



GETTING INVOLVED IN WORK EXPERIENCE

Thank you for giving some consideration to offering a work experience placement to (Enter pupil name & school here).

Before we progress with your kind offer we would like to let you know that there are a few simple steps you will need to take to become a work experience provider.

Step 1

We require you to have Employers Liability Insurance and we would be obliged if you could complete the attached form indicating details of your Employers Liability & Public Liability Insurance. (Please return this completed form to the pupil requesting work experience with you).

Step 2

Our work experience administrator, Joan Fordyce, will contact you to arrange for you to complete some simple forms giving details of the placement(s) you are able to offer.

Step 3

These details will be passed to our Health & Safety Assessor, Julia Allan, who will arrange to visit you to discuss straightforward Health & Safety aspects of the placement and to complete a Risk Assessment for activities the pupil will be involved in.

Step 4

Please don't hesitate to contact George MacKenzie, Education Officer with responsibility for work experience, if you have any questions or would like to discuss work experience placements further.

He can be contacted at Beechbrae Education Centre, Elgin on 01343 557900.

**The Moray Council
Educational Services: Work Experience**

Self-Found Placement Employer Details



Company Name

Contact Name

Address

.....

.....

Telephone No

Employers Liability Insurance details

Name of Insurer

Policy Number

Period of cover from.....to.....

Limit of cover