

# Year 12 Work Experience Programme

Whole Year 12 Programme:  
**Monday, 1<sup>st</sup> July 2019 -  
Friday, 12<sup>th</sup> July 2019**

Level 2 BTEC Business Programme:  
**Monday, 4<sup>th</sup> February 2019 -  
Friday, 15<sup>th</sup> February 2019**







# Year 12 Work Experience Programme

- **PLACEMENTS CAN BE WITHIN ORGANISATION OF YOUR CHOOSING!**
- **YOU CAN FIND 1 x 2 WEEK PLACEMENT OR 2 x 1 WEEK PLACEMENTS.**
- It is **YOUR** responsibility to find a placement **NOT** Parents/Carers/School.



# Year 12 Work Experience Programme

## Essential Points:

Employers MUST:	
<b>Have <u>Employer's Liability Insurance</u></b>	
<b>Be aware of any medical/physical needs <i>before</i> the placement is agreed.</b>	
<b>Complete forms to be checked by <i>YOU</i> before submitting to school.</b>	
<b>Be able to offer an appropriate placement and <b>working hours in-line with their business.</b></b>	



# Year 12 Work Experience Programme

## Essential Points:

Placements MUST NOT:	
Be your <u>current role</u> with your <u>Current Employer</u>	
Be outside of England and Wales	
Be within a <b>one-person business</b> working solely with one person.	
Be during any other time than Monday, 1 <sup>st</sup> July – Friday, 12 <sup>th</sup> July!	



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## Where do YOU start?

- Look for placements from **now**.
- Ask **friends/family/teachers** for advice.
- Make **contact directly** and keep chasing.
- Placements with close family/friends shouldn't be seen as a 'last resort'.
- Make sure they fit the criteria!



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**Please submit:**

**Parent/Carer Form As Soon As Possible  
and**

**NO LATER THAN Friday, 8<sup>th</sup> February 2019.**

**Employers' Placement Information  
Form As Soon As Possible and**

**NO LATER THAN Friday, 29<sup>th</sup> March 2019.**



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**Before 29<sup>th</sup> March  
2019**

**Submit all  
Placement  
Information to be  
processed for all  
types of  
placements.**

**Between 1<sup>st</sup> April &  
24<sup>th</sup> May 2019**

**Requests only  
accepted for  
placements with valid  
checks in place (TBC by  
BEBP and the School)  
or certain Education  
settings.**

**From May Half  
Term Onwards**

**No Further  
Requests Accepted.  
Students expected  
in School. Absence  
treated as  
unauthorised.**



# Year 12 Work Experience Programme



**Lunchtime  
and Break  
EVERYDAY**

**PLACEMENT  
DROP IN ADVICE**

**Work  
Related  
Learning  
Office**



WITH MRS COLLIER

**Work Experience Coordinator**

**Mrs Collier**

01689 850 271 ext. 1018

E-mail: [l.collier@darrickwood.bromley.sch.uk](mailto:l.collier@darrickwood.bromley.sch.uk)

