



Work Placement Application Form

January 2024 – June 2024

A WARM WELCOME FROM OUR CEO



Ayrshire Chamber in partnership with our Local Authorities has been connecting employers with education since 2006.

Work Placements are one way to support our young people with the transition into the Work of Work and we are delighted we can play a small part. Every year we participate and offer our local schools' placements, whether that be a weeklong, flexible or Foundation Apprenticeship and we have welcomed many talented young people during that time.

The skills and qualities that a young person develops whilst on a placement make a real difference and supporting them on their career journey. The benefits for employers engaging are huge from supporting to develop a talent pipeline; helping develop the attitudes, skills, and knowledge that they need for your business and inspiring them to consider if your industry is right for them.

The Chamber network regularly hears that skills are one of the main issues facing businesses so I would encourage you to offer a placement to a young person. It is not only an important first step for many young people into employment but for employers who want to inspire and develop the workforce of the future.

Claire Baird, CEO of Ayrshire Chamber of Commerce

A message from the Business Liaison Team

As part of the secondary school work placement programme, employers have the option of hosting a young person on either or both a weeklong and flexible extended work placement.

Some secondary schools are now adapting towards a flexible approach to work placements, in addition to the traditional one-week block work placements. The flexible approach is starting to become extremely popular with pupils who have opted to select a work placement as part of their timetable, where they are then allocated an afternoon or morning per week to attend a placement and gain some work experience as a subject within their timetable.

In the work placement application form, please select option 1 if you are looking to offer week-long placement(s) and option 2 if you are looking to offer a flexible placement. If you would be willing to offer both a weeklong and flexible placement, please select both options 1 and 2 and a member of the Ayrshire Chamber of Commerce Business Liaison Team (BLO) will be in touch to discuss this further.

There is also the self-found work placement approach, where you as an employer might be directly approached by a young person who is looking to attend a work placement within your organisation. When approached by a young person looking to self-source their own placement, they would then request that you complete the self-found work placement paperwork.

1. PROVIDER DETAILS

Name of Provider (company/organisation/agency):

Sector:

No. of Employees:

Placement Supervisor:

Position:

Placement Address:

Postcode:

Email Address:

Tel:

Provider:

The name, address, postcode, telephone number and email address of the organisation.

Placement Supervisor:

This should be the person with the main responsibility and who will be the main point of contact for work experience within the organisation. This should also be who the pupil will report to on their first day.

The pupil will not be allowed to work outside the hours stipulated in the job description, in addition, the pupil will not receive any payment for the work.

2. PLACEMENT DETAILS

Placement Title:

Department:

Description of Duties:

Day(s) of Attendance:

Start Time:

Finish Time:

Lunchtimes:

Canteen Facilities:

Yes

No

Title of Placement:

E.g., clerical assistant, sales assistant.

Description of Duties:

Details of the types of activities which the pupil will be involved in and observing.

Day(s)/Work Times:

E.g., Mon–Fri 9am–5pm

Lunch Arrangements:

Indicate if the pupil should bring their own lunch and whether there are kitchen facilities available.

3. PLACEMENT REQUIREMENTS

Additional Requirements e.g., Dress Code etc.:

Please list any PPE that may be required:

Will this PPE be provided by you?

Yes

No

Placement Requirements: Please indicate any extra details e.g., special clothing requirements, dress code.

PPE:

If an identified control measure is to wear or use protective clothing equipment, please specify what is required e.g., a hard hat, safety boots or special eyewear.

4. ANY OTHER INFORMATION: (e.g., school subjects etc.)

Any other Information:

Please indicate if you have any age restrictions, if you require a pre-placement meeting, if the pupil should be studying subjects, etc.

This applies to week-long and flexible placements.

Option 1: Week-long Placements

Please take into consideration when selecting dates & schools:

- For example, Queen Margaret Academy (South Ayrshire) & St Matthew's Academy (North Ayrshire) will have pupils travelling from all over the local authority and might have students who live close to your place of work.
- Please note Additional Support Needs School is Lockhart Campus and Extended Outreach.

PLEASE NOTE: If your placement(s) are selected, the school(s) endeavors to send confirmation letter at least 2 weeks prior to any pupil attending a placement. We recommend that you keep a record of the week(s) you have selected.

PLEASE INDICATE WHICH SCHOOL(S) YOU CAN OFFER A PLACEMENT TO BY ENTERING THE MAX NUMBER OF PUPILS YOU CAN OFFER TO NEXT TO THE SCHOOL(S) NAME

| DATE | NORTH AYRSHIRE SCHOOLS | | SOUTH AYRSHIRE SCHOOLS | |
|------------|--------------------------|--|------------------------|--|
| 29/01/2024 | | | Prestwick Academy | |
| | | | Marr College | |
| 19/02/2024 | Lockhart Campus (ASN) | | | |
| 26/02/2024 | Extended Outreach (ASN) | | | |
| 04/03/2024 | Extended Outreach (ASN) | | | |
| 22/04/2024 | | | Carrick Academy | |
| 06/05/2024 | Garnock Community Campus | | Queen Margaret Academy | |
| | Kilwinning Academy | | | |
| | Ardrossan Academy | | | |
| 13/05/2024 | Greenwood Academy | | Prestwick Academy | |
| | Kilwinning Academy | | Kyle Academy | |
| | | | Carrick Academy | |
| | | | Marr College | |
| 20/05/2024 | St Matthew's Academy | | | |
| | Arran High School | | | |
| | Irvine Royal Academy | | | |
| 27/05/2024 | St Matthew's Academy | | | |
| 03/06/2024 | | | Belmont Academy | |
| 10/06/2024 | Garnock Community Campus | | | |

Option 2: Flexible Placements

In addition to week-long placements some schools are now adopting a flexible approach to work placements where pupils can now select work experience as part of their timetable. For example, the pupil can select to attend a placement as part of their timetable, they would then attend for 1 or 2 morning(s)/afternoon(s) per week over an extended period of time.

If you would like to offer a flexible placement, please fill out the details below as an indication of what you can offer. A member of the BLO team will be in touch with you to discuss this further.

Please indicate which school(s) you can offer a flexible placement to:

Duration of Placement:
(e.g., 2-3 weeks, or full academic year)

Day(s) of the week:

Start Time: Finish Time:

6. ASN PUPILS

Do you have the capacity to host a pupil with additional support needs in your workplace?

Yes No

This can be considered on a case-by-case basis. If you would like to have a discussion with a member of our team and the young person's key worker to advise you on what support would be offered to you for the duration of the placement this

HEALTH AND SAFETY DETAILS

To comply with the Management of Health & Safety at Work Act 1999 regulations, firms or organisation's providing work placements are required to assess the risks associated with the activities carried out by the pupil.

The pupil will be carrying out meaningful work during their period of work placement. The work will be carried out by a responsible person and the pupil will be given appropriate instruction before and supervision whilst participating in any activity. Under no circumstances should pupils operate prescribed and/or any prescribed machinery as defined by statute.

The firm of organisation providing work placement will therefore ensure that the pupil is not required to operate any hazardous machine, to work in any hazardous environment, or to carry out work of an unsuitable or objectionable nature.

The firm or organisation will take responsibility for ensuring the pupils' welfare. The firm or organisation will supply any special or protective clothing required by the pupil whilst performing the task.

7. PROVIDER'S RISK ASSESSMENT

Has a Risk Assessment been carried out of the activities in which the pupil will be involved and any other process, procedure or environmental factor by which they may be affected ([click here for guidelines](#))

Yes No

Has a Risk Assessment been carried out specific to COVID 19 specifications?

Yes No

Risk Assessment:

By Law, a company with 5 or more employees should have a Health & Safety Policy which contains a statement of general policy on health and safety at work and the organisations arrangements for putting that policy into practice.

8. PROVIDER'S HAZARDS IDENTIFICATION

Please use this checklist to help you identify any significant hazards. Once you have done this it is important to have control measures in place to minimise any associated risk.

Please tick where appropriate:

| | | | | | |
|---|--------------------------|--|--------------------------|--|--------------------------|
| Slip/Trips/Falls (Spillages, trailing cables, flooring) | <input type="checkbox"/> | Noise (Machinery, tools, equipment, environment) | <input type="checkbox"/> | Working with Animals (Farm, domestic, wild) | <input type="checkbox"/> |
| Falls from Height (Platforms, ladders, fragile surfaces) | <input type="checkbox"/> | Hazardous Substances (Cleaning products/oils, etc.) | <input type="checkbox"/> | Vibration (Machinery, transport, powered hand tools) | <input type="checkbox"/> |
| Display Screen Equipment (Computers, cash register) | <input type="checkbox"/> | Transport (Forklift trucks, cars, HGV's etc.) | <input type="checkbox"/> | Manual Handling (Lifting, carrying, pushing, pulling, etc.) | <input type="checkbox"/> |
| Electricity (Mains operated & portable appliances) | <input type="checkbox"/> | Radiation (x-ray, UV, lasers, radioactive materials) | <input type="checkbox"/> | | <input type="checkbox"/> |
| Asbestos (Building maintenance /vehicle repairs) | <input type="checkbox"/> | Pressure Systems (Gas, air, receivers, steam boilers) | <input type="checkbox"/> | | |

8A. PROVIDER'S CONTROL MEASURES

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Control Measures:
Control measures should include a full induction, and supervision. They may also include PPE, training, etc.

8B. INSURANCE DETAILS (Please enclose a current copy)

| | | |
|---|------------------|----|
| Does the company have Public & Employers Liability Insurance? A certificate should be clearly displayed where it can be seen by employees. | Yes | No |
| Name of Insurance Company: | Date of Expiry: | |
| Insurance Policy Number: | Indemnity Limit: | |
| Is your policy automatically renewed annually? | Yes | No |

Insurance:
All placement providers must have valid Public and Employers' Liability Insurance in place to cover the period of the placement. This is regardless of employee numbers or sole trader status.

The firm or organisation providing the work placements will ensure that the firm's or organisation's Public and Employers' Liability Insurances will provide cover for pupils for the period(s) of work placements. Firms or organisation providing work placements must be prepared to accept pupils on this basis and should advise their insurers accordingly. This must take place prior to any pupils attending their placement.

The majority of placements will require a visit by a member of our BLO team to carry out a Health and Safety check on behalf of the Local Authority prior to any pupils attending placement. A member of the team will contact you to arrange a visit at a time convenient to the organisation. The team will also work with you to ensure you are aware of your obligations when hosting a young person on placement.

9. PROVIDER/EMPLOYER CHECKLIST

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| You are clear about the purpose of work experience placements. |
| You are to offer an induction programme for pupils taking up your offer of a placement. |
| You know who to contact should you require support or advice about any issues relating to the placement. |
| You have identified a range of appropriate activities for the pupils to do during their time with you. |
| You aim to have a feedback session with the pupil before the end of the placement. |

ACCEPTANCE AND AGREEMENT

I CONFIRM THAT -

- I have read the application form and agree that all points are acceptable to me, and I have taken all appropriate action.
- The company's Public and Employer's Liability Insurance have confirmed they will cover a pupil for the duration of their Work Placement and a copy of this policy is enclosed.
- I am clear about the purpose of Work Placements.
- The pupil will receive an induction and instruction which includes Health & Safety issues, covering identified hazards and control measures, by a competent person. The pupil will be supervised at all times.
- I have identified a range of appropriate activities for the pupils to do and observe during their time with me.
- Where possible, I will aim to have a feedback session with the pupil before the end of their placement.
- The details provided are held on a database to support work placement and other similar activities.
- The pupil may be required to sign an agreement, copies of which will be available for inspection on request, stating that they will: not disclose of any information confidential to the firm or organisation without the firm's or organisation's approval. Obey all safety, security and other instructions given by the firm or organisation providing work placements.
- In case of an accident, sickness or absence, the firm or organisation providing the work placement will notify by telephone, without delay, the head teacher at the pupil's school and the pupil's home, if a telephone number is given.
- The pupil will be allowed to use whatever facilities the firm or organisation provides in these circumstances.
- The identified occupation is based on due consideration of the nature of the anticipated work activities involved in this placement. You are asked to bring to our attention any other factors related to the actual activities to be carried out or the layout and/or the use made of your premises e.g. the presence of machinery or high volumes of traffic in or around the premises, which may require a re-assessment of this rating. If you do not agree with this assessment you are asked to provide details for information regarding the assessment.
- The firm or organisation will comply with its legal obligations under the Data Protection Act at all times.
- The pupil will not be allowed to work outside the hours stipulated in the job description. In addition, the pupils should not receive any payment for the work.

Name of Organisation:

Signed:

Position:

Date:

Thank you for taking the time to complete this application form, your participation in the work placement programme is very much appreciated.

Please return to: workplacement@ayrshire-chamber.org

