

Please could you complete and keep a record of the Work Experience mailshot calendar below and offer placement/s to the relevant school, which you would like to offer placement/s to including the maximum no of students, which you can accept at any one time during 2008/2009. Please return it to Ealing & Hillingdon EBP as soon as possible – Thank You..

Matrix 11, 900 Coronation Road, Park Royal, London
 NW10 7PH
 Tel: - 020 7903 8795
 Fax: - 020 7903 8796
 E-mail: - lwebb@ehebp.co.uk

Name:		Address:		
Phone Number:		Fax Number:		
Email Address:				
Employers Liability Insurance Details				
Company Name:		Policy Number:		
Expiry Date:		Number of Employees at Business Site:		
No	Dates	School	Maximum No. Students accepted at one time	Comment
4	09/03/09 – 20/03/09	Dormers Wells High School		2 weeks
5	16/03/09 – 20/03/09	PPP Team		1 week
6	23/03/09 – 03/04/09	Acton High School		2 weeks
7	20/04/09 – 01/05/09	Featherstone High School		2 weeks
8	05/05/09 – 15/05/09	The Ellen Wilkinson School for Girls		2 weeks
9	01/06/09 – 12/06/09	Brentside High School		Please tick which school you can offer placement/s to
10	08/06/09 – 12/06/09	Study Centre Group Provision International School of London		Please note dates overlap with above school/s
11	15/06/09 – 26/06/09	Elthorne Park High School		2 weeks
12	29/06/09 – 10/07/09	Drayton Manor High School		2 weeks
Ealing & Hillingdon EBP are also looking for employers who are to offer Catering placements to Brentside High School as they run a Catering course with Thames Valley University. If you are able to help with this <input type="checkbox"/> (Please tick)				

Post 16 Placements 2009

13	02/03/09 – 06/03/09	Ealing, Hammersmith & West London College (Southall Sixth Form site) (Post 16 BND & BNC Students)*		1 week
14	09/03/09 – 13/03/09	Ealing, Hammersmith & West London College (Acton site) (Post 16 BTEC IT Level 3 Yr 2)		1 week
15	23/03/09 – 03/04/09	Northolt High School (Post 16 Travel & Tourism)		2 weeks

*Post 16 BND & BNC – require a structured programme to run inline with their Vocational based studies. We are looking for **Health & Social Care, Business, Science (chemists, laboratories, doctor surgeries, dentist surgeries) and IT (office placements)**.
 *Post 16 BTEC First (Level 2) and BTEC National (Level 3) – require a structured programme to run inline with their Vocational based studies. We are looking for **IT (office placements)** related placements.

Completed by Date.....
 (Please sign)
 Please Print Name

OFFICE USE ONLY - Database updated Input by _____ Date _____ File number _____

PLEASE COULD YOU LET EALING & HILLINGDON EBP KNOW OF ANY OWN FIND PLACEMENT FORMS WHICH YOU SIGN FROM STUDENTS AS THIS WAY WE ARE ABLE TO KEEP OUR RECORDS AS ACCURATE AS POSSIBLE. PLEASE COULD YOU ALSO KEEP A COPY OF THIS CALENDAR AND NOTIFY US OF ANY CHANGES ASAP