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

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| --- | --- |
| 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: |
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| --- |
| 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: |  |