

# Virtual, Term time only, Work Experience Process

## Student

Apply for Virtual WEX opportunities advertised in newsletters or on the school website

If lessons will be missed or affected, collect the paper (blue) **Request for Virtual Work Experience** form from the Sixth Form Office.

Complete the form, obtaining the signatures relevant to the lessons you will be missing. Return to Careers

Request catch up work from subject teachers as necessary

Look out for login details from virtual work experience host and test in advance of the start date.

Reflect on your learning and insights into careers. Complete online WEX Evaluation Form (for placements in excess of half a day)

## School

Check **Request for Virtual Work Experience** has been completed correctly

Write pupil references for those providers who request them

If appropriate, confirm authorisation to student when the application placement has been authorised

If appropriate, send reminder to student before the placement commences

Send online evaluation

Review evaluation and maintain records of communication and placement