

**Year 10**

**Youth Engagement Week**

**Work Experience**

**Placement Pack 2024**

**XXX BCU – ADD LOCATION**

Information Page

Thank you for considering a Year 10, Youth Engagement / Work Experience Placement with the Devon & Cornwall Police. We are unable to offer operational placements for under 18’s due to Health & Safety reasons; but welcome applications for a type of placement we do offer. As an Equal Opportunity Employer all applicants will be treated fairly and will be subject to a Police Check. Please follow the list of guidance below to ensure your best chance of securing the placement of your choice: -

* Complete the application forms **yourself** in **black ink** and **post it** to the address below or alternatively reply **electronically** to email address: ADD EMAIL ADDRESS FOR RETURN
* Ensure the application form is filled out neatly and all part complete.
* Do not apply for more than one week’s placements, as we only accept one-week placements.

If the date of your School/College/Academy is not the same at the two weeks we offer, you will need to speak with your work experience co-ordinator, as we do not offer placements outside of these dates. Whilst we have no set entry criteria for acceptance, we often take into consideration involvement in positive activities such as: Community Police Cadets, Duke of Edinburgh’s Award, Sports Leader, Public Services or Peer mentoring. All applicants will be notified as whether they have been successful in securing a placement soon as possible, you may however be required to be interviewed as part of this process. Applications are accepted from MONTH TO MONTH, YEAR, offering a maximum of 16 places this year. Please submit the later three pages of this five-page application pack. However, a supporting letter would be accepted to support your application form.

**Treat this application as if it is a real job you are applying for.**

You will need to arrange your own transport to and from your placement location and also provide your own lunch and refreshments. Dress will be White Shirt/Blouse (capable of being worn with a tie) and Black Trousers/Skirt and shoes.

|  |  |
| --- | --- |
| Code |  |
| Application | Applications must be received by ADD DATE  The force will not offer any other dates outside the above date for Plymouth |
| Date | ADD DATES |
| Location | ADD LOCATION |
| Course | This placement aims to give students an understanding of the working practices and various roles available in the Police Force and involves taking part in groupwork, crime scenarios and problem-solving activities. In addition, there will be talks, and opportunities to speak with specialist departments such as Response, Traffic, Firearms and Dog Officers. This is by far the best opportunity to undertake a work experience placement with ourselves, with a max of 16 places available this year. |

**Please Note, this date may not fit your schools allocated W/E week, some schools will allow their students to attend outside of this fixed date. No other date is available in Plymouth this year.**

**/24**

**Our Reference**

|  |  |
| --- | --- |
| **Alternative Date of Placement** |  |

**/09**

##### Work Experience Programme 2024 – Placement Application Form

###### This form must be completed in black ink by the applicant. Ensure all details are correct, incomplete forms will be rejected.

# 1. Placement Dates & Details

|  |  |
| --- | --- |
| **Placement Selection and Details**Please check this date with your School, College or Academy before submitting your application. | **ADD LOCATION**  **ADD WORK EXPERIENCE DATES** |

# 2. Applicant & Parent/Carers Details

|  |  |
| --- | --- |
| **Full Name:** |  |
| **Gender** |  |
| **Date of Birth:** |  |
| **Home Address:** |  |
| **Home Postcode:** |  |
| **Home Telephone Number:** |  |
| **Your Mobile Number:** |  |
| **Your E-Mail contact details:** |  |
| **Parents/Carers: Full Name** |  |
| **Parents/Carers Mobile Number:** |  |
| **School/College/Academy Name:** |  |
| **School/College/Academy Telephone No:** |  |

3. Information about yourself   
(Please circle answers where appropriate. Failure to complete this will result in your application being declined)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are you currently a**  **Community Police Cadet?** | **Yes** |  | **No** |  |
| **If you answered yes, which unit?** |  | | | |
| **Are you participating in the**  **Duke of Edinburgh’s Award?** | **Yes** |  | **No** |  |
| **If you answered yes, at what level?** | **Bronze** |  | **Silver** |  |
| **c). Are you undertaking a Public Services Course at School/College** | **Yes** |  | **No** |  |
| **d). Hobbies and Interests (Army Cadets, Fire Cadets, Peer Mentoring, Scouting, Guiding etc)** | | | | |
|  | | | | |
| **e). Sporting Interests (Dancing, Football, Hockey, Sports Leader, Swimming, Rugby, etc)** | | | | |
|  | | | | |
| **f). Details of any Part Time Work or Volunteering you undertake on a regular basis.** | | | | |
|  | | | | |
| **g). Additional information (Due to the high volume of applicants, this section could be what makes the difference in you getting a place or not!! Make it count!)** | | | | |
|  | | | | |

**4. Work Experience Consent**

**a) Code of Conduct:** I understand thatwhilst engaged ona placement with the Devon & Cornwall Police that they will endeavour to ensure I am treated in a fair way and that in return, they expect high standards from participants, good behaviour and an understanding that all reasonable instructions need to be followed. I understand that if a student fails to comply with instructions or displays inappropriate behaviour that their actions will be dealt with. This will firstly by being given a verbal warning, and secondly with a written warning if the behaviour persists, the final step can result in the individual being excluded from their placement.

**b) Medical Consent:** I agree that if medical attention is required and I cannot be contacted, that I authorise those running the course to undertake consent in my absence, until I can be contacted.

|  |  |
| --- | --- |
| **Name of Student** |  |
| **Date of Birth** |  |
| **NHS Medical Card No:**  **(This is essential)** |  |
| **Doctor** |  |
| **Medical Conditions, Allergies and Medications**  **Other**  **Any neurodiversity support required or reasonable adjustments** |  |

**c) Transport Consent:** I agree that if the Devon & Cornwall Police undertakes any transport arrangements for my child to and from the venue or during this course, that this will be taken with appropriately insured vehicles and qualified drivers. I do understand that I will responsible for the conveyance of my child to and from the venue (if not arranged otherwise).

**d) Building Consent:** I agree to the Devon & Cornwall Police undertaking arrangements in relation

to the use of any building or venue deemed suitable for my child’s work experience placement.

e) Signed Consents

Each section must be completed by the appropriate individual

Applicant

|  |  |
| --- | --- |
| **I am the Applicant and agree to the conditions/consents listed in a-d above.** |  |

|  |  |
| --- | --- |
| **Signature of Applicant:** | **Date:** |
|  |  |

Parent/Carer

|  |  |
| --- | --- |
| **I am the Parent/Carer of the applicant and agree and consent to this application** |  |

|  |  |
| --- | --- |
| **Signature of Parent/Carer:** | **Date:** |
|  |  |

Work Experience Co-ordinator

|  |  |
| --- | --- |
| **I am the Work Exp Co-ordinator and approve the date the applicant has requested** |  |

|  |  |  |
| --- | --- | --- |
| **Name** |  | |
| **Email** |  | |
| **Telephone** |  | |
| **Signature of Work Exp Co-ordinator: (Mandatory)** | | **Date:** | |
|  | |  | |

**Please return this completed application form to:**

ADD NAME  
ADD ADDRESS

E-Mail ADD EMAIL | Telephone ADD TELEPHONE NO.