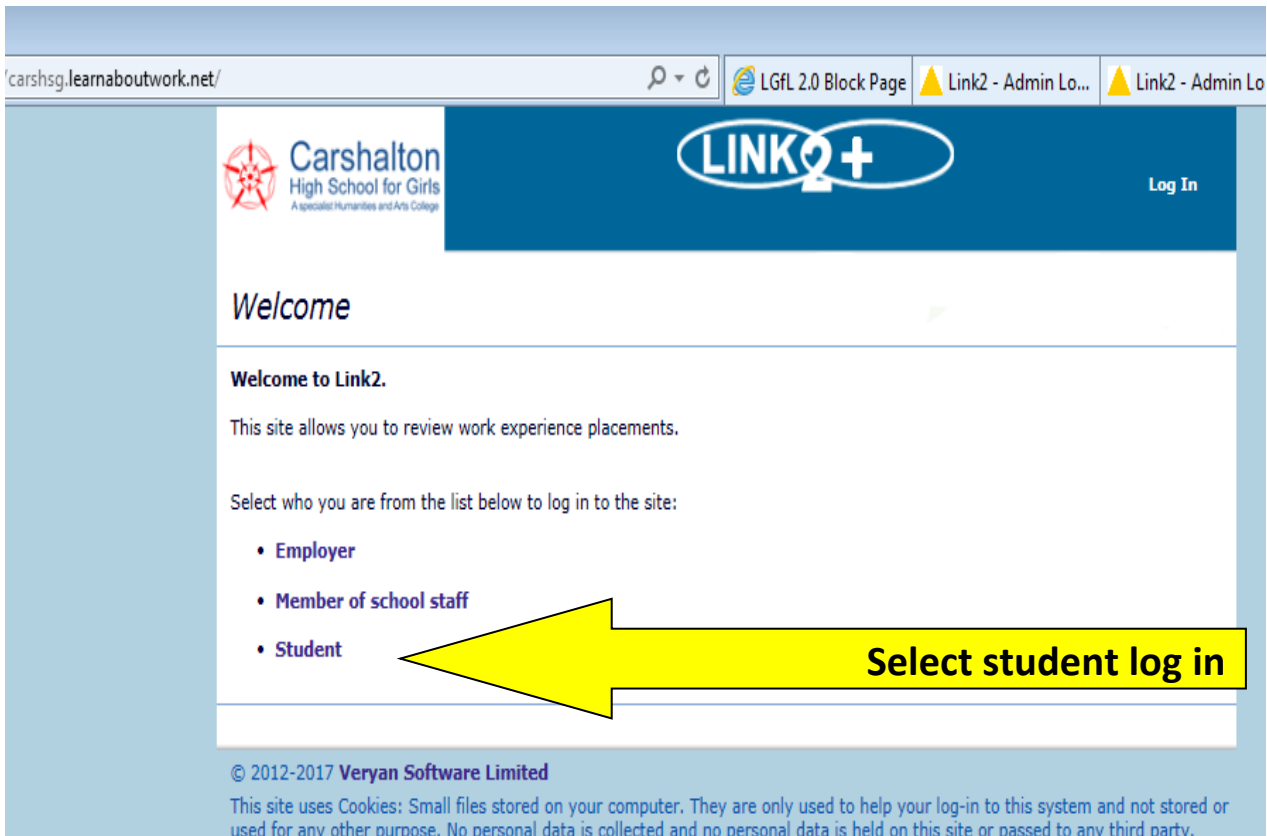


Work Experience login instructions

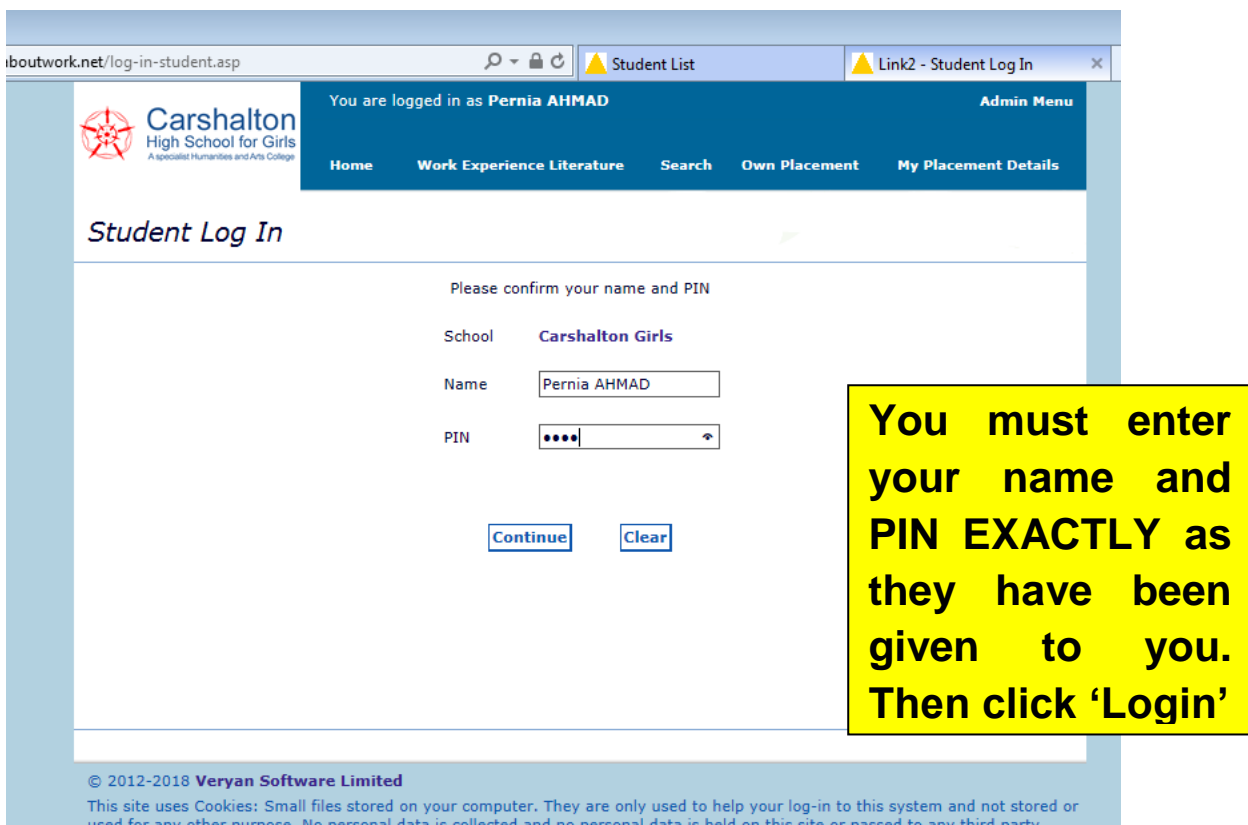
Website: <https://carshsg.learnaboutwork.net>

You will need your PIN number to log into the system



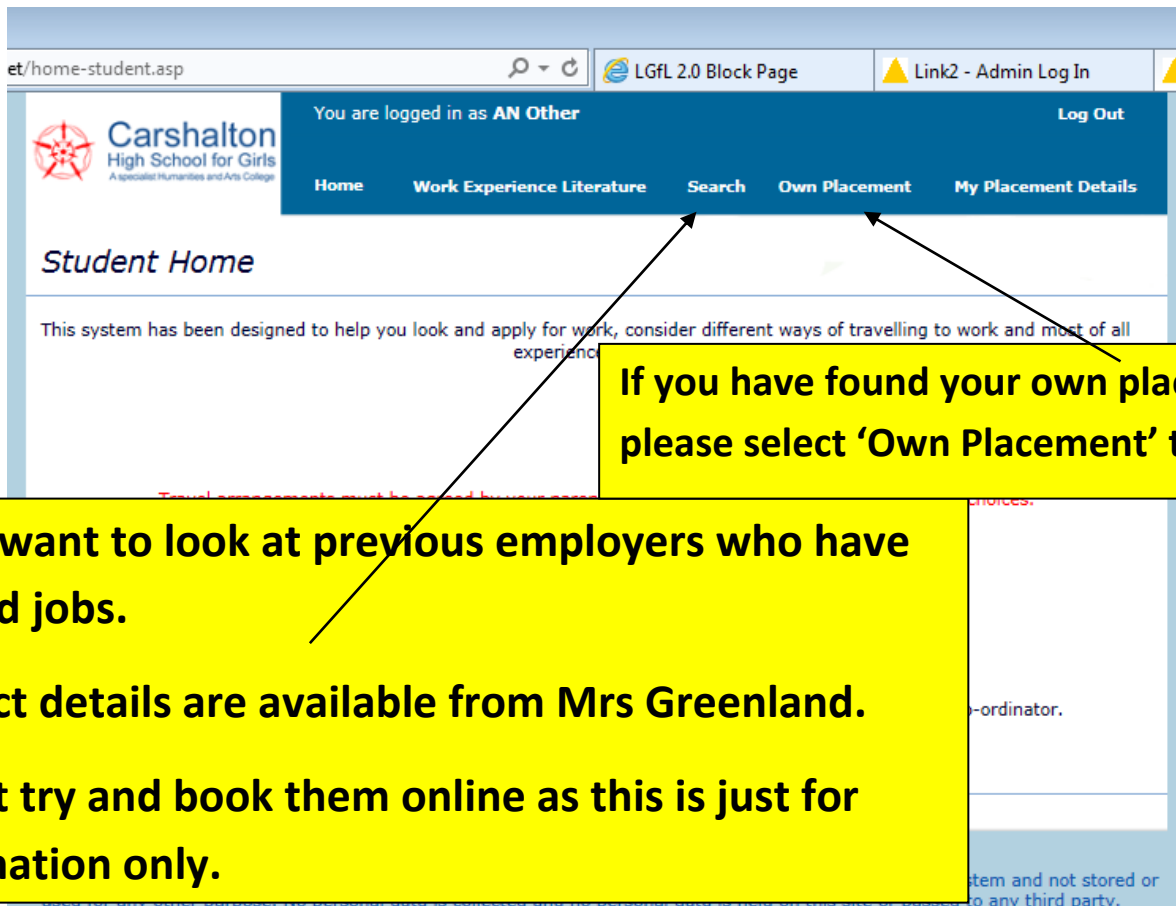
The screenshot shows the Link2 login page. At the top, there is a navigation bar with the Carshalton High School for Girls logo on the left and the Link2+ logo on the right. Below the navigation bar, the page says "Welcome" and "Welcome to Link2." It then provides instructions: "This site allows you to review work experience placements." and "Select who you are from the list below to log in to the site:". The list includes three options: "Employer", "Member of school staff", and "Student". A large yellow arrow points from a yellow box containing the text "Select student log in" to the "Student" option in the list.

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The screenshot shows the Link2 student login page. At the top, there is a navigation bar with the Carshalton High School for Girls logo on the left and the Link2+ logo on the right. Below the navigation bar, the page says "Student Log In". It then provides instructions: "Please confirm your name and PIN". The form includes fields for "School" (Carshalton Girls), "Name" (Pernia AHMAD), and "PIN" (masked with dots). There are "Continue" and "Clear" buttons below the form. A yellow box with black text is overlaid on the right side of the page, containing the text: "You must enter your name and PIN EXACTLY as they have been given to you. Then click 'Login'".

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If you want to look at previous employers who have offered jobs.

Contact details are available from Mrs Greenland.

Do not try and book them online as this is just for information only.

If you have found your own placement please select 'Own Placement' tab

OWN PLACEMENT

Enter all the details of your own find placement. All fields are required.

Mrs Greenland will contact the employer to confirm your placement once you have provided a copy of the employers' liability insurance certificate.

STUDENT NAME _____ **Company and Job Information including risk assessment**

| INFORMATION ABOUT THE EMPLOYER OFFERING THE PLACEMENT | | | | | | | |
|--|--|---------------|-----------------|-----|---------------------------|-------------------------------|-----------------|
| Company name | | | | | | | |
| Nature of company | | | | | | | |
| Address | | | | | | | |
| | | | | | | | |
| Town | | | | | | | |
| Postcode | | | | | | | |
| Telephone | | | | | | | |
| Company email | | | | | | | |
| Website | | | | | | | |
| INFORMATION ABOUT THE PERSON AGREEING TO THE PLACEMENT | | | | | | | |
| Title, First name and Last name | | | | | | | |
| Position | | | | | | | |
| Mobile number | | | | | | | |
| Email | | | | | | | |
| MAIN CONTACT (IF DIFFERENT) | | | | | | | |
| Position | | | | | | | |
| Mobile number | | | | | | | |
| Email | | | | | | | |
| INFORMATION ABOUT THE WORK EXPERIENCE ROLE | | | | | | | |
| The dates of placement | | | | | | | |
| Job title | | | | | | | |
| Job Classification e.g Administration, Business and Office work, Media | | | | | | | |
| Brief job details Aims Activities involved | | | | | | | |
| Other Information | | | | | | | |
| Health and Safety e.g. Student must use personal protective clothing such as gloves when supplied. Student must not use bleach or strong chemicals, Student should observe all hygiene procedures and should be supervised. | Induction on 1st day to include Health & Safety and Emergency Procedures. Student will be fully supervised at all times | | | | | | |
| Which Employability Skills will the student experience | Communication & literacy | Using numbers | Problem Solving | ICT | Team Working | Business & Customer Awareness | Self Management |
| Hours of Work | Days e.g. Monday to Friday | | | | Hours e.g. 8:30am- 4:30pm | | |
| Clothing arrangements | | | | | | | |
| Lunch arrangements | e.g. ½ hour at 1 to 1:30 | | | | | | |
| Travel (best routes if known) | e.g. 151, closest tube | | | | | | |
| Pre-placement Interview required? | Yes /No | | | | | | |
| Interview notes (e.g. what to take etc) | | | | | | | |

RISK ASSESSMENT

| INSURANCE DETAILS | | | |
|---|--------------------------------|----------------|-----------------------------------|
| I have Employers Liability Insurance with a provider who is a member of the Association of British Insurers which will be in place at the time of the placement and I have notified them of my intentions to accept work experience students on my premises | | | Yes /No |
| Employer's Liability Yes /No | Provider Name Policy Number | Expiry Date | Annual Renewal? Yes /No |
| Public Liability Yes /No | Provider Name Policy Number | Expiry Date | Annual Renewal? Yes /No |
| Have you employed work experience students in the last three years? | | | Yes /No |
| Thinking about the placement and potential student(s), do your current risk assessments address the significant hazards for staff that are broadly similar in maturity and understanding, to that of the work experience student(s)? | | | Yes /No |
| Work experience students are less likely to be aware of the potential risks due to them being unfamiliar with the work surroundings and equipment. With this in mind have you reviewed your risk assessments and relevant policies to ensure the WEX student will understand and follow them? | | | Yes /No |
| Are you satisfied you will provide adequate induction, instruction, training, personal protective equipment and supervision to support the work experience student(s) effectively and confirm students will not be able to access equipment they are legally too young to use? | | | Yes /No |
| I understand that under health and safety law, work experience students are classed as my employees and as such I have primary responsibility for their health and safety and that the placement does not contravene the 1974 Health & Safety at Work Act | | | Yes /No |
| Will the induction cover the basic health and safety, e.g. risk assessments, fire, first aid & accident reporting as well as the less familiar risks work experience students will encounter? | | | Yes /No |
| Signed: | | | Dated: |
| Name (please print): | | | Position: |

Please return this form to Mrs Jenny Greenland, Careers & WRL Manager, email jgreenland@suttonmail.org or Carshalton High School for Girls, West Street, Carshalton, Surrey SM5 2QX **with a copy of your Employers Liability Insurance and Public Liability Insurance.**

This information will just be held by the school for work experience and Careers and will not be passed to any other parties.