

SK Work Experience Time Frame - Year 10/12

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 (guide available on WEX Google Classroom).</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>
23rd FEBRUARY	<p>All students should have secured a WEX placement and forms submitted on Unifrog.</p>
JANUARY - MAY	<p>St Katherine's will conduct health and safety checks with all potential placements. Students cannot attend a placement unless they are health and safety checked.</p> <p>Check Unifrog placement to make sure placement has been signed off by the school. If it hasn't been signed off please contact Mrs Fey.</p> <p>Do not assume a WEX placement has been approved.</p>
END OF EARLY JUNE	<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. Students download Unifrog Journal.</p>
Yr 12 15th - 19th JUNE Yr 10 29th JUNE - 3rd JULY	<p>Students out on Placement. Complete the Unifrog Journal</p>
Yr 12 - 22nd - 26th JUNE Yr 10 - 6th - 10th JULY	<p>After Placement, complete the review section, upload skills and experience onto Unifrog. Send a thank you letter to the employer.</p>
<p style="text-align: center;">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 email from Unifrog notifying the placement is approved. If you do not receive an email, please contact the school.**
- **Support in obtaining a WEX placement can be found on the school website & WEX Google Classroom.**
- **Concerns regarding WEX should be directed to the WEX Coordinator.**