

Brighouse Sixth Form Work Experience

Monday 9th-Friday 13th July 2018

Students to begin research & contact prospective employers to **ARRANGE THEIR OWN PLACEMENT ASAP**.
All information will also be emailed direct to students

Research options alongside their courses and **meet deadlines for both**. It is vital they are pro-active and organised by Christmas with researching and securing a placement

Update CV or create a new one.
Email copy to Heidi Haigh or Yvonne McGibbon

Make appointment with Heidi Haigh or Yvonne McGibbon at 6th form reception before half term if support is needed

Work Experience assembly – October 2017

Work Experience **application form** to be completed before their interview.

Ensure **page 2 is signed by both student and parent and returned to 6th form reception ASAP**

Attend careers appointment in November
date & time to be allocated

Final deadline for copy of CV to be emailed to Heidi Haigh or Yvonne McGibbon – **15th December 2017**

Final deadline for all confirmed placement details and **Employer's Appendix Forms** to be with Heidi Haigh
2nd March 2018

For placements out of West Yorkshire, insurance details - **Employers Liability Insurance** - must be included with the application

C&K oversee the Health & Safety aspects and without insurance placements cannot go ahead

Before the placement begins a Parental Consent Form and later a Job Description will be issued

These are legal documents and must be signed by both parent and student and returned to sixth form reception by **22nd July 2018 at the latest**

Students may attend an interview at the placement to discuss the role and to make final arrangements regarding timings, dress code & expectations.
Students to contact employer again no later than **2nd July 2018** to re-confirm all arrangements still in place