

ARRANGING A FLEXIBLE WORK PLACEMENT

FLEXIBLE WORK PLACEMENTS

A STEP-BY-STEP GUIDE FOR PUPILS

1

PUPIL SOURCES PLACEMENT

- Pupil speaks to DHH, placement is requested and column timings identified.
- Pupil stays in timetabled class until placement is approved and started
- Pupil is given login details for WorkIT

2

PLACEMENT REQUESTED

- School add work placement request to WorkIT for Falkirk Council to approve

3

SCQF 4 / 5 AWARD

- Pupil completes SQA 'Before Placement' via Work IT & shares goals with Employer and School.

4

PLACEMENT APPROVED

- Falkirk Council approve placement, DHH notifies pupil of start date & timetable changed

5

NEXT STEPS TO GAIN QUALIFICATION

- Pupil completes SQA Units 'Before Placement' & 'During Placement' & arranges Supervisor Visit with your DHH before completing 'After Placement'