



## WORK EXPERIENCE INSTRUCTIONS FOR YEAR 10 PUPILS

### WORK EXPERIENCE June 27<sup>th</sup> 2022

Firstly, you will need to decide what option to choose

#### **Selection Choices:**

#### **Own Lead:**

If you decide you would like to go for **Selection Choices** you will need to do the following:

Select up to TEN options from the database and number them in order of preference the more choices you make the more likely you are to get one of your selections! Mrs McNeil will check when you have done this and print off the relevant forms for you and your parent/carer to check and sign.

If you decide you would like to do an **Own Lead** you will need to do the following:

Your '**own lead**' will be a company where you either, have a contact (Family/friend) working in the organisation, who you will contact yourself.

Your own lead choice can be taken from the web view, again you will need to contact the organisation.

You will need to enter this information onto the web page by click **the Own lead option**

Even though you are getting your own placement it must be entered on the webpage under Own lead option, A risk assessment may be required



## **STEP TWO**

All forms will be issued at the presentation evening, if your Parent/carer are not attending you will receive your form via your Tutor  
All forms must be returned before the dead line dates and signed before I can proceed with the next steps.

**Wednesday 15<sup>th</sup> December will be the deadline to submit your own choice or selection choices**

### **TO ACCESS THE DATABASE**

**You will be using a temporary Username & Password to access the Web View**

**Username -Cardinal Newman1 -Pin -8064 – Female students**

**Username -Cardinal Newman2 - Pin 6214 - Male students**

Go to: <https://develop.learnaboutwork.org/>



- Select **STUDENT**
- Click on **the Students Login'**.
- Enter your **school name. Cardinal Newman school** (if it is not already selected) and **click on Login**.
- Enter your **name and pin no. Use the temporary Pin & name for now please**  
*Now click the **SEARCH** options, even **if you are making an Own lead** please click **SEARCH** to see what Jobs are available*  
You may want to take a job from the web page and make it your OWN LEAD

**This system has been designed to help you look and apply for work, consider different ways of traveling to work and most of all experience work.**

**PLEASE ENSURE YOU ARE COMPLETELY SURE ABOUT YOUR CHOICS AND PREFERENCE NUMBERS.**

**Please contact Mrs McNeil at break times or via email, if you have any questions.**

Key word:  Employer:  Town:  Postcode:

 <input checked="" type="checkbox"/> Administration, Business and Office Work	 <input type="checkbox"/> Financial Services	 <input type="checkbox"/> Performing Arts
 <input type="checkbox"/> Building and Construction	 <input type="checkbox"/> Healthcare	 <input type="checkbox"/> Personal and Other Services including health and beauty
 <input type="checkbox"/> Catering and Hospitality	 <input type="checkbox"/> Languages, Information and Culture	 <input type="checkbox"/> Retail Sales and Customer Services
 <input type="checkbox"/> Computers and IT	 <input type="checkbox"/> Legal and Political Services	 <input type="checkbox"/> Science, Mathematics and Statistics
 <input type="checkbox"/> Design, Arts and Crafts	 <input type="checkbox"/> Leisure, Sport and Tourism	 <input type="checkbox"/> Security and Armed Forces
 <input type="checkbox"/> Education and Training	 <input type="checkbox"/> Manufacturing and Production	 <input type="checkbox"/> Social Work and Counselling Services
 <input type="checkbox"/> Engineering	 <input type="checkbox"/> Marketing and Advertising	 <input type="checkbox"/> Transport and Logistics
 <input type="checkbox"/> Environment, Animals and Plants	 <input type="checkbox"/> Media, Print and Publishing	

## **FOR STUDENTS MAKING PLACEMENT CHOICES FROM THE DATABASE:**

- **Tick the box of the option you are interested in doing**
- **Click Search**
- **Click on ‘Add to Selections’ at the top of the page once you are happy with your choices.**
- **Chose up to 10 choices**
- **Put them into the order you wish to have them selected**
- **CLICK ON SUBMIT.**
- **CONFIRMATION –will appear as SAVE**

