

# Student placement monitoring form

Monitoring visits provide an invaluable opportunity to:

- enable you to check on student safety
- address any concerns from the employer and student
- show a commitment from the school
- show an appreciation of the time and commitment given by the employer to support the working futures of young people
- develop important relationships with new employers
- strengthen links with employers which can lead to the employer being involved in other activities to support the school/college

**This form can be used for onsite monitoring visits and/or telephone monitoring**

If the check is completed by phone and there are concerns, staff should immediately arrange to visit the student in person.

---

**School/college name** \_\_\_\_\_

**Student name** \_\_\_\_\_

**Year Group** \_\_\_\_\_ **Form** \_\_\_\_\_

**Placement dates** \_\_\_\_\_

**Business name** \_\_\_\_\_

**Placement address** \_\_\_\_\_

**Employer contact name** \_\_\_\_\_

**Job title** \_\_\_\_\_

**Contact details** \_\_\_\_\_

**Visit carried out on (date)** \_\_\_\_\_

(please circle) **In person** **OR** **Telephone**

**Overall, is employer happy with the student?**

(please circle) **Yes** **No**

**Tasks student has completed:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Has the student had a H&S briefing?**

(please circle) **Yes**      **No**      **If yes, date:** \_\_\_\_\_

**What was included?** \_\_\_\_\_

\_\_\_\_\_

**Does the employer feel there are any issues?** \_\_\_\_\_

\_\_\_\_\_

**If so, how have these been addressed?** \_\_\_\_\_

\_\_\_\_\_

**Would the employer offer placements in the future?**

(please circle)      **Yes**              **No**

**Any other comments/remarks from employer** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Completed by:**

Name:

Position:

Date:

All reasonable efforts have been made to ensure that the information in this publication was correct at time of going to press (April 2026)

Student placement monitoring form is produced by Post 16 Education Employment and Training Service, Norfolk County Council, County Hall, Martineau Lane, Norwich, NR1 2DH

Tel: 0344 800 8022

© Norfolk County Council