

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

Once an employer has agreed to host you for work experience, ask them for the below information so you can log in 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.

Doing this in person or over the phone might make it easier and allow you to ask questions.

Student's Name:	
School: Durrington High School	Year Group: Year 10
WEX Start Date: Mon 1st Feb 2027	WEX End Date: Thu 4th Feb 2027

Company or Employer's Name:	
Type of Industry (e.g. retail, construction, sports etc):	
Placement Address: (Where you will be based)	
Placement Postcode:	
Name of Contact at Organisation: (The person who agreed to host you)	
Email of Contact at Organisation: (This is essential)	
Contact's Phone Number	
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)	