**Specific work placement information sheet
for named learner**

|  |  |
| --- | --- |
| Employer/organisation: |  |
| Contact details: |  |
| Address/location of work setting: |  |

|  |
| --- |
| Outline of services provided: |
|  |

|  |
| --- |
| Organisational structure/number of employees: |
|  |

|  |
| --- |
| Name and contact details of mentor: |
|  |

|  |
| --- |
| Types of activities/tasks the learner *[insert learner’s name]* on placement can take part in: |
|  |

|  |
| --- |
| Types of activities/tasks the learner *[insert learner’s name]* is not allowed to take part in:  |
|  |

|  |
| --- |
| PPE equipment provided by employer: |
|  |

|  |
| --- |
| Any identified pre-placement training completed: |
|  |

Purpose of the placement:

[ ]  Taster session

[ ]  Short work experience

[ ]  Longer term placement

[ ]  Qualification requirement

|  |
| --- |
| If qualification requirement, please provide details of the qualification and course requirements for the placement: |
|  |

|  |  |
| --- | --- |
| Length of placement: |  |
| Start date/end date: |  |
| Start and finish times: |  |
| Lunch arrangements: |  |
| Travel and subsistence arrangements: |  |
| Dress code:  |  |