

## Checklist 2 for Work Experience: Information Needed from Employer for Student's Form

Once you've found a placement, you need to get some information from your employer to enter into the Unifrog Placements platform. You could speak to your employer face to face or over the phone and make a note of their answers below, or you could send an email requesting this information.

**Please remember, your school placement coordinator is your Form Tutor.** If you have more than one, please ask them who is going to be your contact. Make sure you give your employer your Form Tutor's name and email address for any queries.

- Name of business / organisation
- Start and End dates (Monday 10th - Friday 14th July)
- Employer placement lead name and email address
- Placement address
- Is this the workplace where you'll be based throughout the placement? (if not, where will you be based?)

It's especially important that the placement lead name (your employer) provides an email address and that it's written down correctly - this is how your Form Tutor and Unifrog will contact them to make sure we have all the details we need to ensure your safety during your placement.

In addition, you need to know the answers to the following questions in order to complete your section of Unifrog Placements:

- Will you live at home as normal during the placement? (if not, where will you live?)
- How will you travel to and from the placement?
- Do you have any special educational needs, illnesses, disabilities or injuries that may affect your placement? (it's your responsibility to tell the employer if you have any additional needs which they need to be aware of).
- Parent / guardian (who must also be your emergency contact) name and email address (again, this must be written correctly as it's how we will get final confirmation for your placement)
- Do you agree to abide by the confidentiality, safety, and absence rules of the business you will be placed with?

If you have any questions, please ask your Life Skills teacher or Form Tutor.