



**Your work experience programme
A guide for parents and carers**

Welcome to the Work Experience Programme!

We're thrilled to have you on board, and we've put together a step-by-step guide to ensure you have a seamless and enriching experience. Let's dive in...

Pre-Placement

1 App Download & Parental/Guardian Consent

The student will be invited to access the Online portal or Student App. The school may ask for consent for the student to take part in the Work Experience programme please complete this in a timely manner. Your son/daughter will receive an email directly to their student email account with the two simple steps to download the App. If you haven't received these please reach out to your school careers team.

When?

At start of programme

2 Activating the App

Students will input their industry preferences to inform their teachers about their career interests. Students can access [skills builder](#) to enhance their skill set.

When?

Immediately after launch



Top tip

Without experience, employers won't give you an opportunity, without opportunity, you will not gain experience, Work Experience is YOUR opportunity.

3 Inputting the Placement Details

The student will log in and set up their app/portal. They will click on "Submit a new placement" and follow the steps, including correct dates and employer contact details. Once submitted, the teacher will verify it.

When?

Upon confirmation of Work Placement
NB. must be at least 4 weeks prior to start date



Top tip

Don't worry if you can't find a placement; we have a fantastic "Virtual Work Experience" program to ensure you don't miss out.

4 Placement Verification

The teacher will verify the student's placement, checking dates and contact details.

If denied, the student will receive a notification with details to update and issues and upload the opportunity.

When?

At least 4 weeks prior to Placement

5 Risk Management

What is risk management? This is a document that the employer provides to show they have all the measures in place to keep students safe during the work experience placement including proof of Employers Liability Insurance

After verification, we manage the risk management process with the employer to ensure this is completed before the work experience start date and send a copy in the weeks running up to the placement.

When?

2 weeks prior to start date

6 Student to contact the Employer

Reach out to the employer to confirm details, working hours, and dress code.

A great opportunity to discuss any pre-placement jitters. It is key that every student contacts the employer the week before placement otherwise you are at risk of not having the correct information at this point.

When?

Week prior to start date

7 Placement Resource Packs

Parents/guardians & students will be provided with a copy of the student learner agreements, timetables, and risk management documents from the software. This has all the information you require to ensure a fantastic work placement experience.

These will be emailed to the student's school email address and any parental email address that has been provided by the school.

When?

Week prior to start date

Placement

8 First Day and Attendance

The employer will conduct an induction on your first day.

Report any absences to both school and employer for safeguarding reasons as soon as possible. If parents or students could action this by 9am on the day of the placement so everyone has the correct information that would be beneficial for the school.

When?

During placement dates

Post-Placement

9 Post Placement Feedback

Provide feedback on the work experience placement to help improve the process. This is completed through the App or portal and will provide fantastic insight for the school. It only takes two minutes to complete.

Receive a certificate confirming your completion of work experience.

When?

Last day of work placement

10 Appraisal

We will contact the employer for detailed feedback on the placement.

Use the certificate and appraisal for college applications, emphasising the positive feedback.

When?

2 weeks post placement

We wish you a fantastic work experience journey!
If you have any questions, feel free to contact your school if you need any further support.

The more we know, the more we can help

The industry categories submitted by students will help our team supply placements aligned with their interests.



Appraisals from Employer

Employers are asked to complete an appraisal on student performance. We will deliver this feedback to you.



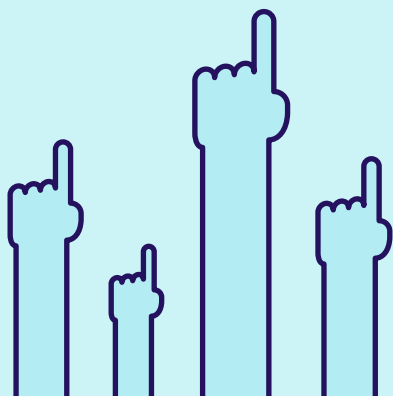
Please make sure we're not spammed

We send mailers to students using the email address you have supplied to us. Please remind your students to look out for emails and to check their 'junk' if necessary. This applies to teachers too!



Any questions?

If you need any further support, please access our handy FAQs



Our Social Impact

To see our social impact, read reviews, and access video content, check out our LinkedIn page or search [#InspireFutureLeaders](#)

