

## **OUT OF COUNTY PLACEMENTS – SUBMISSION OF BUSINESS CASE**

Young people in Norfolk can access meaningful work experience placements within the businesses that operate within the New Anglia Local Enterprise Partnership (NALEP) which covers Norfolk and Suffolk. Placements outside of Norfolk and Suffolk should therefore only be considered by young people in exceptional circumstances. To ensure this ethos is embedded as far as possible, this business case 'assessment form' needs to be completed by the young person, countersigned by parent/guardian and endorsed by a member of school staff. To maximise on the benefits associated with qualitative work experience, the expectation is that out of county placements should be clearly focussed on the sector in which the young person's career aspirations lie.

Section 1 to be completed by young person and countersigned by Parent/Guardian

Section 2 to be completed by school and endorsed by a member of school staff.

### **SECTION 1 YOUNG PERSON TO COMPLETE**

- Your name:
  
- Please indicate which year group you will be in when the proposed placement is undertaken:  
Year 10/Year 11/Year 12/Year 13\* (please delete as appropriate)
  
- Is the placement: Block/Extended\* (please delete as appropriate)
  
- Proposed placement date/s:
  
- Name and address of the school you attend:
  
  
- Name and address of employer offering placement:
  
  
- Please provide a short statement about the additional benefits you feel you will gain from undertaking this placement.

**PLEASE PASS YOUR COMPLETED FORM TO YOUR PARENT/GUARDIAN**

Name of parent/guardian (PLEASE PRINT)

Signature:

Date:

**SECTION 2 TO BE COMPLETED BY THE SCHOOL**

Please provide details on the opportunity and skills to be acquired by the student through this placement

Please comment on how this placement is clearly aligned to the young person's career aspirations

Placement endorsed by: (name of school staff)

Dated:

Once completed please email to [work.experience@norfolk.gov.uk](mailto:work.experience@norfolk.gov.uk) . To help us clearly identify out of county business case assessment forms please use the following email Subject Title: OOC – (name of your school). Please do **not** include the name of the young person in the email subject title, thank you.