

DHS / EBP Placement Info Needed to Submit Your Placement on Collsys

Once an employer had agreed to host you for work experience, ask them for the below information so you can logon to your work experience account on Collsys and register your placement. The process to check and approve the placement will then begin. If you need help, please visit Careers.

If you can do this in person or the phone you may find it's a lot easier and you can ask questions.

Student's Name:	
School: Durrington High School	Year Group: Year 10
WEX Start Date: Mon 2nd Feb 2026	WEX End Date: Thu 5th Feb 2026

Company or Employers Name:	
Type of Industry (e.g. retail, construction, sports etc):	
Placement Address: (Where you will be based)	
Placement Post Code:	
Name of Contact at Organisation: (The person who agreed to host you)	
Email of Contact at Organisation: (This is essential)	
Phone Number of Contact	
Your Placement Job Title:	
Any Example Placement Tasks: (Put unsure if needed)	
Your Placement Days and Times:	Monday / Tuesday / Wednesday / Thursday Start Time: End Time:
Lunch Details:	1 Hour / 30 Minutes / 45 Minutes Staff Canteen / Local Café / Bring Packed Lunch / Provided
Dress Code: (What you are expected to wear)	