



Work Experience Process Flowchart

Individuals requiring work experience searches the **Get In Cornwall** Directory of placements. This directory holds information on the variety of opportunities for the work experience student including a short description of the placement, the age requirement and length of placement. It also outlines any criteria that may need to be met.

The Applicant completes the application form and emails it to the Work Experience Co-ordinator at Info@getincornwall.com **Please note that at least 3 months' notice is needed to organise a placement.**

On receipt of the completed application form an email confirming the form has been received will be sent. **However this does not guarantee an offer of a placement.**

Upon receipt of the application the work experience co-ordinator will review the applicant's suitability for the work experience placement. The work experience co-ordinator may, at their discretion, contact the applicant either face to face or by telephone to discuss their suitability for the placement. This would be most likely for work experience in areas such as Paediatrics or Midwifery.

Work experience co-ordinator confirms the placement by sending the applicant a confirmation letter. Nearer the date of the placement an honorary agreement, confidentiality form and placement information sheet will be sent out.

The risk assessment, local induction paperwork and ID badge will be sent to the department hosting the work placement.

Host Department identifies a member of staff to act as supervisor to the applicant and establishes a plan of activities for the placement.

Host department ensures receipt of signed Honorary Agreement and Confidentiality form prior to applicant starting the placement. This is to be returned along with the completed local induction paperwork and risk assessment to the work experience co-ordinator.

Applicant reports to the department. Sponsor gives a tour and local induction to the area, introduces the applicant to their allocated supervisor (if applicable) and ensures they are supervised at all times. At the end of the placement the supervisor and applicant should have a debriefing session.