

# In-Person, Term-Time Only Work Experience Process

## Student

Collect the paper (peach) **Request for In Person Work Experience** form from the Sixth Form Office

Fully complete the form, obtaining the necessary signatures and return to Careers

Careers will email link to online **Work Experience Placement** form requesting employers information

Contact host employer and obtain placement details, including insurance

Complete online **Work Experience Placement** form and await authorisation for placement to go ahead

Go on placement. Reflect on learning and complete WEX Evaluation sent by school on last placement day

## School

Check **Request for In person Work Experience** and online **Work Experience Placement** forms have been fully completed and recieved

Confirm placement with employer and carry out safeguarding checks as appropriate

Confirm to student when the placement has been authorised

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

Send online evaluation

Review evaluation and maintain records of communication and placement