

WHSG WORK EXPERIENCE PROCESS 2022-2023

Student looks for work experience using their own contacts. Those that need help can attend a session on finding work experience with the Careers Team in the Library.



Student agrees a work placement with the employer.



Student logs onto Unifrog (in the placement tool section) and captures the work placement information in the 'Student Initial Form'.

(Choose staff contact name **Mrs L Parkinson** for placement coordinator)



The employer is notified by Unifrog and captures the placement details in the 'Employer Initial Form'.

They will provide details of what the placement will consist of and (for In-person placements) confirm Risk Assessment, Health and Safety, GDPR compliance, Covid safety compliance and Employer Liability Insurance.



Parent/carer is notified by Unifrog inviting them to agree placement. Parent/Carer completes a 'Parent Agreement Form' and agrees for the placement to go ahead



The Work Experience Coordinator is notified by Unifrog that the parent/carer agreement has been received.

The WEX coordinator agrees for the placement can proceed.



During the placement, a teacher will check on the student to see how it is going and if there are any concerns.

Student completes a Unifrog placement log.



Employer reviews how the placement went with the student, and the feedback will be recorded on Unifrog.



Student reflects on what they have learnt and records this on Unifrog.