

Placement Employer Information (WE2)

Ecclesfield School Work Experience

3 – 7 July 2023



Dear Employer,

On behalf of Ecclesfield School, thank you very much for supporting a work placement. We really do appreciate the chance you have offered this young person to gain employability skills and world-of-work insight.

- ✳ To develop awareness and confidence about careers learning
- ✳ To understand the link between careers and the school's curriculum
- ✳ To get an understanding of how organisations work
- ✳ To do tasks, like an employee would, and work with others
- ✳ To acquire employability skills and a reference
- ✳ To start appreciating what's needed to succeed

Working with Sheffield City Council (Opportunity Sheffield), we ensure students can't start their work placement until the team are satisfied that the employer has suitable risk management in place. This ensures all parties are meeting their legal obligations, in respect of UK law. Before the placement starts, you *may* be contacted by the team.

Next Steps: Documentation

- The student will be in touch again. Please ensure you understand the terms and conditions and your responsibilities, before signing the **(WE3) Student Arranged Placement Form**. Ensure the student and parent/guardian have completed it fully. Information on this form will help ensure you can assess risks to the student, in relation to any needs they may have. Also, keep a copy for your records.
- Finally, our student will need your help to complete their **My Work Placement Checklist (WE4)** such as: contact details, working hours, dress code / PPE, lunch arrangements, travel tips etc.

If you have questions, please do not hesitate to contact me.

Eliot Damon

Work Experience Support

Ecclesfield School

e. edamon@eccoschool.com t. 0114 2461156 (ext) 1130