

## Exceptional Work Placement – Skills for Learning, Life and Work

Exceptional Work placements are available to S4, S5 and S6 pupils to support their chosen vocation and transition into positive and sustained destinations. The Children & Families service in conjunction with the schools provide flexible learning packages for pupils to provide them with the necessary skills and knowledge for the World of Work.

Linked to the Scottish Government's Education Strategy we recognise that learning is life long and as such we aim to develop the skills, knowledge and attributes our young people need to succeed in learning, life and work.

Experience of the Work place in particular develops key skills such as understanding, knowledge, enterprise and employability skills. It also gives pupils the opportunity to see the relevance of their learning by allowing them to put their school work into a practical context, simultaneously highlighting employer's expectations whilst connecting them to positive role models in the work place.

### Exceptional Placement categories

- A regular half/one day placement carried out over a number of weeks during a term.
- A long term placement which can be for up to four days per week providing the pupil attends school or other educational provision e.g. College. *This placement is only available to pupils in the final term of their compulsory education i.e. after the Easter holidays for May leavers and post October holiday for Christmas leavers.*

### For an Exceptional Placement the following conditions apply:

- The pupil or parent/carer of the **pupil must be known to you and this form must be signed and completed by the employer.**
- The pupil is expected to undertake meaningful tasks and a job description will be completed in conjunction with the Work Experience Coordinator.
- **Pre placement visit** – A visit will be made by the Work Experience Coordinator to your premises to ensure the success of the placement and answer any queries that arise.
- **Insurance** – All employers must have appropriate Employers Liability Insurance cover which is current for the period of the placement. The policy certificate should be available to view at the time of the Health and Safety visit.
- **Risk Assessment** – During the visit risks and control measures in place will be noted and passed to the parent/carer as required.
- **The young person's guidance teacher will contact you on a weekly basis to ascertain performance and attendance.**

**Once a placement has been arranged, the school is responsible for the completion of the parental consent form.**

**Employer enquiries:** Mark Fleming (Work placement Coordinator)  
Tel 07534 546857 (Direct) or 01382 434460(Reception)  
E-Mail [mark.fleming@dundeecity.gov.uk](mailto:mark.fleming@dundeecity.gov.uk)

**Parent/carer enquiries:** Please contact the young person's Guidance teacher

**CHILDREN & FAMILIES SERVICE**  
**WORK PLACEMENT "EXCEPTIONAL PLACEMENT" DETAILS**



**PUPIL DETAILS (PLEASE PRINT)**

School \_\_\_\_\_ Week Commencing \_\_\_\_\_

Pupil's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

**COMPANY/EMPLOYER DETAILS (PLEASE PRINT)**

Company Name	
Company Address	
Pupil's Job Title	
Contact Name & Job Title	
Telephone Number	
Contact E-mail	
Agreed times and duration of placement	

**Personal Protective Equipment** can be supplied for work experience. If this will be required please tick 'Yes' or if you are able to provide the appropriate PPE please tick 'No'

Yes                      No

**If PPE required please ✓ as appropriate**

Overall/Boiler Suit      S          M          L          Mask/Face Protection

Safety Boots                      Size \_\_\_\_\_          Ear Protection

Safety Helmet                      Eye Protection

Safety Gloves

**EMPLOYER'S LIABILITY INSURANCE DETAILS**

All employers must have appropriate Employer Liability Insurance cover which is current for the duration of the placement. Please complete the following information which can be found on your Employer's Liability insurance certificate.

Current Insurer	
Policy Number	
Indemnity limit	
Expiry Date	

**I confirm that I have read and understood what is required and can offer a Work Placement to the pupil named above**

Signature \_\_\_\_\_ Position in Company \_\_\_\_\_