

Work Placements 2020-21: Stage 2



Employer Sign Up Form

Thank you for confirming your interest to host Work Placements in 2021-2022. In order to begin the process of matching students for your placements, we would like to gather some information on the organisation and the possible Work Placements the business is able to offer. This document will act as an Expression of Interest for the Work Placements the business could host and will be used to pass information to post-16 providers and learners.

1. General Company Information

Note: This section will be populated for you if the business has already completed the Work Placements Information Request for 2019-2020.

Organisation Name:			
Address:	Tel No:		
	E-mail:		
	Company Registration No:		
Post Code:			

2. Company Insurance Information

Employer Liability Insurer Name:					
Policy Number:		Expiry Date:		Indemnity Limit	

3. About the Organisation

Note: This section will be populated for you if the business has already completed the Work Placements Information Request for 2020-2021.

--	--	--	--	--	--

4. Geographical Coverage

Please indicate below ALL regions where the business has offices with the potential to offer Work Placements

Note: This section will be populated for you if the business has already completed the Work Placements Information Request for 2020-2021.

Region 1.					
Region	Regional Office Address:				Number of Employees
Region 2.					
Region	Regional Office Address:				Number of Employees
Region 3.					
Region	Regional Office Address:				Number of Employees

5. About the Work Placements

Role(s) available within the organisation (please add rows as applicable):

Available roles 1.

Route:		
Work placement Role:		
Placement location(s):		
Number of WP's available:		
Learner pay and expenses:	Would you like to pay the learner? Yes <input type="checkbox"/> No <input type="checkbox"/>	Would you like to cover expenses for the learner? Yes <input type="checkbox"/> No <input type="checkbox"/>
	If yes, how much?	If yes, what will the expenses cover?

When would your organisation ideally want the work placement to take place?

What would be your preferred model?

October 2020 – May 2021

2 Days a week (315 hours a year)

Contact details for the placement (This should be the person who will be the main contact for the college and students).

Name:	
Position:	
Email:	
Telephone Number:	

Available roles 2.

Route:	Choose an item.	
Work placement Role:		
Placement location(s):		
Number of WP's available:		
Learner pay and expenses:	Would you like to pay the learner? Yes <input type="checkbox"/> No <input type="checkbox"/>	Would you like to cover expenses for the learner? Yes <input type="checkbox"/> No <input type="checkbox"/>
	If yes, how much?	If yes, what will the expenses cover?

When would your organisation ideally want the work placement to take place?		What would be your preferred model?	
<input type="checkbox"/> October 2020 – May 2021		<input type="checkbox"/> 2 Days a week (315 hours a year)	
Contact details for the placement (This should be the person who will be the main contact for the college and students).	Name:		
	Position:		
	Email:		
	Telephone Number:		
Available roles 3.			
Route:	Choose an item.		
Work placement Role:			
Placement location(s):			
Number of WP's available:			
Learner pay and expenses:	Would you like to pay the learner? Yes <input type="checkbox"/> No <input type="checkbox"/>		Would you like to cover expenses for the learner? Yes <input type="checkbox"/> No <input type="checkbox"/>
	If yes, how much?		If yes, what will the expenses cover?
When would your organisation ideally want the work placement to take place?		What would be your preferred model?	
<input type="checkbox"/> October 2020 – May 2021		<input type="checkbox"/> 2 Days a week (315 hours a year)	
Contact details for the placement (This should be the person who will be the main contact for the college and students).	Name:		
	Position:		
	Email:		
	Telephone Number:		

6. Learner Matching Preference	
<p>In matching learners to your Work Placement(s), we want to consider your preference on the matching process and either a "Standard" or "Selection" approach. This will be shared with the providers who will confirm with you which matching process they are able to adopt.</p>	
	Please place a cross in your chosen option.
<p>"Standard Employers" will be matched by the provider with Learners who are undertaking a course of study relevant to the Placement they are offering and according to the placement description and learner specification outlined above. They will undertake to host the placement and support the Learner accordingly.</p>	<input type="checkbox"/>
<p>"Selection Employers" will be provided with a list of Learners from whom they can select those that they would like to host on a placement. Selection Employers may run their own selection process (consistent with fair employment practices) to select learners (e.g. face to face interviews, phone interviews, group selection exercises, etc.). For "Selection" Employers, the selection process will need to be completed within a fixed period after which preferences are fed back to the provider.</p>	<input type="checkbox"/>

7. Consent and Contact Details	
I give my consent for my organisation's involvement offering work placements to be shared publicly.	<input type="checkbox"/>
I give my consent for my contact details to be shared with the Department for Education, ESFA / National Apprenticeship Service and relevant post-16 providers.	<input type="checkbox"/>
I am happy for post-16 providers to contact relevant regional staff members stated above to confirm placement logistics and arrange for assessments locally.	<input type="checkbox"/>
Lead contact person:	
Position:	
Telephone:	
E-mail:	
Signature:	
Date:	

Thank you for completing this form.
We will be back in touch with you on next steps.