

Work Experience Timeline.

Month	Information	Key Dates-Week Beginning
April	Work Experience Assembly 1.	22 nd April 2014
May	Pupils issued with WorkIT Welcome Letters Parents issued with Work Experience Letter	6 th May 2014
	Pupils register with Database	6 th May 2014
	Pupils issued with self found placement forms	12 th May 2014
June	Self found placement forms returned- deadline 1	9 th June 2014
	Pupils enter placement details on WorkIT database OR Pupils book a Database placement	9 th June
August	Self Found Placement Forms Final Deadline Introduction letter to Employers (Database) completed	25 th August 2014
September	Consent Forms, Work Experience Agreement Form issued to pupils, Job cards Letter to parents –no placement	1 st September 2014
	Placement consent forms returned	
	Issue logbooks	22 nd September
	Work Experience Assembly 2	29 th September
October	Work Experience Week	6 th October
	Pupil Log book, Supervisor Report returned	20 th October

October/ November	PSE review/Evaluation of Work Experience PSE teachers pass a sample of completed booklets to LK	17 th November
December	Evidence Booklets and Log Books returned to LK	5 th December