



Norfolk County Council



Factsheet 10

Timeline



10. (Recommended) Timeline

Who?	What?	When? Countdown to placement start date
School	<p>STEP 1: Determine whether school will be engaging the services of a third-party provider or conducting all aspects of the work in-house, either in school or across the MAT.</p> <p>Considerations for undertaking the work in-house should include (but are not limited to):</p> <p>If staff undertaking health & safety assessments are qualified to an appropriate level e.g. IOSH Level 2</p> <p>The Headteacher/Principal is aware of their strategic responsibilities in the process</p> <p>That the school's insurers are aware of the proposal</p>	Start date minus 6 months
School	<p>Draft a project plan to include timeline, activities, resources inc. staffing, monitoring requirements and evaluation</p> <p>Identify which students will be on external placement (extended and block) /those completing in-house placements/those undertaking supervised enterprise activities</p> <p>Seek agreement of manager/Senior Leadership Team</p> <p>Attend any identified continuous professional development sessions for school staff</p> <p>Use social media to support own development & to link with potential employers e.g. X, LinkedIn</p>	Start date minus 6 months
School/third party provider	<p>Identify and engage third party provider to undertake health & safety employer checks (if not qualified to conduct own health & safety employer checks)</p> <p>Develop strategy and timeline for students requiring bespoke, brokered placements</p> <p>Start to identify potential employers to host placements - e.g. review feedback from previously used employers, staff/employer connections, alumni network, governors, existing employer connections with mentoring/ambassador programmes</p>	Start date minus 6 months

School/students	<p>Introduction to work experience for students; key activities and timeline, students complete self-assessment</p> <p>Consider student drop-in sessions hosted by students who successfully completed placements in previous years</p> <p>Consider appointing students as work experience ambassadors</p>	Start date minus 6 months
School/student/employer	<p>Assembly/year group/form presentations from students/employers on placement from the previous year</p> <p>Identify other activities students are involved in that could lead to placements e.g. careers events/fairs, employers networking events, lunchtime employer talks</p>	Start date minus 6 months
School	<p>Parents' work experience consultation evening</p> <p>Follow up with parents including parents as employers to host placements, asking parents to request their own employer to host</p>	Start date minus 6 months
School/students	Students identified as requiring additional input/support to begin 1:1 sessions	Start date minus 6 months
School	Issue work experience guidance to parents and placement consent forms to students/parents	Start date minus 12 weeks
Students	Placements to be secured by an agreed date	
Students	Students identified as requiring additional input/support to continue 1:1	Start date minus 12 weeks
School	Discussions with confirmed employers about what they can offer to students on placement	Start date minus 12 weeks
School/third party provider	Employer checks begin	Start date minus 12 weeks
Students/parents/employers	All pre-placement agreement forms to have been completed and signed	Start date minus 10 weeks
Students/school	<p>Once all checks conducted and placement confirmed, students to make initial contact with employer</p> <p>Issue confirmation letter to employer and employer guidance</p>	Start date minus 8 weeks
School/students	Prepare students for placement: explain learning objectives, log books, diaries, CV writing	Start date minus 8 weeks

School/students	Preparations with students – talk about important skills for the workplace	Start date minus 4 weeks
School/third party provider	Placement checks to be concluded	Start date minus 3 weeks
School	Finalise monitoring plan	Start date minus 3 weeks
School/students	Final preparations for students: Employer expectations - brief students on health and safety, expected behaviour, how to make the most of their placement	Start date minus 2 weeks
Students	Students to contact employers to confirm start times, reporting location, dress code and lunch arrangements	Start date minus 2 weeks
School	Brief parents by pre-placement (letter or email)	Start date minus 2 weeks
School/students	Prepare students for what will happen post-placement	Start date minus 1 week
Students	Placement	During placement period
School	Implement monitoring plan	During placement period
School/students	De-briefing activities: Students revisit self-assessment, review progress, hand in log book/record Students and staff identify next steps	Within 1 week of placement
Students	Thank you letters/e-mails to employers	Within 1–2 weeks of placement
School	Evaluation (student and employer), evidence gathering, identifying good practice, case studies, ambassadors School report to SLT & governors Feedback to provider	By end of following half term
School/students	Follow-up activities	By end of following half term

Please note: These are the main aspects schools may want to consider and adapt as appropriate for their setting when dealing either with a whole year group or a significant number of students



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