

WHSG WORK EXPERIENCE PROCESS

Complete and return parent consent form (contained in this pack)



Students look for work experience placement using their own contacts. Those who would like some help in doing so should speak to parents, teachers or email Mrs Boyle: jboyle@wallingtongirls.org.uk



Contained in this pack is a letter of support – you may give this to the company as proof that you are a student at WHSG and that you are required to complete a work experience placement



Once you have agreed a placement, take the Confirmation of Placement form to the employer and ask them to complete and return to **YOU**. This form is included in the pack or can be downloaded from the school website



Return the completed form to Mrs Boyle **before the Easter break** – students who do not return their form by this deadline may not be able to attend their placement if the necessary checks have not taken place



Separately, you will be sent log in details for the 'Altogether Work Experience' website. **Record these details and keep somewhere safe.** Enter the details of your placement (details of how to do this along with your log in details will be with before the Xmas holidays. This should be completed by **30 April by the absolute latest**



Once you have entered the details online **and** returned your **completed** confirmation of placement form, Mrs Boyle will complete the necessary health & safety checks, which we are legally required to do. Without these in place, **you cannot attend your placement**



Your placement will either be confirmed or queried



Attend the work placement



Completion of evaluation forms (contained in this pack) with your employer and feedback to your form group in September 2021