

Work Experience Learner Agreement

I understand that the experience of attending a work placement is different to my experience of school. I am aware that I will be given a greater degree of independence than I have at school. Therefore, I agree that this requires a mature attitude and a sensible approach and I will be expected to behave and work in a way that is acceptable in the work environment. In particular I will:

- Treat all colleagues, customers and property with respect.
- Approach my work experience with a positive attitude.
- Arrive on time every day and with the correct equipment and appropriate clothing.
- Notify any absence or lateness to the school and the employer.
- Be conscientious and take responsibility for my own actions.
- Follow all employer rules and Health and Safety rules as explained to me by my employer. I understand that bullying, harassment, graffiti, disruptive behaviour or fighting is unacceptable and will be dealt with in accordance with school and employer disciplinary procedures.
- Discuss any problems I have with my mentor or work experience co-ordinator.
- Not invite my friends to the employer's premises.
- Return any property (e.g. entry cards) to the employer.

I _____ agree to share the responsibilities for my work experience and to abide by the terms of this learner agreement.

Signed (Student): _____ Date: _____

Parent/Guardian name: _____

Signed: _____ Date: _____

Please complete and return this section to your work experience co-ordinator by:
14th December 2018