

Work Experience Timeline for Parents

Month	General information, and information for students not picking their own placement	Information for students picking their own placement
January	<p>The process of Work Experience is launched at the Parent Information evening. The meeting takes place at 6pm in the main hall on <u>9 January</u>. All the information from it will be published on our website.</p> <p>A representative of the Connexions service will be on hand to answer any questions parents might have.</p>	<p>Some students might have already been looking into their own placements during Autumn term.</p> <p>Own placement forms can be picked up from Ms Johnston in the library</p> <p>All own placements have to be checked and authorised by the Connexions service.</p>
February	<p>Students not picking their own placement will need to make their four choices of placement, selected from the Aspire website.</p> <p>Students will need a personal user ID number and a log in code to access the Aspire website. They will receive these on <u>3 February</u>, and will log on to the site during that day's PSHE day.</p> <p>Students can and should visit the website from home. They should make their choices and put them on the WEX Placement Choice Form (<i>The choices should NOT be logged on the Aspire website</i>). This must be signed by parents and returned to Ms. Johnston in the library by <u>10 February</u></p> <p>Parents/carers can help by supporting their son or daughter in meeting the deadline. They should also check that the student is picking placements to which they can travel.</p>	<p>Students going on an own placement will also need to make four choices from the Aspire database in case their own placement falls through.</p> <p>The form with these choices must be signed by parents and returned to Ms. Johnston in the library by <u>10 February</u></p>

<p>March</p>	<p>The college will aim to match choices to students by <u>14 March</u>.</p> <p>Students must write a letter to the employer, introducing themselves to them. This letter will be written during PSHE day on <u>14 March</u>.</p> <p>The process of signing the blue 4 way agreement forms will then begin.</p> <p>This 4 way agreement is between the employer, the parent/carer, the school and the student. All four need to sign it before the placement can occur.</p> <p>Once signed by the parent/carer and student, the blue 4 way agreement form should be returned to Ms Johnston in the library. She will pass it to the employer, along with the letter written during PSHE day. The deadline for returning the form to Ms. Johnston in the library is <u>30 March</u>. (NB there is a different timescale for students finding their own placement).</p> <p>Parents/carers can help by supporting their son or daughter in meeting the deadline</p>	<p>Out of area own placement forms need to be returned by <u>19 March</u>. There is a charge associated with out of area checks. This varies according to the region in which the placement is located, but is usually between £45 and £65.</p> <p>Out of area is defined as outside Cambridgeshire and the Eastern counties of Bedfordshire, Hertfordshire, Suffolk, Norfolk and Essex.</p> <p>Students, if they are able to at this stage, must write a formal letter to the employer, explaining why they want to attend that placement.</p> <p>This will be written during PSHE day.</p>
<p>May</p>	<p>Students should contact the employer by phone to finalise details and arrange an interview if required.</p>	<p>All in area own placement forms must be returned by <u>7 May</u>. Students, if it is necessary, should have sent their letter to the employer.</p> <p>The placements will be checked by the Connexions service. Once they have authorised a placement, the process of signing the four way agreement begins.</p>
<p>July</p>	<p>Students go on work experience <u>2 - 13 July</u></p>	<p>Students go on work experience <u>2- 13 July</u></p>

SUMMARIES OF THE WORK EXPERIENCE PROCESS

SUMMARY FOR STUDENTS USING A SCHOOL CONNEXIONS PLACEMENT

By 10 February Students will have chosen four placements from the Aspire website, putting these on the WEX placement choice form.

By 14 March The school aims to have matched students with one of their chosen placements

By 30 March The student will have written a letter to the employer. They and their parents will have signed their part of the four way agreement, and will have returned both the letter and 4 way agreement form to the school, who will send it on to the employer.

By 30 May Students should have contacted the employer by phone to finalise details and arrange an interview if required.

Students will start their work experience on 2 July.

SUMMARY FOR STUDENTS USING AN OWN PLACEMENT

Students will start the process by obtaining an own placement form from Ms. Johnston in the library

By 10 February Students will have chosen four placements from the Aspire website, putting these on the WEX placement choice form These can be used if their own placement falls through

By 19 March Students wishing to undertake an out of area own placement will have returned the own placement form to the library

By 7 May All students wishing to undertake own placements will have written their letter to the employer and returned their forms.

By 30 May Students should have contacted the employer by phone to finalise details and arrange an interview if required.

Once Connexions have authorised the placement, the process of signing the four way agreements can begin.

Students start their work experience on 2 July.

ALL FORMS ARE RETURNED TO MS. JOHNSTON IN THE LIBRARY