how long, kitchen, food van?

Travel Arrangements

e.g. public transport, number, time, location, cost?

Other important details: