

Work Experience Placement Checklist

Stage 1

A) Have I logged on to the DCC database (through school website) successfully?

YES

NO

B) Have I found a suitable placement?

C) Have I contacted the employer by letter or phone?

Stage 2

D) Has the employer offered me a placement?

YES

NO

E) Have I completed the Yellow Form?

F) Have my Parents/Carers approved my placement and signed the Yellow Form?

G) Have I returned the Yellow Form to Main Reception?

Return ASAP

Stage 3

- At this stage Mrs Hollingsworth will confirm your placement with the employers and ensure appropriate risk assessments are in place and will contact you if the placement is unsuitable.
- Please ensure you see Mrs Hollingsworth if you are aware of any changes.
- Final confirmation letters will be sent to your parents for approval in due course.