



A timeline of what to expect



CONFIRMING DATES

First step is to confirm the dates you are able to take work experience.



QUALITY ASSURANCE CHECKS

A member of the Spark! team will reach out to you to arrange a quality assurance check (risk assessment), including helping to plan a meaningful placement and checking some health and safety details. This will be processed into a “placement description”.



STUDENT MATCH

The Spark! team will use the information provided to help the school match the most suitable student(s).



PLACEMENT CONFIRMED

You will receive an email with the students’ names, key details about them, as well as the placement description and our host agreement. The student simultaneously receives the document and can then contact you.



STUDENTS’ FIRST DAY

On the first day, a Spark! team member will contact you about 30 minutes after the student’s expected arrival to confirm their safe arrival and induction. Please ensure someone can update us.



SPARK! ON CALL

For the rest of the week, Spark! will leave you to it and be on call throughout the week 9am - 5pm should you have any questions, concerns or to report any absences. You can email or call us.