WORK EXPERIENCE TIMELINE

6 MONTHS BEFORE START DATE

SCHOOL
- Draft a project plan to include timeline, activities, resources incl staffing, monitoring requirements and evaluation
- Identify which students will be on external placement (extended and block) /those completing in-house placements/those undertaking supervised enterprise activities
- Seek agreement of manager/Senior Leadership Team
- Attend any identified continuous professional development sessions for school staff
- Use social media to support own development and to link with potential employers e.g. twitter
- Parents' work experience consultation evening
- Follow up with parents including parents as employers to host placements, asking parents to request their own employer to host

SCHOOL STUDENT PROVIDER
- Assembly/year group/form presentations from students/employers on placement from the previous year
- CIdentify other activities students are involved in that could lead to placements e.g. careers events/fairs, employers networking events, lunchtime employer talks

12 WEEKS BEFORE

SCHOOL PROVIDER
- Identify and engage third party provider to undertake health and safety employer checks where necessary
- Develop strategy and timeline for students requiring bespoke, brokered placements
- Start to identify possible employers to host placements e.g. review feedback from previously used employers, staff/employer connections, alumni network, governors, existing employer connections with mentoring/ ambassador programmes

SCHOOL STUDENT
- Introduction to work experience for students; key activities and timeline, students complete self-assessment
- Consider student drop-in sessions hosted by students who had successfully completed placements
- Consider appointing students as work experience ambassadors
- Students identified as requiring additional input/support to begin 1:1 sessions

10 WEEKS BEFORE

SCHOOL
- Issue work experience guidance to parents and placement consent forms to students/parents
- Discussions with confirmed employers about what they are able to offer to students on placement

SCHOOL STUDENT PROVIDER
- All pre-placement agreement forms to have been completed and signed

STUDENT
- Placements to be secured by an agreed date
- Students identified as requiring additional input/support to continue 1:1

SCHOOL STUDENT
- Employer checks begin

8 WEEKS BEFORE

SCHOOL STUDENT
- Prepare students for placement
- Lesson plan 2 What skills are required

SCHOOL STUDENT
- Once all checks have been conducted, and placement confirmed, students to make initial contact with employer
- Issue confirmation letter to employer
- Prepare students for placement
- Lesson plan 1 Why Work Experience? learning objectives, explain logbooks/diaries, CV writing

4 WEEKS BEFORE

3 WEEKS BEFORE

SCHOOL
- Finalise monitoring plan

SCHOOL PROVIDER
- Placement checks to be concluded

2 WEEKS BEFORE

SCHOOL
- Brief parents, pre-placement (letter or email)

STUDENT
- Make contact with employers to confirm what time to start and where to report, any dress code and lunch arrangements

SCHOOL STUDENT
- Prepare students for placement
- Lesson plan 3 What the Employer Expects
- Brief students on health and safety, expected behaviour, how to make the most of it

WORK EXPERIENCE START DATE

SCHOOL
- Implement monitoring plan

1 WEEK IN

SCHOOL STUDENT
- De-briefing activities
- Students revisit self-assessment and review own progress
- Hand in logbook/record
- Students and staff to discuss and identify next steps

1-2 WEEKS IN

STUDENT
- Thankyou letters/emails to employers

BY END OF FOLLOWING HALF TERM

SCHOOL
- Evaluation (student and employer) and evidence gathering. Identify good practice, potential case studies and work experience ambassadors
- School to reflect on work experience programme, report to Senior Leadership Team and governors
- Feedback to third party provider (if using)

SCHOOL STUDENT
- Follow-up activities. Students who have already been on placement developing and delivering presentations about their own experiences; student/ employer assembly talks, do's and don'ts list checklist for students for next year etc