

## Work Experience Deadline Dates Ratcliffe College

<b>Monday 4th July – Friday 8th July 2016</b>	
<b>School/college sends Application Forms and Self Placement Forms to LEBC:</b> <i>No less than 90% of cohort</i>	<b>16/11/2015</b>
<b>School/college sends late Application Forms and Self Placement Forms to LEBC:</b> <i>Remaining 10% of cohort</i>	<b>30/11/2015</b>
<b>LEBC sends the Placement Descriptions, Agreements, Employer Reports and Staff Visit Forms to school/college, where the placement is confirmed and the Health &amp; Safety vetting is in date:</b> <i>Remainder to follow as and when placements are confirmed and checks completed</i>	<b>09/05/2016</b>
<b>School/college to advise LEBC of students who are not attending their placement:</b>	<b>20/06/2016</b>
<b>LEBC sends Final Status Summary and Evaluation to school/college:</b>	<b>11/07/2016</b>
<b>School/college returns Employer Reports, Staff Visit Forms and Evaluation to LEBC:</b>	<b>05/09/2016</b>
<b>LEBC to arrange review meeting and print certificates:</b>	<b>05/09/2016</b>