

KEY PLANNING DATES

YEAR 12 WORK EXPERIENCE BLOCK WEEK JULY ANNUALLY

Action	Resources	Timeline
<p>Student looks for placement</p>	<p>Student to receive personalised Veyan log in from tutor. Students who require help with finding a placement can do so either through their tutor or Mrs N Williams in the Post 16 Centre</p> <p style="text-align: center;">Websites:</p> <ul style="list-style-type: none"> • http://cornwall.learnaboutwork.net/index.asp • http://www.cornwall.gov.uk/default.aspx?page=3595 • www.yell.com <p style="text-align: center;">Local publications:</p> <ul style="list-style-type: none"> • Helston Packet • West Briton • The Advertiser <p>Student visits employer in person, or phones or writes a letter / email of application, enclosing SAE (see sample letter available from HCC website).</p>	<p>September</p> <p>October until February half-term</p> <p>If no response from employer within 2 weeks – telephone Employer to see if you have been successful</p>
<p>Difficulty in obtaining placement?</p>	<p>Natalie Williams to advertise individual student meetings in briefing for those who have not obtained a placement by January.</p> <p>Head of Progress will produce in-house job list and display in Post 16 Centre</p>	<p>January</p> <p>February half-term</p>
<p>As soon as placement obtained</p>	<p>Collect paperwork from Mrs Williams in the Post 16 Centre::</p> <ul style="list-style-type: none"> • Approval & Consent Form • Information for Parent/Carers • Information for Employers • A risk assessment form to match your placement choice 	<p>October to February half-term</p>
<p>Approval & Consent Form</p>	<ul style="list-style-type: none"> • Section 1 to be completed by parent/carer and student DO NOT SIGN SECTION 4 AT THIS STAGE • Section 2 to be completed by employer (either send or take to employer) • Employer completes Sections 2, 3 & 4 • Parent/carer reads employer section and signs section 4 • Student signs Section 4 and returns form to Post 16 Office • Post 16 Office to check form is completed accurately 	<p>October to February half-term</p>
<p>Placement Suitability Visits</p>	<ul style="list-style-type: none"> • Placement then logged with Education Business Partnership (EBP) who will arrange a placement suitability visit (PSV) if the placement is NOT currently licensed • A placement may be deemed unsuitable, usually due to the employer not having the correct insurance • If this happens, the student will need to find an alternative placement • Due to possibility of problems listed above, submission of the A&C form should not be left until the last minute 	<p>PSV's can take up to 6 weeks and the deadline for applications for work experience is February half-term</p> <p>Please don't delay with your application!</p>

Log Books	All students will be issued with a Log Book to record their daily events spent in the placement.	Briefing/tutorial during early July
Teacher Visits	All students will (where possible) receive a visit from a member of staff during their Work Experience Week. Staff will speak to both student and employer to check all is going well and that the log book is being updated daily.	July annually

This timeline is for your assistance in obtaining a suitable Work Experience Placement relevant to your course. If you are experiencing difficulties at any time in finding or securing a placement, then your first port of call is to contact Mrs N Williams or your Head of Progress.

PLEASE DO NOT LEAVE THE FINDING OF A PLACEMENT UNTIL THE FINAL DEADLINE DATE!

HELP IS TO HAND IF YOU NEED IT!

Work Experience is highly valued when applying for jobs and Universities and therefore it is expected that all Year 12 students are successful in obtaining a placement.