

# Trinity Academy Work Experience Time Frame

<b>SEPTEMBER - NOVEMBER</b>	<p>Introduction to Work Experience (WEX).</p> <ul style="list-style-type: none"> <li>● Student Assembly</li> <li>● Parental Information sent out</li> </ul> <p>WEX full information available on the school website.</p>
<b>SEPTEMBER - FEBRUARY</b>	<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 <b>Student initial Form on Unifrog</b>.</p> <p>If you are having difficulty finding a placement, please refer to the school website or contact the WEX Co-ordinator for advice.</p>
<b>FEBRUARY</b>	<p>ALL students should have secured a WEX placement.</p> <p><b>FORMS must be submitted by the 28th February.</b></p>
<b>FEBRUARY- APRIL</b>	<p>Trinity Academy will conduct health and safety checks with all potential placements. Students cannot attend a placement unless they are health and safety checked.</p>
<b>MAY / JUNE</b>	<p>A letter confirming the WEX placement will be sent, once all checks have been completed.</p> <p style="text-align: center;"><b>If you do not receive a letter of confirmation please contact WEX Coordinator. Do not assume a WEX placement has been approved.</b></p>
<b>JUNE / JULY</b>	<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. After Placement, complete the review section on Unifrog.</p>
<p><b>PLEASE REMEMBER</b></p> <ul style="list-style-type: none"> <li>● It is the students responsibility to find a placement.</li> <li>● Students cannot attend a placement if it is not health and safety approved. To ensure this happens, please complete forms on Unifrog by the deadline.</li> <li>● 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.</li> <li>● Support in obtaining a WEX placement can be found on the school website.</li> <li>● Concerns regarding WEX should be directed to the WEX Coordinator.</li> </ul>	