

Trinity Work Experience Time Frame - Year 10

SEPTEMBER - NOVEMBER	<p>Introduction to Work Experience (WEX).</p> <ul style="list-style-type: none"> ● Student Assembly ● Parental Information sent out <p>WEX full information available on the school website.</p>
SEPTEMBER - FEBRUARY	<p>Students should continue to source a WEX placement either using the school WEX database or via their own contacts.</p> <p>As soon as a placement has been found students should complete the WEX PLACEMENT FORM and HEALTH DECLARATION FORM and return to their tutor.</p> <p>If you are having difficulty finding a placement, please refer to the school website or contact the Careers Lead/WEX Co-ordinator for advice.</p>
MARCH	<p>ALL students should have secured a WEX placement.</p> <p>WEX PLACEMENT & HEALTH DECLARATION FORMS must be submitted by the 31ST MARCH.</p>
FEBRUARY- APRIL	<p>Trinity will conduct health and safety checks with all potential placements. Students cannot attend a placement unless they are health and safety checked.</p>
MAY / JUNE	<p>A letter confirming the WEX placement will be sent, once all checks have been completed.</p> <p style="text-align: center;">If you do not receive a letter of confirmation please contact Careers Lead/WEX Coordinator. Do not assume a WEX placement has been approved.</p>
JUNE / JULY	<p>WEX Placements – prior to the placements students should contact their placement company to agree daily start/finish times, lunch arrangements, what to wear and to confirm the name of their supervisor as well as printing the WEX log booklet</p>
<p>PLEASE REMEMBER</p> <ul style="list-style-type: none"> ● It is the students responsibility to find a placement. ● Students cannot attend a placement if it is not health and safety approved. To ensure this happens completion of the WEX PLACEMENT & HEALTH DECLARATION forms by the deadline is essential. ● Do not assume a placement has been approved. You will receive a confirmation letter notifying the placement is approved. If you do not receive a letter, please contact the school. ● Support in obtaining a WEX placement can be found on the school website. ● Concerns regarding WEX should be directed to the WEX Coordinator. 	