

It is important that all staff understand that the following process must be followed. All staff have a role in managing the expectations of students and parents when having discussions about work experience.

Refer back to WEX Quality Assurance Document ([WEX Quality Assurance.docx](#))

Stage 1	Both student and potential work experience placement are highlighted via the parent / staff member to N. Rathour (Work Experience Coordinator)	Arrange an interview to ascertain suitability
Stage 2	Students attend an interview with the WEX coordinator and complete a form called 'Is WEX for Me' (Pre-Placement - Is WEX for me, May 25.docx) This meeting aims to ensure that the student understands the purpose of their work experience placement, their responsibilities, and the potential consequences for themselves, the placement, and the school if things go wrong. This is an important part of the process.	<i>If this is not completed with the WEX Coordinator, the work experience process will not commence at this point.</i> Introduce Student Diary and WEX Risk Assessment –WEX Young Person Risk Assessment.docx WORK EXPERIENCE RISK ASSESSMENT if needed.docx Completed by WEC
Stage 3 (This happens alongside Stage 2)	Contact is made with the placement employer to discuss the details of the placement and their preferences and expectations in terms of time commitment and anything they would like to make the school aware of. Contact details exchanged: telephone and/or email. If using a new employer, a referral to the school's external Health & Safety auditor is completed, and a report is obtained. Share 'Guide For Work Experience Providers' from The WEX Passbook Document	The following MUST be completed before placement can start: • Update the school WEX Health, Safety & Safeguarding Assessment, if needed • Check placement has adequate Risk Assessment / DBS / Liability Insurance policies - DBS not needed if close family placement Completed by Frank. This MUST take place before the student can start WEX
Stage 4	A meeting is scheduled with students, parent(s), and the Work Experience Coordinator. The WEX Passport (WEX PASSPORT June 25.docx) is to be completed (student & parent section), and the parents' consent obtained. This document details the responsibilities of all parties. A signed copy is kept at school and given to parents if requested	This MUST be completed before placement can start.
Stage 5	Further contact is made with the employer to agree on the parameters of the placement (one week, two weeks, one day per week, or one day per fortnight). Start date agreed with all parties.	• The employer section of the WEX passport is to be completed and shared with the placement lead. • Can also share WEX Students Way of Working - GMR.docx

	Share ' Employer's Handbook ' from The WOW Booklet (Canva); can also share WEX Guide for Employers-providers.docx	• Complete School Risk Assessment (Steve Gabbitas)
Stage 6	Details are passed to SLT and the school's attendance officer All staff are made aware of the student's work experience placement during the daily briefing.	Attendance checks are done by the attendance officer
Stage 8	Ongoing suitability visits – regular inspections to be completed by the coordinator to check on the student and ensure placement suitability Check that the student and employer are completing the Student WEX diary booklet	Check the Student WEX diary is being completed Suitability Review (WEX Suitability Visits Audit - blank.docx) completed by WEX Coordinator to ensure ongoing suitability or record end of placement. Regular on-site visit to the provider to observe the student on placement, especially for long-term placements
Stage 9	The WEX coordinator conducts a work experience reflection/exit meeting with each student, either at the end or during a longer-term placement. The aim of this is for students to reflect on their learning, specific skills developed, and how this has impacted their wider career aims.	Complete Reflection/Exit form (WEX Student Reflection Sept 24.docx) Check Students' WEX Diary Feedback obtained from students, parents & employers Thank you, letters completed by the student Possible references from employers

All the above stages are on the tracking spreadsheet. All paperwork is held within the WEX folder, retained in the meeting room.