

Work Experience Programme - Key Dates

ACTIVITY	DATE
Introduction to work experience. Letters and Information Leaflet sent to parents/guardians and students	
Students write letters to or contact employers requesting placement	
Students take home Approval and Consent Form for medical information to be completed. <u>Deadline</u> for return of form	
Students give Work Experience Co-ordinator details of the employer who is providing their Work Placement.	
Letter, Information Leaflet and Approval and Consent Forms sent to Employer.	
<u>Deadline</u> for Approval and Consent Form signed by employer, parents and student to be returned to Work Experience Co-ordinator	
Briefing of students on use of logbook. Logbooks issued to students, Students contact employers to complete "Personal and Work Placement details" in logbook.	
Target setting for Work Experience agreed with tutor/teacher and noted in logbook.	
<u>Deadline</u> for return of information required for the Placement Suitability Visits	
Health and Safety Preparation Programme of Study starts.	
Work Experience week	
Visits by members of staff	
De-briefing process starts	