

Use this checklist before submitting the Own Placement form to careers

<input type="checkbox"/>	1. Found a placement – Using contacts – WEX database – Local searches
<input type="checkbox"/>	2. Get agreement from the employer to host 5th – 8th Feb 2024
<input type="checkbox"/>	3. Own placement form fully completed by employer
<input type="checkbox"/>	4. Own placement form signed by
<input type="checkbox"/>	a. employer
<input type="checkbox"/>	b. child
<input type="checkbox"/>	c. parent or carer
<input type="checkbox"/>	5. Yellow letter of understanding form left with employer
<input type="checkbox"/>	6. Paid processing fee (£19) via Arbor (Or cash via Finance office)
<input type="checkbox"/>	7. Sent own placement form to careers (Bought to school / Good quality scans accepted via careers@durring.com)
<input type="checkbox"/>	8. Keep other paperwork safe

Use this checklist before submitting the Own Placement form to careers

<input type="checkbox"/>	1. Found a placement – Using contacts – WEX database – Local searches
<input type="checkbox"/>	2. Get agreement from the employer to host 5th – 8th Feb 2024
<input type="checkbox"/>	3. Own placement form fully completed by employer
<input type="checkbox"/>	4. Own placement form signed by
<input type="checkbox"/>	a. employer
<input type="checkbox"/>	b. child
<input type="checkbox"/>	c. parent or carer
<input type="checkbox"/>	5. Yellow letter of understanding form left with employer
<input type="checkbox"/>	6. Paid processing fee (£19) via Arbor (Or cash via Finance office)
<input type="checkbox"/>	7. Sent own placement form to careers (Bought to school / Good quality scans accepted via careers@durring.com)
<input type="checkbox"/>	8. Keep other paperwork safe