

Work Experience Programme Schools – The Process

How does it work?

- 1) The first thing we do is visit your school or pupil referral unit to discuss our service and how it may be of benefit to your students.
- 2) If you have students that you would like to place on the work experience programme. Please arrange a time for us to come to the school and meet with them individually to start the induction process and find out their particular interests and training needs. At this point, we may also contact the parent/guardian to introduce ourselves and explain the process.
- 3) Once we have sourced an appropriate placement we will arrange an interview. We will then inform you and/or the parent/guardian and ensure that everyone is happy with the arrangements.
- 4) On the day of the interview we will collect the student and accompany them to the interview. We will support them through the interview process and return them to home/school. We will complete the student Focus Training induction and health and safety paperwork.
- 5) A Placement Plan will be sent to yourself, the parent/guardian and the placement host. The Placement Plan will detail contact information for all parties, placement specifics including start date, hours of work, clothing/equipment requirements, travel arrangements etc, as well as health and safety information. The parent/guardian will be sent a Parent Consent Form to complete and return.
- 6) A copy of the Health & Safety Audit, Placement Host Contract, and Parent Consent Form will be sent to the school.
- 7) On the student's first day they will undertake a specific Health & Safety Induction by the placement host.
- 8) We will monitor the placement daily to ensure the student's attendance and punctuality. Attendance is reported via a weekly register. Absences can be reported immediately! Term Reports are sent to yourself and the parent/guardian.
- 9) The Placement Manager will also visit the student periodically to review the placement programme and discuss any issues that arise.
- 10) At the end of the placement programme the student may have earned a Focus Training Certificate of Achievement or Excellence award as well as a reference.