

## Small Heath School Year 10 Work Experience Timetable 2017/18

TBC		Year 10 Tutor's Meeting – 10 min. input
W/c	02/10	Assembly - Introduction/launch
W/c	09/10	Reg x 3/CS - 'Vocational Choice' paper-based lesson with tutors
Mon	16/10	Reg x 3/CS - Telephone Skills paper based lesson with tutors
Early Dec	TBC	Assembly – Own Placement deadline reminder
Fri	12/01	<b>'Own Placement' deadline</b>
W/c	05/02	Assembly – 'Choices' process and spreadsheet demo
W/c	05/02	Reg/CS – Pupils complete Choices forms
TBC		Year 10 Tutor's Meeting – placement allocation issues
W/c	05/03	Assembly – Consent & Placement Confirmation forms
W/c	05/03	Reg – Placement Confirmation and Consent Forms handed out
Fri	16/03	Consent form deadline
W/c	21/05	Reg x 3/CS – 'Interview Technique' session & role play with tutors
W/c	21/05	Assembly - Practice Interview Morning
W/c	21/05	Reg – Practice Interview forms handed out
W/c	21/05 (24/05?)	<b>Practice Interview Morning</b>
W/c	04/06	Reg x 3/CS – Work Experience 'Expectations' paper based lesson with tutors
W/c	04/06	Assembly - Pre-placement interview morning
W/c	11/06	Reg x 3/CS – Work Experience 'What Ifs?' paper based lesson with tutors
W/c	11/06	PDC – Pre-Placement Interview forms handed out
W/c	11/06 (14/06?)	<b>Pre-placement interviews – off site</b> (Timings TBC, Assembly 8.50 Lower, departure 9.15 am, return by 1.45 pm?)
W/c	02/07	Reg x 3/CS - Work Experience logbooks paper based lesson
W/c	02/07	Reg – final paperwork and logbooks handed out
W/c	02/07	Assembly (extended) – H&S/final instructions
<b>09/07 – 13/07</b>		<b>WORK EXPERIENCE BLOCK</b>