

Work Experience Process

Letter to parents
outlining procedure

Students given information during
PHSCE lessons

Students complete personal
application form (online) during
PHSCE lesson

Students search Bolton and Bury Ed Bus
Partnership data base during PHSCE lesson
for work experience placements that they
would like to apply for

Students may also search Bolton and Bury
Ed Bus Partnership database
at home and may contact employer
directly if they wish

Application forms and choices are passed to PHSCE tutor for checking and collation.
Tutor passes information on to Work Experience Co-ordinator for processing

Completed student application forms are passed to HOY for positive comment and signature

Work Experience Co-ordinator to prepare and submit letters of
application/telephone calls on behalf of students to employers

Confirmation of placement received by Work Experience Co-ordinator from employer.
Students informed via register

Prior to placement students are given full details and asked to contact employer to
introduce themselves and thank them for placement

Work Experience Co-ordinator allocates student placements to teaching staff to arrange visits

Work Experience Co-ordinator collates returned Employer and Student record/assessment sheets

Evaluation in PHSCE lesson