

YEAR 10 WORK EXPERIENCE

JULY 14TH – 18TH 2025





OPTION A – CHOOSE YOUR OWN PLACEMENT

OPTION B - ASSISTANCE IN CHOOSING YOUR PLACEMENT

Work Experience Deadlines

Start looking for placements Friday 30th January

All paperwork in

Wednesday 25th April

Option A: Choosing a placement using the Employability

the employability partnership **LINK2+**

Welcome

Welcome to Link2.

This site allows you to review work experience placements.

Select who you are from the list below to log in to the site:

- **Employer**
- **Member of school staff**
- **Student**

This copy of the Link2+ The Employability Partnership 01223 650024

School

Submit

How to login:

- Enter the web address for the Employability website:
<https://tep.learnaboutwork.net/>
- Select 'Cottenham Village College'
- Each student their unique pin which will then to be entered. They are not to share their unique pin with any other student.

How To Search For A Placement



- Click on 'search' at the top of the page and you will then see a screen which has different employment sectors. You can either look through each sector individually, or you can click on 'browse all' at the bottom which will enable you to look through all of the available placements.

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You are logged in as Cottenham Village College Log Out

Home Noticeboard Search Students & Bookings School Details Reports, Lists & Resources Own Placement Details Bulk Printing, Flags & Mailmerge

Opportunity List

Records 1 to 15 of 15

Organisation	Job Title	Town	Postcode	Job No.	Details
Beach Babies (Wilburton)	PLAY WORKER	Cambridge	CB6 3RJ	12968	View
Beach Babies Nursery	NURSERY ASSISTANT	Cambridge	CB4 8ED	263	View
Cambridge Kids Club Ltd (Cottenham)	PLAYWORKER	Cambridge	CB24 8TA	14193	View

Choosing A Placement

<i>Job Description</i>		
Places 2 Booked 0 Places left 2		
Employer	Beach Babies Nursery CB4 8ED	
Job Title	NURSERY ASSISTANT	
Job Number	263	
Classification	Education and Training	
Activities Involved	Helping to prepare activities and materials. Tid Assisting staff with the social integration and in Assisting with reading, number work, storytellin	

- Read the job description thoroughly and ensure that you are able to travel to the placement.
- Once you have chosen a job that interests you, make a note of the job reference number.
- Email Mrs Roth with the reference number.

Interview

Mobile phones should be switched off during working hours unless otherwise advised	
Meals	Student to arrange own lunches.
Days & Times	Monday to Friday 9am to 3.30pm Subject to travel.
Clothing	Students to dress casually, flat shoes must be worn. Jeans and trainers allowed.
Travel	Student to arrange own transport
Interview	Yes - student to organise

- Once Mrs Roth has confirmed the placement, please look very carefully at the job description.
- At the bottom of the job description, it will state whether the student should be approaching the employer for an interview.
- It is the student's responsibility to arrange the interview.

Confirmation

STUDENT / PARENT / GUARDIAN WORK EXPERIENCE AGREEMENT

- If the placement is available, Mrs Roth will write to the student and confirm the placement.
- Mrs Roth will send the parent a copy of the job description and a parental agreement form. This form needs to be signed by the parent and returned to Mrs Roth.
- Mrs Roth will send an 'Employer Agreement' to the place of work, which will be signed and returned to her.

STUDENT AGREEMENT

As the student named below I agree to take part in this work experience scheme. I agree to hold in confidence any information about the Employer's business which I may obtain during my placement and not to disclose such information to another person without the Employer's permission. I also agree to observe all safety, security and other regulations laid down by the Employer's representatives or by displayed notices.

SIGNED

DATE

STUDENT NAME: Halle Padwick

COMPANY NAME: Peterhouse

PARENT/GUARDIAN AGREEMENT

As parent/guardian of the student named I confirm that I agree to his/her taking part in this scheme. I confirm that he/she does not suffer from any medical condition which could result in an unnecessary risk to his/her health or to the health or safety of another person. (Should you be in doubt, please consult the school work experience co-ordinator before signing).

SIGNED

DATE

TUTOR GROUP 10R

PLACEMENT DATES 15/07/2024 - 19/07/2024

URGENT PLEASE SIGN AND RETURN TO SCHOOL/COLLEGE

Option B: Choosing Your Own Placement

5 Pieces Lane
Waterbeach
Cambridge
CB25 9NF

the employability partnership

Tel: 01223 650024
enquiries@employabilitytps.co.uk
www.employabilitytps.co.uk

Student Placement Form 2025

Student Details
School: **Insert School Name** Work Experience Dates: **Insert block dates**

Student Name: _____
Date of Birth: _____ Length of Placement: One/ Two weeks (please circle)
Year Group: _____ For Targeted Placements only
Start Date & days attending: _____

Student Agreement
As the student named above, I agree to take part in the work experience programme and follow all the agreed health and safety rules and security regulations. I understand that I may gain access to sensitive information whilst at work and I agree to treat all information as confidential unless told otherwise by my supervisor.

Student Signature: _____ Date: _____

Employer Details: Please complete all employer sections and in capital letters
Company Name: _____ Placement Title: _____
Company Address: _____ Type of Business: _____
No of Employees: _____
Company Contact: _____
Post Code: _____ Position: _____
Direct Tel No: _____ Email: _____

I agree to the named student attending work experience with this company as detailed overleaf.
Signed on behalf of the company:
Print Name: _____ Date: _____

Parent/ Carer Agreement

To be completed by the employer

Job Title: _____
Duties: _____
Student's personal qualities required: _____

KEY CONSIDERATIONS
When completing the placement description please take into account the following:

- The young person's age, inexperience, immaturity and lack of awareness or risks
- The need for adequate supervision and, where necessary, suitability checks for child protection
- The need for any personal protective equipment
- The provision of adequate information, instruction and training for the young person
- Any necessary prohibitions or restrictions relating to tasks, areas and work equipment

Employers' Liability Insurance: Yes / No Name of insurer: _____
Policy No: _____ Expiry Date: _____
Public Liability Insurance: Yes / No

Employers' & Public Liability Insurance cover are both required for work experience. Please attach a copy of your current Employers' Liability Insurance certificate. We will be unable to take up offers of placements from organisations without such cover.

Do you have a Health & Safety Policy: Yes / No Written Risk Assessments: Yes/ No (if more than 5 employees)

If the student is to be based in a different location to the company address please give details: _____

Personal data will not be used for any other purpose than for work experience.

- If choosing your own placement, please fill in the 'Student Own Placement' (SOP) form and return it to Mrs Roth.
- Mrs Roth will forward the form to Employability who then have the responsibility for ensuring that all correct insurances are in place.
- Employability will then confirm the placement if everything is in place.

Out of area (Cambridge) placements

Please be aware that if a placement is arranged by the student and it is outside of Cambridge, then the equivalent of TEP will undertake the necessary checks to ensure that the necessary Health and Safety and insurances are in place.

If the company requires a visit, the cost can be in the region of £65-£100 + VAT, however, if the placement is on the database the cost will be £30-60 + VAT.

This additional cost would have to be met by the parents/guardians of the student.

Contact

Mrs Roth –

Catherine.roth@astreacottenham.org

Careers Lead

Cottenham Village College