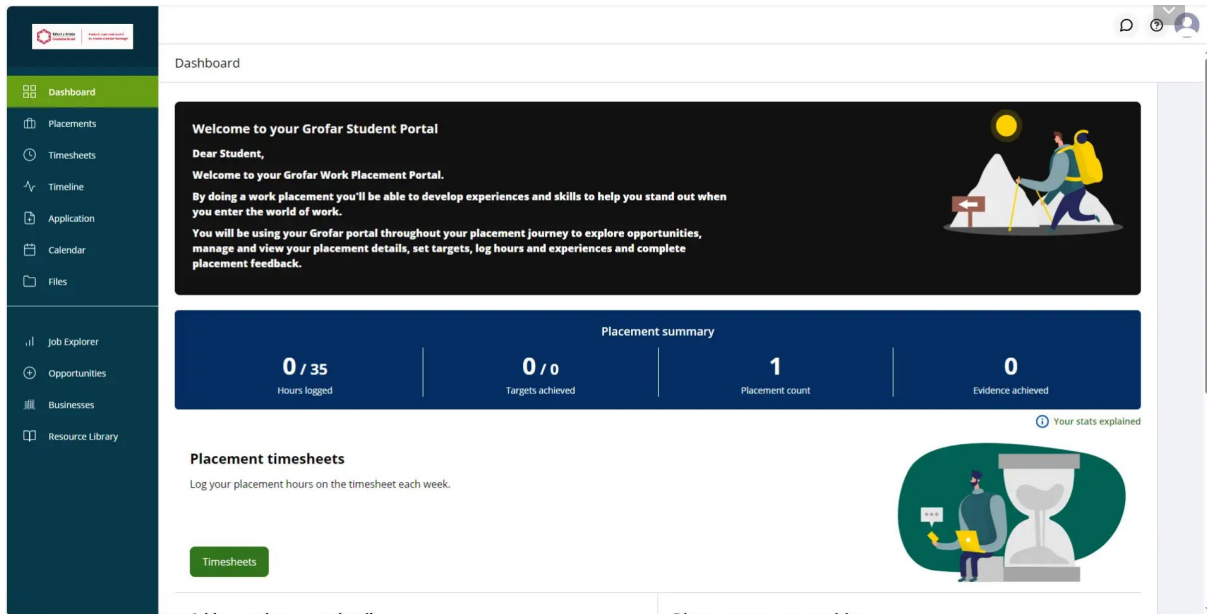
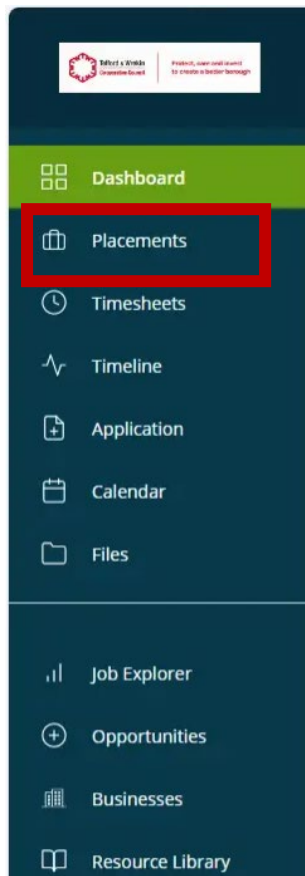


Adding your own placement

You will see this screen.




Now click on placements



You will now get this screen.

Placements [🔗](#)

Select placement
New Placement [▼](#)





 The placement has not yet been submitted.

1 Jul 2024 - 5 Jul 2024


Placement


Business to be confirmed - External Work Placement (WEX)

📍 Location to be confirmed


35 hr Planned 	0 hr Logged 	0 hr Approved 	0/0 Targets 
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Placement detail

Timesheets Evidence Targets (0) Induction  Contacts

 **How placements work**

Any work placements you take part in, whether that's work experience, an industry placement, or a T Level placement, are managed in this area. Here you can manage and view all stages of your placements and submit your placement details, set your goals, complete assessments, and most importantly log your evidence - get started now!



Click on the pencil.

Complete the form presented to you provide as much information as you can.

Edit Placement Cancel

Progress

- 1 Placement Details
- 2 Job Details
- 3 Business Details
- 4 Business point of contact
- 5 Emergency Contact Details

Please provide all details of your work placement. Once you have provided all the required information, submit this form so that your work placement team can start arranging the placement.

To submit the form, complete all required fields marked with *

Placement Details

What are the start and end dates? *
































How many hours are you planning on working?

Is this for a part time job?

Job Details

What is your job title? *

What are your job duties/responsibilities?

B *I*                               

You can save your progress as a draft

I understand once this information is reviewed or the placement has been accepted it cannot be amended 

I have made my work experience choice(s) and agree to **Telford & Wrekin Council** using my data to organise a placement for me. I understand that changes cannot be made once my placement is confirmed.

I agree to take part in this work experience scheme and attend my placement with the allocated business. I also agree to keep confident any information about the business that I may obtain during this work period and not to disclose any information to any other person without permission of the business. I also agree to observe all safety, security, and other regulations that are made known to me either by the business's representatives or is displayed on instructions.

When you are ready click the tick box and press submit

You will receive an e-mail if the placement is approved by the school and by the H&S team.

Your parent will also be informed along with the placement provider.