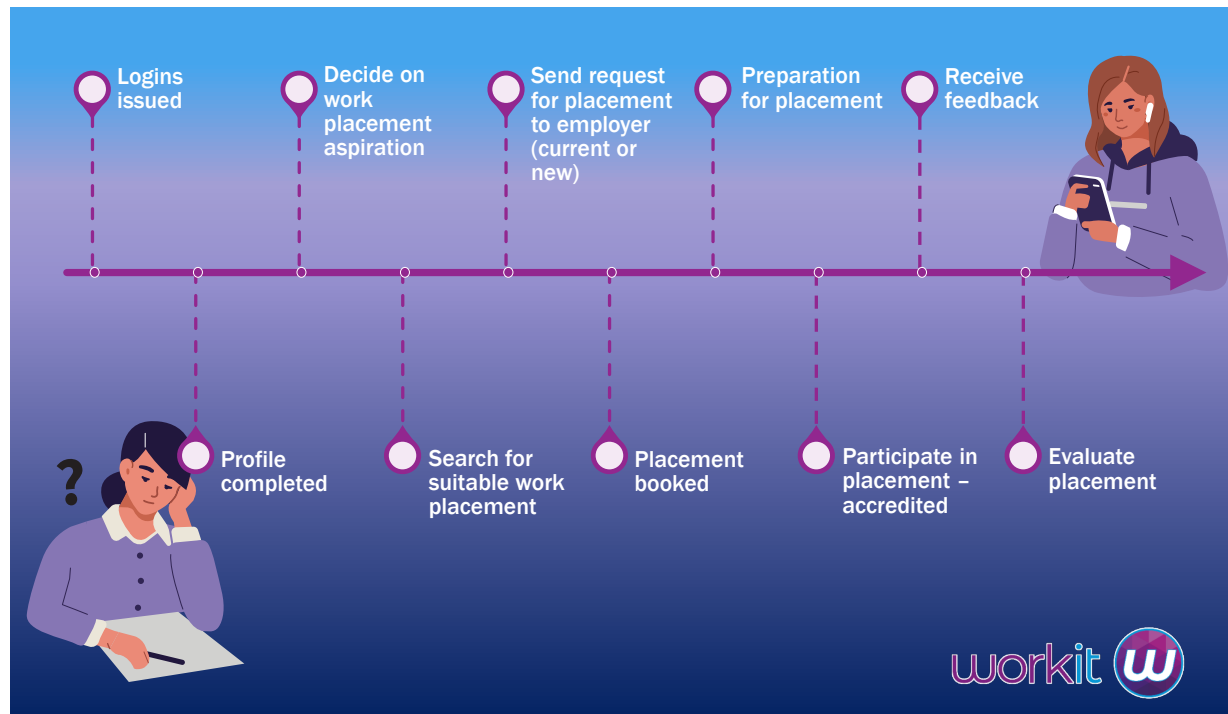


Introduction – The Journey

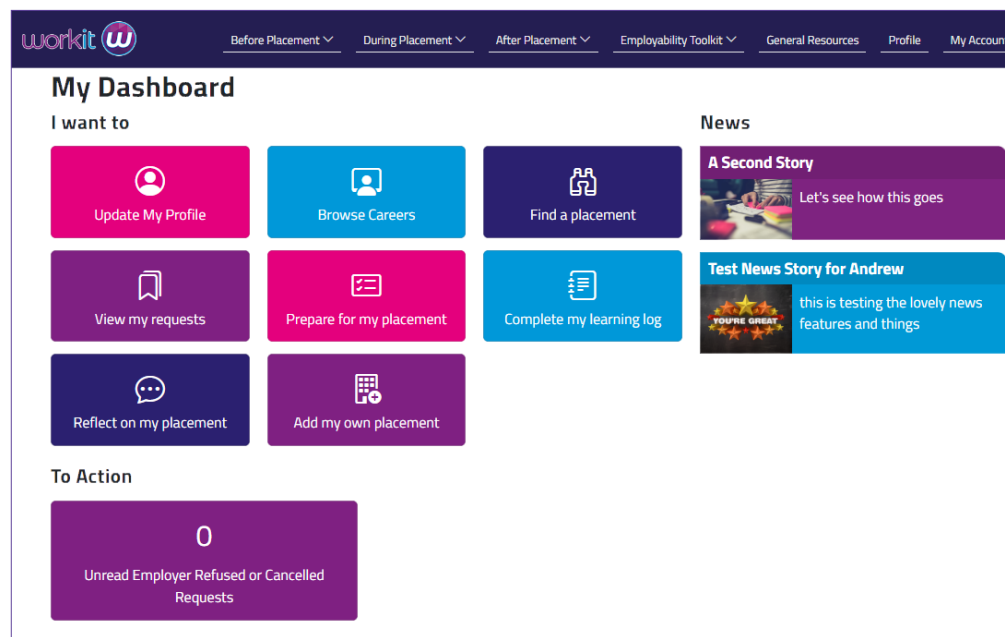
Below is a timeline of the steps you will follow during your work placement.



Step 1: Logging In

Your Teacher will send your username and password to your glow email address. Once you receive this you will be able to log onto WorkIt – <https://www.workit.info/>

When you log in the system will prompt you to update with your own password, we recommend that you change your password to something that is easy to remember.



The first thing you see when you login is the Dashboard. The dashboard will take you quickly to different areas of the site.

Step 2: Completing Your Profile

If you click on the '[Update My Profile](#)' tile, you will be able to add information about your hobbies, any training you have completed and your career aspirations. This information will be helpful when it comes to making your CV or completing application forms.

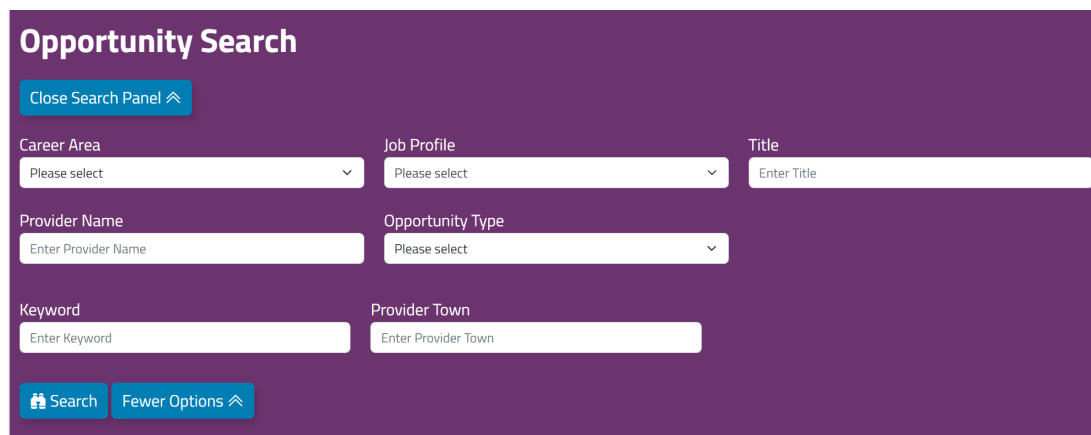
Step 3: Deciding which placement is right for you

Click the '[Browse Careers](#)' tile on your dashboard. This tab will give you information on 25 different career areas where you can learn about different industry sectors and specific jobs. There are some videos you can watch that will give you more of an insight into the job.

Step 4: Finding a placement

Once you have decided on the type of placement you would like, you can search to see what placements are available using the '[Find a Placement](#)' tile. You can narrow down your search by completing the categories below in the search panel:

- Career area
- Provider (Company /Employer) name
- Town
- Key words e.g. admin



Once you find an opportunity you are interested in, click on the magnifying glass.

Opportunity	Career Area	Areas
 Salon Assistant Carries Salon	Hairdressing, Beauty and Wellbeing	Area 1

This will bring up more details on the work placement, including the full address, contact details and a job description.

At the bottom of the page you can click on the '[Job Card](#)' button to download and print the job description. If you are interested in one of the work placements, simply click '[Request Placement](#)'. The request will go to your teacher to approve, once your teacher approves the placement your request will be sent directly to the employer. The employer will respond by clicking 'accept' or 'reject' to the placement request. If they 'reject' the request, you will receive an alert on your dashboard under '[Employer Refused or Cancelled Requests](#)'. You will also receive an alert here if the placement is cancelled.

Health and Safety

Employers Hazard Identification

Local Authority Health & Safety Notes

Job Card 

Request Placement 

Step 5: Adding A Placement You Have Sourced

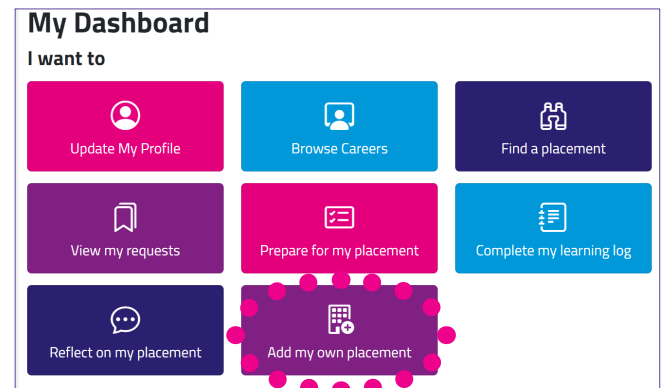
If the opportunity that you're looking for is not on Workit, you can find your own work placement and add the employers details to Workit.

Placements can be organised by yourself through a family friend or with the help of school staff.

Before you enter the employers details on Workit, you should have agreed the placement with the employer and have the following information ready before you make a request to add your own placement.

- Main contact name and job post
- Main contact numbers
- Email address
- Address

To submit the request, select the '**Add my own placement**' tile on your dashboard.



Complete the '**Request Details**' fields

The 'Create Request' form has a 'Request Details' section with the following fields: 'Request Type (*)' (dropdown menu), 'Requested Start Date (*)' (date picker), 'Days Of Placement (*)' (text input), 'Hours Of Placement (*)' (text input), and 'I'm Interested Because' (text area). A 'Next Section' button is at the bottom.

Complete the '**New Placement Details**' fields

The 'New Placement Details' form contains the following fields: 'Placement Title', 'Employer Name', 'Contact Title', 'Contact Firstname', 'Contact Lastname', 'Contact Post', 'Phone Number', 'Mobile Number', 'Email Address', 'Postcode', 'Find Addresses' button, 'Address One', 'Address Two', 'Address Three', 'Address Four', 'Town', and a 'Next Section' button.

Complete the submission.

The 'Submit' section contains two buttons: 'Create Placement Request' (with a checkmark icon) and 'Cancel' (with an 'X' icon).

Once you submit your request, the system will send a registration form to the employer. So double check that the employers' email is correct!

Your job is done and all you need to do is wait for the **placement status** to update to '**Booked**'.

Once booked, you will receive a placement confirmation email like this

Workit – Placement Confirmation

Work Placement Confirmation

Dear Joe,

I am pleased to advise you that your work placement within ACME Company has now been confirmed.

I have attached a letter that you should give to your Parent/Carer for them to review and complete the parental permission section, then return to your Work Placement Coordinator. I have also attached work placement details which provides you with more information about your placement, including address, placement supervisor and a leaflet that will help you prepare for your placement starting.

If you have any questions or queries, please discuss this with your Work Placement Coordinator.

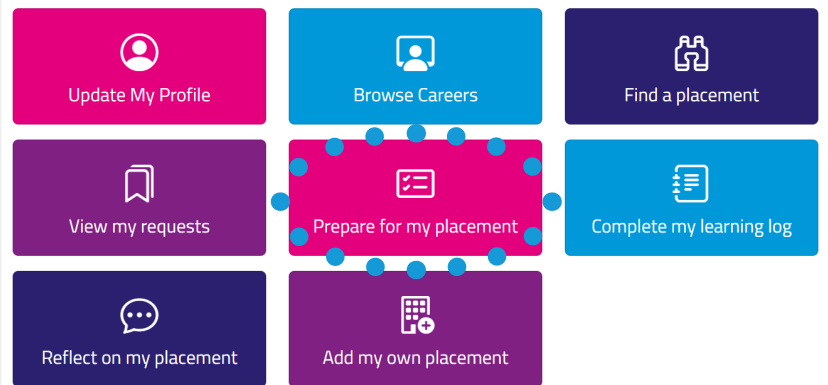
Thanks,
Work Placement Team

Step 6: Preparing for Placement

To help you prepare for your placement you can complete some tasks by clicking on the '**Prepare for my placement**' tile on the dashboard or by clicking on the '**Before Placement**' tab on the top bar and selecting 'Resources'. These tasks will help you learn about keeping safe in the workplace.

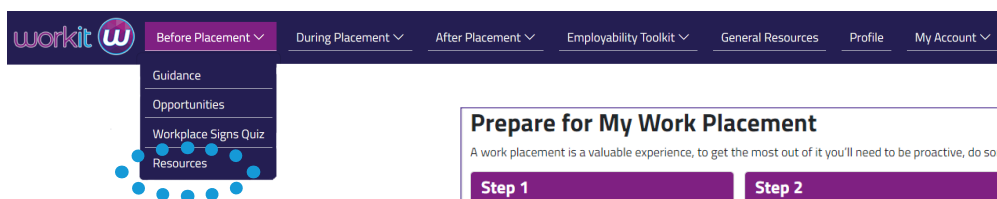
My Dashboard

I want to



A grid of nine colorful tiles with icons and text, arranged in three rows and three columns. The tiles are: Update My Profile (pink), Browse Careers (blue), Find a placement (dark blue), View my requests (purple), Prepare for my placement (pink, highlighted with a dotted border), Complete my learning log (blue), Reflect on my placement (dark blue), Add my own placement (purple), and an empty space.

- Update My Profile
- Browse Careers
- Find a placement
- View my requests
- Prepare for my placement
- Complete my learning log
- Reflect on my placement
- Add my own placement



Click on the dashboard link to access resources

Prepare for My Work Placement

A work placement is a valuable experience, to get the most out of it you'll need to be proactive, do some research and be prepared!

Step 1

Having an idea of which career you want to enter when you leave school will help you to choose the right work placement – if you don't have a career goal it's best to do some research and discover which careers suit you. We have a module – Get Prepared: All about you to help you with this task.

Step 2

Do some research – look at the careers sections and get to know all about specific jobs in your preferred career area and what skills you can develop by going on the placement.

Step 3

Find your placement. Search on Workit for a suitable placement, or you may choose to find your own. Once you have found your placement, make your request through the Workit system to start the process.

Step 4

Once your placement has been booked, look at the resources on your dashboard to help you to prepare for your placement.

- Learn about working life – which explains what is expected of you in a workplace
- Learn about keeping safe - Health and Safety training and the Workplace Signs test help you to gain knowledge to keep safe in the workplace.
- Look at your placement details and download your job card to check the details about your placement.

Step 5

Learn more about your placement employer. Most companies have a website where you can find useful information such as what they do, their history, goals and values. Also look at their social media. When you know something about the company it will help you feel more confident, give you some ideas about questions to ask the people you meet and will make a great first impression with your employer.

Step 6

Get organised!

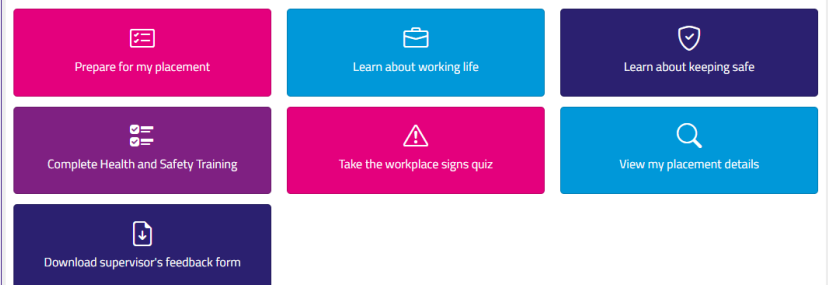
- Plan your journey to work and arrive on time.
- Make sure you know your contact/phone number at the placement for your first day.
- Choose your outfit for the day - check the dress code on your job card.
- Take a pen and paper to take notes.
- Be positive, interested and pay attention.

Follow these steps to get the most out of your placement! Remember that this is a valuable experience – you never know where it might lead your future career.

There are resources to help you with these tasks on your [dashboard](#).

Before My Placement

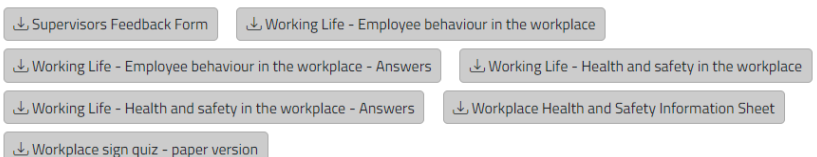
I want to



A grid of seven colorful tiles with icons and text, arranged in three rows. The tiles are: Prepare for my placement (pink), Learn about working life (blue), Learn about keeping safe (dark blue), Complete Health and Safety Training (purple), Take the workplace signs quiz (pink), View my placement details (blue), and Download supervisor's feedback form (dark blue).

- Prepare for my placement
- Learn about working life
- Learn about keeping safe
- Complete Health and Safety Training
- Take the workplace signs quiz
- View my placement details
- Download supervisor's feedback form

Before Placement Resources

- 
- A collection of download links for various resources, each with a download icon and text in a grey button.
- Supervisors Feedback Form
 - Working Life - Employee behaviour in the workplace
 - Working Life - Employee behaviour in the workplace - Answers
 - Working Life - Health and safety in the workplace
 - Working Life - Health and safety in the workplace - Answers
 - Workplace Health and Safety Information Sheet
 - Workplace sign quiz - paper version

Step 7: During your Placement

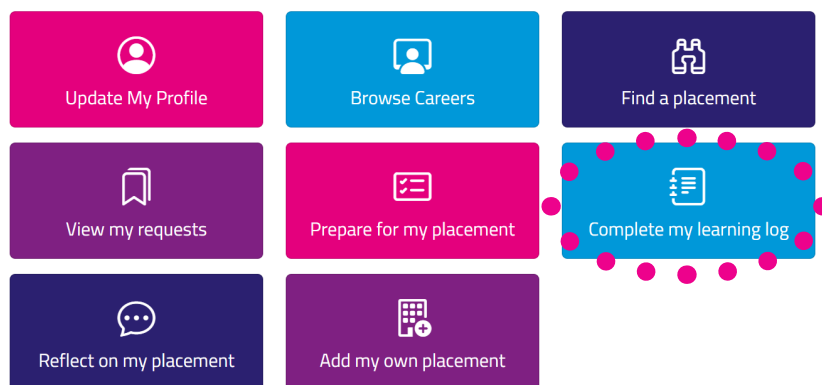
Whilst you are on your placement, it is a good idea to complete your learning log. This will help you keep a record of what tasks you completed, what you enjoyed or didn't enjoy and what skills and qualities you have used or learned. You can access the learning log by clicking on the '**Complete your learning log**' tile.

You can complete it online or print it off and take it with you.

Right is an example of your Learning Log.

My Dashboard

I want to



Before Placement ▾ During Placement ▾ After Placement ▾ Emp

Add Learning Log for McDonalds - Work Experience

Entry Date (*) dd/mm/yyyy	What tasks did you do today? (*) Enter Did Today
What did you enjoy/not enjoy? (*) Enter Enjoy / Not Enjoy	What have you learned? (*) Enter Learned
What progress have you made towards your learning goals? (*) Enter Progress	What skills and qualities have you used? (*) Enter Skills / Qualities Used
What would you do differently next time? (*) Enter Do Differently	What do you plan to achieve tomorrow or next time? (*) Enter Plan Next

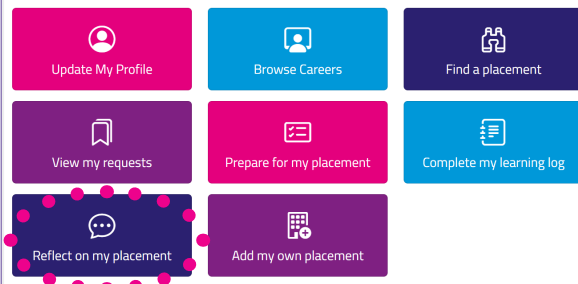
[Add Learning Log](#) [Cancel](#)

Step 8: After your Placement

After you complete your work placement, you should take some time to reflect by completing the Evaluation Form. It is also a good idea to send a thank you letter to the employer. You can access these documents by clicking on the '**Reflect on my placement**' tile on the dashboard or clicking the '**After placement**' tab on the top bar and selecting '**Guidance**' and '**Resources**' from the drop down. In the resources section you will also find support in creating a CV and completing a career plan.

My Dashboard

I want to



Reflect On My Placement

After your work placement it's important to reflect on your experience and think about what you have learned.

- **Reflect on your experience** – it's important that you keep a log during your placement – it will help you to look back and consider. You might want to talk this over with your parent/carer or your guidance teacher.
- **Has it confirmed what you want to do (or not want to do)?** - If you enjoyed your placement but you're still not sure, ask your teacher if you can arrange another one, maybe try a different company but doing a similar thing. Or, if you have decided that it is definitely not for you, request another placement in a different career area.
- **What skills and attitudes do you have – what do you need to improve on?** – the feedback you receive from your supervisor will help you identify what you are good at and what you need to work on.
- **How can I use my work placement to enhance my personal statement or CV?** - make sure you add your learning from this opportunity onto your CV and to enhance your personal statement.
- **Write a thank you letter to your placement provider** - You never know, you might be looking for a job in the company, or a reference in the future.

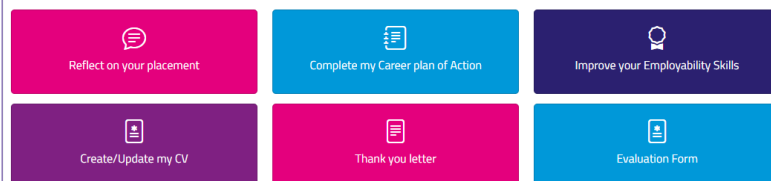
There are resources to help you with these tasks on your [dashboard](#).

After Placement Resources

[Apply - Create your first CV](#) [Career Plan of Action Guide](#) [Evaluation Form](#) [Thank You Letter](#)

After My Placement

I want to



Placement Status Key – how do I know what stage my placement is at?

Requested	You have submitted a work placement request
Booked	The placement is booked and ready to go ahead!
Employer Refused	The employer is unable to host the placement during the dates requested
Cancelled	The placement has been cancelled