

Timetable for Year 10 Work Experience 2022 – 2023

Autumn term

September

- Introductory Assembly for all Year 10 – **13th September 2022**
- Work Experience Guide issued to students, parents/carers and form tutors - **19th September.**

October

Staff to explain the MAPS system following training by Mploy staff and an opportunity in school for the students to complete the registration process. Reminder of December deadline and why this is in place (H and S checks etc.)

December

- **16th December 2022 deadline** for return of Self Placement Forms. (Set by Mploy to allow time to do Health and Safety and Insurance checks)
- Students without placement to be seen and progress checked / support offered.
- Relevant information to be recorded on MAPS by Mploy and reviewed by school staff.

Spring term

January

- Year 10 assembly before half term to remind about recording on MAPS etc
- Email to Form Tutors to check need for Personal Protective Equipment (boots overalls etc)

February

- Students to take responsibility for making sure they ask for any personal protective equipment needed before **17th February 2023**. (e.g. boots and overalls) Deadline is to allow for any equipment we don't have in stock to be ordered and delivered.
- Students to contact Placements to double check arrangements two weeks before the placement is due to start (**week beginning 20th February 2023**— i.e. during half term) some employers may ask students to visit others may ask for a telephone call.

February / March

- School to assign staff to placement visits / contacts Tutor visit list compiled and visit report forms issued to staff making visits / contacts. by **8th March 2023**
- Reminder to students about keeping their own Work Experience Logbook up to date on their MAPS profile
- Assembly stressing expected standards of behaviour reminder of deadlines etc **week commencing 6th February 2023.**

March

- **13th to 17th March WORK EXPERIENCE WEEK.**
- Letters of thanks to employers from school and students - **week beginning 20th March 2023**
- Students to return any safety equipment by end of week **beginning 20th March 2023.**
- **Presentation assembly- date TBC**

March / April

- Updating of CVs and MAPS profiles.

Summer term

- Print off Work Experience Certificate from MAPS Profile
- Continue with updating CVs
- Ongoing offer of Careers interview to year 10.

If you would like a paper copy of this document or a large print copy please let me know.

Please read this document alongside the Work Experience Guide.

Thank you

Ms Connor

Careers and Work Experience Coordinator - September 2022 amended October 2022

To be reviewed /amended Sept 2023 or earlier.

