

Student Code of Practice

This Code of Practice refers to conduct when undertaking Virtual Work Experience (VWEX) with an employer registered on the Speakers for Schools Experience Platform.

By taking part in this programme, students agree to do the following when undertaking VWEX with one of the Speakers for Schools employers.

1. Behave in a professional manner:

- i. Communications and interactions must be respectful and considerate. This includes the language that is used by the student when communicating with the employer.
- ii. Students agree to work for the allocated working hours throughout the day, set by the employer.
- iii. Students must be presentable and suitably equipped during communications and video calls with the employer.

2. Complete the work set:

- i. The student agrees to follow written and oral instructions provided by the employer
- ii. The student agrees to complete the tasks to their best ability and within the time frame allocated.
- iii. The student must be prompt in attending meetings (phone meetings and/or video meetings) when requested by the employer.
- iv. The student agrees to complete the work themselves, and to not involve a third party in the VWEX programme.

3. Report any concerns:

- i. If there is anything that seems unusual or makes a student uncomfortable during their virtual work experience, the student agrees to notify their teacher and the Speakers for Schools team immediately on experience@speakersforschools.org

4. Report any changes in circumstance:

- i. If the student is no longer able to attend the VWEX, they agree to inform the employer, their teacher and Speakers for Schools Experience via email before the placement is due to start.
- ii. If the student is unable to attend once the placement has already started, they agree to contact their teacher, the employer and Speakers for Schools Experience via email to explain the reasons and confirm whether they will be returning or whether they are dropping out.

First Name

Last Name

Placement Host

By clicking 'Submit' below you confirm that you have read and agreed to the above Code of Practice.

[Contact Information](#)