

In-Person, Term-Time Only Work Experience Process

Student

Contact host employer and obtain placement details, including insurance

Complete Microsoft Form

Send parent/carer email to Sixth Form Office to seek authorisation

Inform subject teachers and obtain school work as necessary

Go on placement

Complete WEX evaluation form to reflect on learning

School

Carry out safeguarding checks as appropriate, including confirmation of placement with employer

Confirm when the placement has been authorised

Make contact with both the student and the employer during the placement

Maintain records of communication and placement

Virtual Work Experience Process

Student

View and apply for opportunities in the newsletter and on the WEX page of the school website

Send parent/carers email to Sixth Form Office to seek authorisation if the opportunity is during lesson time

Inform subject teachers and obtain school work as necessary

Look out for login details from host employer and test in advance of the start date. Make sure you login promptly on the day of the placement

Reflect on your learning and send feedback to Mrs Farrar m.farrar@staidans.co.uk

School

Carry out safeguarding and privacy checks as appropriate, on all publicised opportunities

Confirm when the placement has been authorised

Make contact with the student during the placement

Maintain records of communication and placement details