



[www.countec.org](http://www.countec.org)

332 Witan Gate West, Milton Keynes, MK9 1EJ  
Tel 01908 209940 Fax 01908 674214

## AGREEMENT FOR WORK EXPERIENCE

Countec Ltd organises work experience in collaboration with employers, schools and the Local Education Authority. To ensure the best possible experience for both young people and employers we would like to remind employers that all placements are undertaken under the following conditions.

1. Work experience is a learning experience and the young person should be given a range of appropriate tasks to do as described in an agreed Job Description.
2. The Employer will ensure that a responsible person will plan the work and the young person will receive instructions and supervision during the period of the work experience with an opportunity to discuss their progress at appropriate intervals.
3. The Employer will not discriminate in offering a placement to young people on grounds of gender, race or disability (where it is reasonably practicable).
4. The Employer will protect the young person from hazards and significant risks, ensuring they do not carry out work of an unsuitable nature. Protective clothing and equipment should be provided where necessary.
5. The work undertaken by the young person whilst on placement will be risk assessed, taking into account the age inexperience and immaturity of the young person. The risk assessment communicated to the parent or guardian of the young person prior to the commencement of the placement.
6. The young person will not receive any payment for their contribution whilst on work experience, however the Employer may wish to make a contribution directly to the young person towards the cost of meals and travel.
7. The young person will work the hours shown in the agreed Job Description.
8. The Employer will confirm that they have current Employer's and Public Liability insurance to cover against accident or injury caused to the young person and will notify their insurers that work experience students are on-site.
9. The Employer will brief the young person on health and safety before they start work as part of a short and appropriate induction.
10. In the event of absence due to an accident or sickness, the Employer will immediately notify the school whose telephone number will appear on work experience paperwork and process any necessary reports.
11. I have read and understand the Child Protection Guidance for placement providers leaflet and will communicate this to staff employed by this company.
12. The Employer will observe the relevant legislation laid down under the 1974 Health & Safety At Work Act, the 1975 Sex Discrimination Act, the 1976 Race Relations Act and the 2005 Disability Discrimination Act.
13. In the event of a RIDDOR reportable incident, sickness or accident however minor, the Employer will immediately notify the school and Countec Ltd whose telephone numbers appear on the work experience paperwork. The student will be supported by whatever first aid arrangements the Employer has in place. The employer will process any necessary reports.
14. The employer will co-operate with the school and Countec Ltd to allow access for the purpose of accident investigation.

Visited on behalf of Countec Ltd by ..... Position .....

I confirm that I have read this Letter of Understanding and that all the points are acceptable.

Name of Company .....

Name: PLEASE PRINT ..... Position in Company .....

Signature on behalf of the company .....Date .....