



**October 2022**

Dear Employer,

Thank you very much for offering a work experience placement within your organisation. These opportunities enable students to experience the world of work, encounter the challenges and opportunities that the workplace presents and offers employers the chance to support our future workforce.

Whilst the duty of care for the students on placement remains with the school, under health and safety law, work experience students are your employees and should be treated no differently to other young people you employ. For more information see <https://www.hse.gov.uk/youngpeople/workexperience/placeprovide.html>

NYBEP carries out work placement assurance visits for every employer on behalf of the school. Your work experience health and safety visit needs to be 'in date' at the time of placement, so if you need a visit a NYBEP Health and Safety Officer will contact you to arrange a convenient time.

NYBEP is an Education Business Partnership covering Yorkshire, Humber and the North East. For more information about NYBEP please visit [www.nybep.org.uk](http://www.nybep.org.uk)

We have created an online resource which may help you with information with regards to work experience. You can access it via the following link:  
<https://padlet.com/NYBEP/74s0nIncsc4v7ut8> - Click on the Employers Page and input the password: WEXfuture4119

Before the placement can go ahead, we need the following paperwork to be completed before the placement can commence:

**Agreement/Consent Form:**

- Please complete all details in the 'Employer' section e.g. working hours, contact name etc as this information will be used when completing the Health and Safety visit. It is important you provide your Employer's Liability Insurance details (unless exempt), and sign. Without this information the placement cannot go ahead.
- All students are to return their completed Agreement/Consent form to school by **Wednesday 4<sup>th</sup> January 2023**.





**Harrogate High School**

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W: [www.harrogatehighschool.co.uk](http://www.harrogatehighschool.co.uk)

- If you would like to discuss anything prior to the placement date, or would like any support, please do not hesitate to contact Mr I Wilson in school or the NYBEP Work Experience Team on 01904 567616.

Finally, we would like to thank you for supporting our work experience programme. Work experience is an excellent opportunity to shape young people's perceptions of the world of work. Without supportive employers such as yourselves, these opportunities would not be available.

Yours faithfully

Mr I Wilson  
**Examinations Manager  
& Careers Officer**

Mrs L Greenwood  
**Deputy Head Teacher**

