



## Work Experience - Employer guide

When offering a placement, we require all employers to complete our **online** Work Experience Placement Agreement Form in advance of the placement. Ideally this should be done with the student so, if you are interviewing them this would be an ideal opportunity.

If you are unable to complete this form online please email us at [workexperience@rmays.com](mailto:workexperience@rmays.com).

The form asks for details of Health and Safety at the place of work, insurance etc. There is space for 3 different types of insurance that you **may** have (depending on the size and type of employment) but the **employers' liability insurance** is an essential requirement for work experience so please ensure you complete this information.

When offering a placement please follow these steps:

1. Click on the RMS Work Experience Placement Agreement Form link on our Work Experience webpage (<http://www.rmays.org/curriculum/work-experience>)
2. Follow the online instructions to complete the form.
3. Once you have submitted the form you will receive an email copy, please forward this to [workexperience@rmays.com](mailto:workexperience@rmays.com). This will act as your digital signature.

Many thanks for supporting Robert May's School and offering our student a placement.

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