



Work Experience - Employer Guide

Students in Year 10 at Robert May's School undertake a work experience placement in July. The dates will be Monday 13th – Friday 17th July 2020.

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.

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](http://www.rmays.org/curriculum/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. This will act as your digital signature.

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

West Street
Odiham
Hampshire
RG29 1NA

t (01256) 702700

f (01256) 703012

e info@rmays.com

www.rmays.hants.sch.uk

Robert May's School is a company limited by guarantee and registered in England and Wales with company number 7875747. The registered office is Robert May's School, West Street, Odiham, Hook, Hampshire RG29 1NA.

VAT Reg Number: 141579017