Work Experience Process

September
Letter sent to Parent/Guardian

↓

October
Return of Parental Permission Form (DWE2)

↓

October
Students begin to write application letters
And complete a C.V.
Return of Placement Details (DWE3)

↓

December
Deadline for Placements in London

↓

December – April
School contacts Placement

↓

Beginning of March
Deadline for Out of Area Placements

↓

Beginning of April
Deadline for All placements
(to allow time for Health & Safety Checks)

↓

December to May
Health & Safety Checks
Employer returns Details and Insurance Information

↓

June
Copy of details of Placements Sent to Parents
Final Parent and Employer Confirmation