



# Work Experience Application – Textile Conservation Studio

This form provides crucial information and must be completed for every placement with the National Trust Textile Conservation Studio.

## **Notes on Completion**

**Part 1** should be completed by the student requesting the placement and returned to the Studio Manager at: The Textile Conservation Studio, Malthouse Barn, Oulton Street, Norfolk, NR11 6AF by post or email to [maria.jordan@nationaltrust.org.uk](mailto:maria.jordan@nationaltrust.org.uk)

## **Data Protection**

Data entered on this form will be treated as confidential and in line with data protection legislation. It will only be accessible to those members of staff who need to use it for recording or monitoring purposes and will not be passed to any other organisations. By signing this you agree that we can keep this information for a period of three years and that after this period of time the information may inform broad statistics or comments taken out but this will not be linked with their personal details. If the person on placement is under 18 a parent or guardian should sign on their behalf.:

Signed (Student/Parent/Guardian)

Name..... Date.....

## About me

Name (inc title):

.....

Address:

.....

Telephone:

.....

Email address:

.....

Emergency Contact:

Phone:

.....

## ***REASONS FOR PLACEMENT***

**For all placements linked to an educational establishment please give the following details:**

Teacher/Tutor Contact Name & Involvement

.....

Contact Phone Number

.....

Email Address

.....

Type of Placement:  
(Please tick and describe in the spaces provided)

(Please specify name of current establishment and the module/area this placement will fulfil)

- To conduct **research** as part of University/College course
- College/University **module** placement (Please describe below)
- Work Experience (Please specify any related experience)

Dates of Placement Requested  
(Please specify)

Dates offered

Name and contact details of referees

1. Name  
Address
2. Name  
Address

Objectives/desired outcomes of placement

*(It is important we understand at this stage what the placement hopes to gain from the experience so that an appropriate programme can be devised  
These will be re-visited in part 2 as part of feedback).*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

How did you hear about NT and The Textile Conservation Studio

As placements at the Textile Studio are "hands-on". Please give details of your hand sewing skills



# Work Experience Evaluation – Textile Conservation Studio

## Placements

**Part 2** To be completed at the end of the placement by the student and returned to the Studio Manager at: The Textile Conservation Studio, Malthouse Barn, The Street, Oulton Street, Norfolk, NR11 6AF by post or email to [maria.jordan@nationaltrust.org.uk](mailto:maria.jordan@nationaltrust.org.uk)

Name..... Date.....

1. Please transfer objectives from Part 1 of this form below. To what extent do you agree/disagree that each objective has been met and tick the appropriate box. Please add further comments.

	Brief Description	Agree Strongly	Agree	Disagree	Disagree Strongly	Comments
1						
2						
3						
4						
5						

Please continue on additional sheets if necessary and attach securely to the form

2. In addition to the objectives stated above were there any further areas of learning or benefits derived during the placement that perhaps did not form part of the original objectives?

3. Has the placement met your expectations? Please explain why

4. Which part of the work did you find least beneficial/enjoyable and why?

5. Was there anything that didn't happen during the placement that you would like to have done?

6. How can we improve the experience for placements in the future?

7. How did you find the people at your placement? What could they have done to improve your experience?

8. Did you feel the information provided to you beforehand was adequate.

9. How was your induction? (i.e. the introduction to the Studio/staff and what you would be doing)

10. Any other comments?

Supervisors comments	Name	Date