

Y12 Work Experience Programme 2018/19 Flowchart

What are your ideas? Research your ideas via the internet eg National Careers Website and Kudos. Also google firms to see if they offer placements. Talk to parents, friends , relatives about potential opportunities.

Personality / skills / career ideas / health / where? / what? / how?



Discuss placement ideas with Ms Davies, your Sixth Form Tutor and your parents.
Think about the skills and experience you would like to glean.



Ms Davies, will need to know the full details of where you intend going by
Friday 1 February 2019.

This is to enable NYBEP to be able to organise Health & Safety checks.
Please be aware that any 'out of area' placements may accrue an extra cost for the Health & Safety check.



Once Ms Davies has your placement details she will issue you with the necessary contractual paperwork between yourself, your parents and the employer



You need to contact your employer and get them to sign the contract; you also need to check through the document yourself and complete the student details section.

You will have to get your parents to complete their section.



It is your responsibility to ensure that all contractual paperwork is completed and returned to Ms Davies by **Friday 17 May 2019.**



Keep in contact with the employer leading up to the placement but do make sure that you are in contact with the employer approximately two weeks before the placement to double check and organise any of the final arrangements.



Week commencing **24 June**, Ms Davies will issue the health and safety reports for you to keep as part of your records.



Work Experience week - **Monday 1 to Friday 5 July 2019.**



Complete the workbook & hand to Ms Davies by **Friday 12 July 2019.**



Send Thank You card / letter to company.