PROCEDURE FOR CSW FOUND WORK EXPERIENCE PLACEMENTS

CSW
People developers

SCHOOL informs **CSW** and provides matching data agreement forms about learner

CSW enters learner details on database

CSW finds provisional placement by contacting employers

Wait to hear from school before researching

IF PLACEMENT NOT FOUND

Inform school search exhausted. School informs learner and asks for alternative suggestions for WEX

PLACEMENT FOUND

Learner refuses placement.

CSW emails employer confirming an offer of a provisional work experience placement, together with placement description on file for information and corrections as necessary

SCHOOL contact employer to discuss students' needs and arrange for a pre–placement interview within 1 week of receipt of information.

SCHOOL to give Learner the placement description, 3 way agreement form, health declaration form and details of meeting.

LEARNER to take forms for Parent to sign and complete.

LEARNER to attend pre–placement meeting and give Employer agreement form to sign after successful interview and return form to school

SCHOOL to inform CSW once interview successful and all signed documents received.

Wait to hear from school before researching

Employer cancels

CSW to instruct a duty of care check if necessary

LEARNER undertakes placement

SCHOOL monitors students during placement – phone call/visit as appropriate

LEARNER completes placement

SCHOOL should keep Signed paperwork for at least 12 months