

## Contact Work Experience Team

Send your name, age, location and area of interest to  
**fhft.workexperience@nhs.net**

## Online Work Related Learning Programme

If eligible, you will be added to the waiting list for the Online Work Related Learning Programme (OWRLP).  
This programme is offered at set times throughout the year. It contains approximately 10 hours of learning to be completed at your own pace across the week.

## Application and Health Questionnaire

Upon successful completion of the OWRLP, you will receive an application and health questionnaire to complete.  
This will need to be completed in full and returned to the Work Experience team so arrangements for your face to face placement can be made

## Unsuccessful placement

Whilst the team will make every effort to arrange a face to face placement, it may not be possible for organisational reasons.

You will be notified by email if the team are unable to secure you a placement.

## Successful placement

Once a placement has been secured, the team will contact you to share details of the placement and the dates for your work experience.

You will need to confirm that you are able to attend the placement via email.

## 2 Week email

You will receive further information regarding your placement via email approximately two weeks before your placement is due to begin.

## Placement

On the first day of your placement you will be met by a member of team who will go through your induction paperwork and take you to your placement area.

After the first day, you will need to go straight to the host department.

The team will meet with you again on the last day of placement to discuss your week, future opportunities and to give you your certificate!

## Feedback

After your placement the team will send you a feedback form for your placement.

Please complete this so we can continue to provide the best experience possible!