

Work Experience Process

Student process

1. Search for relevant work experience opportunities during tutor time
See careers in the eye at lunchtime if you need help.
2. Secure a placement for specific post 16 approved dates. Last 2 weeks of Term 6. Days where you have no onsite lessons. Half term holiday dates.
Plan your time well as the next step process permissions could take a few weeks.
3. Ensure you have the P16 safeguarding phone number stored in your mobile phone (07702821721)
4. Get your placement **first stage approved through careers** daily at lunchtime in the eye. **Careers will then add your placement to unifrog during tutor or lunchtime in the eye**
5. This addition to unifrog will trigger a form that is sent to the employer for them to complete
6. Once the employer has completed their part, this will then trigger a parental consent form for your parents/carers to sign. Please support them in this process.
7. Once all consent forms and agreements have been signed careers will check this and **complete the final sign off**. Students are **not permitted** to complete their WEX **until the placement has had the final sign off** from careers.
8. After your placement has finished complete your journal and upload your completed version to your unifrog locker
9. If WEX is not through unifrog (Springpod, Not impossible etc), students show careers evidence of WEX to log on your unifrog portal.