

Work Experience Programme Students – The Process

What will happen?

- 1) The first thing we do is to talk to you to find out what you are interested in. We listen to the teaching staff and talk to your parent/guardian to gain a rounded understanding of the type of the work placement that would best suit your learning and training needs. You will complete a Placement Request Form and start the Focus Training induction process.
- 2) We then speak to appropriate placement hosts and arrange an interview. Arrangements will be confirmed with your school and parent/guardian.
- 3) Your Placement Manager will accompany you to the interview and support you through the process. If the interview was successful you will sign a Student Contract and complete your Health & Safety instruction.
- 4) A Placement Plan will then be sent to your parent/guardian, the school 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 details. Your parent/guardian will be sent a Parent Consent Form to complete and return.
- 5) On your first day you will undergo a specific Health & Safety Induction by the placement host. We will supply you with a one page Health & safety Check List to help you cover all the relevant points.
- 6) During the placement we will contact your placement host each day to ensure your attendance and punctuality. ***In the event that you are unable to attend the work placement because of sickness, appointments, or any other reason, it is imperative that Focus Training and the placement host be notified as early as possible on that day.*** Your attendance is reported to the school and your parent/guardian. Absences are reported immediately!
- 7) We will also visit you on-site to see how things are going and review your placement programme. Please talk to your parent/guardian about any issues that arise on your work experience or speak to your Placement Manager.
- 8) At the end of the placement we will send you a short feedback form to complete.