

WORK PLACEMENT TIMELINE

For Teachers

SIX WEEKS PRIOR

SIP will put all offers up, six weeks prior to the start of a work placement.

THREE WEEKS PRIOR

Use one lesson for www.go2workplacement.com, the best way to induct your students for work placement. A lot of employers are asking for the certificates nowadays!

ONE WEEK PRIOR

Ask SIP to come in for a 'Work Readiness Training' one week prior to the start of the work placements. As our coordinators can tell the students more about the employers they are going to and tips around their work placements.

FIRST DAY OF PLACEMENT

Check on the Portal that all students have arrived at work placement, SIP coordinators will call every employer on the first day.

DURING PLACEMENT

Contact SIP regarding any concerns you may have!

ONE – TWO WEEKS FOLLOWING

Make sure all Work Placement journals are filled in by the student and signed off by the employer!

SIX - THREE WEEKS PRIOR

Teachers will have to match all offers three week before the actual work placement start.

THREE - TWO WEEKS PRIOR

Get all the 'student sourced' placement in at SIP at least three weeks before the student start the Work Placement.

ONE WEEK PRIOR

Make sure that all your students call their employer in the week before the work placement!

DURING PLACEMENT

Visit all students during their work placement

DIRECTLY AFTER WORK PLACEMENT

Make sure all students have thanked their employer for their time!

ONE – THREE WEEKS FOLLOWING

Ask SIP to come and do a recap of work placement experiences.