ASSOCIATED SIXTH FORM
ST AIDAN'S & ST JOHN FISHER, HARROGATE

Work Experience Flow Chart for Virtual Work Experience Opportunities

Book a Careers appointment to discuss Virtual WEX opportunities

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For opportunity ideas, refer to the Weekly Newsletter and the WEX section on the website

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If the opportunity is during lesson time, send a parental/carer email to the Sixth Form Office to seek authorisation

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School carry out safeguarding and privacy checks on opportunities before publicising them. Check you are comfortable with the method of delivery.

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If the opportunity is during lesson time, School will confirm when the placement has been authorised

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Register with host organisation

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Inform subject teachers and obtain school work as necessary

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School will maintain records of communication

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Record the placement in your activity log to reflect on your experience.

The Quality in Careers Standard