

Our Vision

To work collaboratively with schools to develop and implement a safe, meaningful work placement programme that is responsive to the career education needs of young people.

Our commitment to you

We will always listen to your needs.

We will treat you with respect and understanding.

We care about what you want to achieve and are committed to being responsive and solution focussed to support you to achieve your goals.

We will always be open and transparent. If we identify an issue or problem we will inform you immediately and keep you updated until the issue has been resolved.

We will always act in the best interest of the young person. We are aware that balancing the needs of individuals and the collective can be challenging. We are committed to finding fair and reasonable resolutions for all parties involved in a work placement.

We understand the importance of collaboration. Our partnership approach is based on 4 key principles.
Mutual Respect
Mutual Reciprocity
Clear and Transparent Communication
Clear Expectations

Working together

What you can expect

An allocated School Liaison Officer The role of the School Liaison Officer is to support you, providing advice and guidance as required.

A School Requirements Meeting Your School Liaison Officer will meet with you each year before the Easter break to discuss your individual school's work placement requirements. The information collated will be shared with our Business Liaison Team and your Local Authority Lead.

A training session You are entitled to a half day training session.

Communication You can contact us by email, Microsoft Teams, telephone or request an in-person meeting. We will aim to respond to your query within 24 hours, however, sometimes we will need longer to gather information but we will contact you and keep you updated on the progress of your query.

What we expect

Working together We expect that work placement coordinators understand the importance of collaboration to deliver a successful work placement programme. We ask that the work placement coordinator:

1. informs the School Liaison Officer of any staff changes
2. attends the annual School Requirements Meeting
3. provides information on young peoples' preferred career aspirations, the anticipated number of placement opportunities required for the next session and identifies any gaps in placement opportunities
4. submits Placement Requests timeously, within agreed 6 weeks prior to placement start date.

Customer satisfaction

We aim to have 100% customer satisfaction. If you feel we have not met your expectations or our commitments or you are unhappy with any aspect of the service we want to hear from you. You can contact one of our senior management by email at ceg@ceg.org.uk