

## St Katherines Work Experience Time Frame - Year 10/12

<b>SEPTEMBER - OCTOBER</b>	<p>Introduction to Work Experience (WEX).</p> <ul style="list-style-type: none"> <li>● Student Assembly</li> <li>● Parental Information sent out</li> </ul> <p>WEX full information available on the school website.</p>
<b>SEPTEMBER - NOVEMBER</b>	<p>Students should continue to source a WEX placement either using the school WEX database or via their own contacts.</p> <p>As soon as a placement has been found students should complete the 'Student Initial Form' on Unifrog.</p> <p>If you are having difficulty finding a placement, please refer to the school website or contact the WEX Coordinator/Careers Lead for advice.</p>
<b>FEBRUARY</b>	<p>ALL students should have secured a WEX placement.</p> <p><b>WEX FORMS must be submitted on Unifrog by the 19th FEBRUARY.</b></p>
<b>FEBRUARY- MARCH</b>	<p>St Katherines will conduct health and safety checks with all potential placements. Students cannot attend a placement unless they are health and safety checked.</p>
<b>MAY / JUNE</b>	<p>A letter confirming the WEX placement will be sent, once all checks have been completed.</p> <p><b>If you do not receive a letter of confirmation please contact WEX Coordinator. Do not assume a WEX placement has been approved.</b></p>
<b>JUNE / JULY</b>	<p>WEX Placements – prior to the placements students should contact their placement company to agree daily start/finish times, lunch arrangements, what to wear and to confirm the name of their supervisor as well as printing the WEX log booklet</p>

### PLEASE REMEMBER

- It is the students responsibility to find a placement.
- Students cannot attend a placement if it is not health and safety approved. To ensure this happens, completion of the forms by the deadline is essential.
- Do not assume a placement has been approved. You will receive a confirmation letter notifying the placement is approved. If you do not receive a letter, please contact the school.
- Support in obtaining a WEX placement can be found on the school website.
- Concerns regarding WEX should be directed to the WEX Coordinator.