

BCCS Work Experience Time Frame - Year 12

SEPTEMBER	<p>Introduction to Work Experience (WEX).</p> <ul style="list-style-type: none"> ● Student Assembly ● Parental Information sent out <p>WEX full information available on the school website.</p>
SEPTEMBER - DECEMBER	<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 Co-ordinator for advice.</p>
1ST DECEMBER	<p>ALL students should have secured a WEX placement and forms submitted on Unifrog.</p>
DECEMBER - JANUARY	<p>BCCS will conduct health and safety checks with all potential placements. Students cannot attend a placement unless they are health and safety checked.</p> <p>A letter confirming the WEX placement will be sent, once all checks have been completed.</p> <p style="text-align: center;">If you do not receive a letter of confirmation please contact WEX Coordinator. Do not assume a WEX placement has been approved.</p>
8TH - 12TH JANUARY	<p>Students should contact their Employer to agree daily start/finish times, lunch arrangements, what to wear and to confirm the name of their supervisor.</p> <p>Students download Unifrog Journal.</p>
15th - 19th JANUARY	<p>Students out on Placement. Complete the Unifrog Journal</p>
By End of January	<p>After Placement, complete the review section, upload skills and experience onto Unifrog. Send a thank you letter to the employer.</p>
<p>PLEASE REMEMBER</p> <ul style="list-style-type: none"> ● 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, please complete forms on Unifrog by the deadline. ● 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. 	

