BCCS Work Experience Time Frame - Year 12

SEPTEMBER	Introduction to Work Experience (WEX). ● Student Assembly ● Parental Information sent out WEX full information available on the school website.
SEPTEMBER - DECEMBER	Students should continue to source a WEX placement either using the school WEX database or via their own contacts. As soon as a placement has been found students should complete the **Student initial Form on Unifrog**. If you are having difficulty finding a placement, please refer to the school website or contact the WEX Co-ordinator for advice.
7th JANUARY	ALL students should have secured a WEX placement and forms submitted on Unifrog.
JANUARY - MAY	BCCS will conduct health and safety checks with all potential placements. Students cannot attend a placement unless they are health and safety checked. A letter confirming the WEX placement will be sent, once all checks have been completed. **If you do not receive a letter of confirmation please contact WEX Coordinator. Do not assume a WEX placement has been approved.**
END OF APRIL	Students should contact their Employer to agree daily start/finish times, lunch arrangements, what to wear and to confirm the name of their supervisor. Students download Unifrog Journal.
6th - 9th MAY	Students out on Placement. Complete the Unifrog Journal
12th - 16th MAY	After Placement, complete the review section, upload skills and experience onto Unifrog. Send a thank you letter to the employer.

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, 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.**