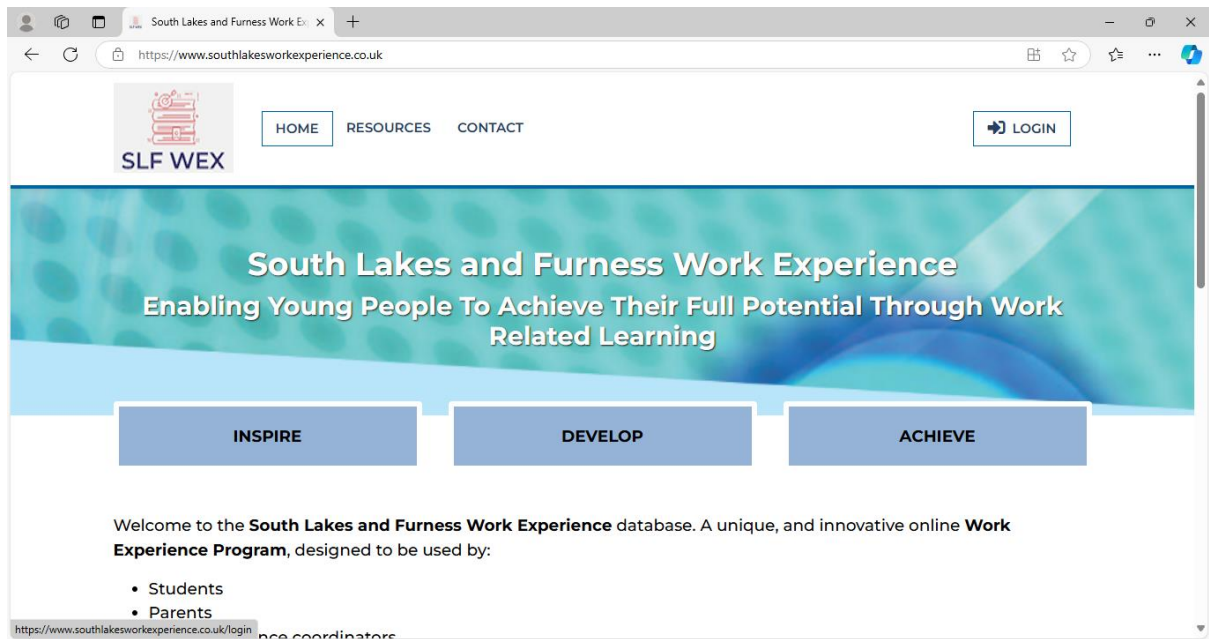


SOUTH LAKES AND FURNESS WORK EXPERIENCE SYSTEM GUIDE

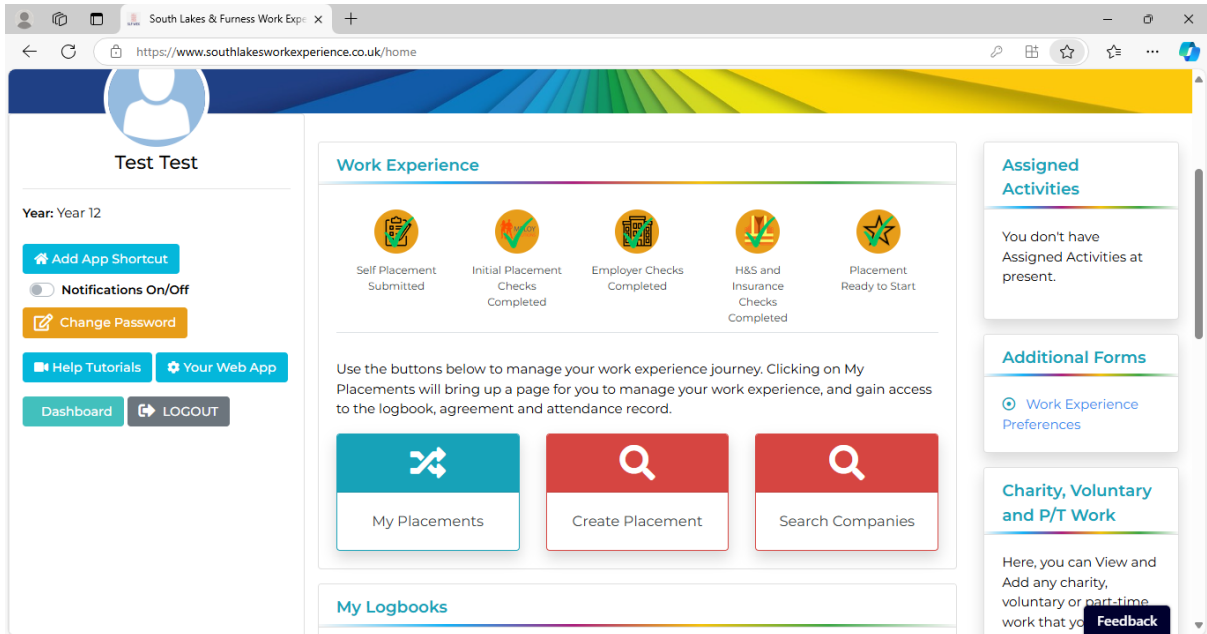
Your username will be your school email address

Temporary Password will be:

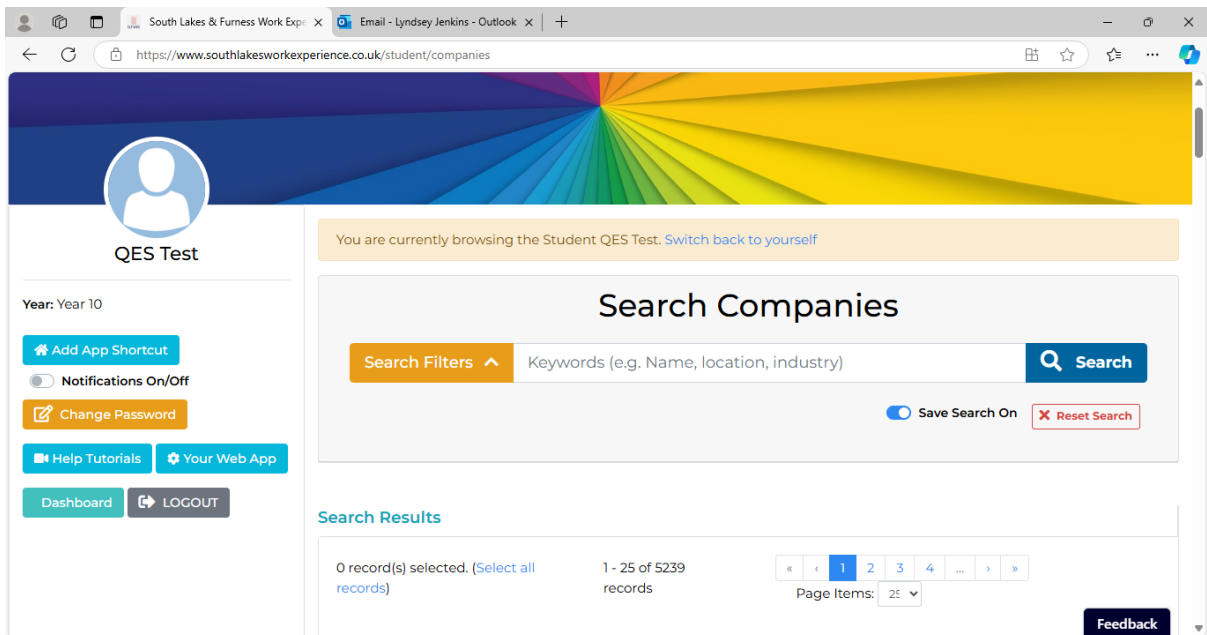
The link is here: [South Lakes and Furness Work Experience \(southlakesworkexperience.co.uk\)](https://www.southlakesworkexperience.co.uk)



Click on login and enter your username and password.



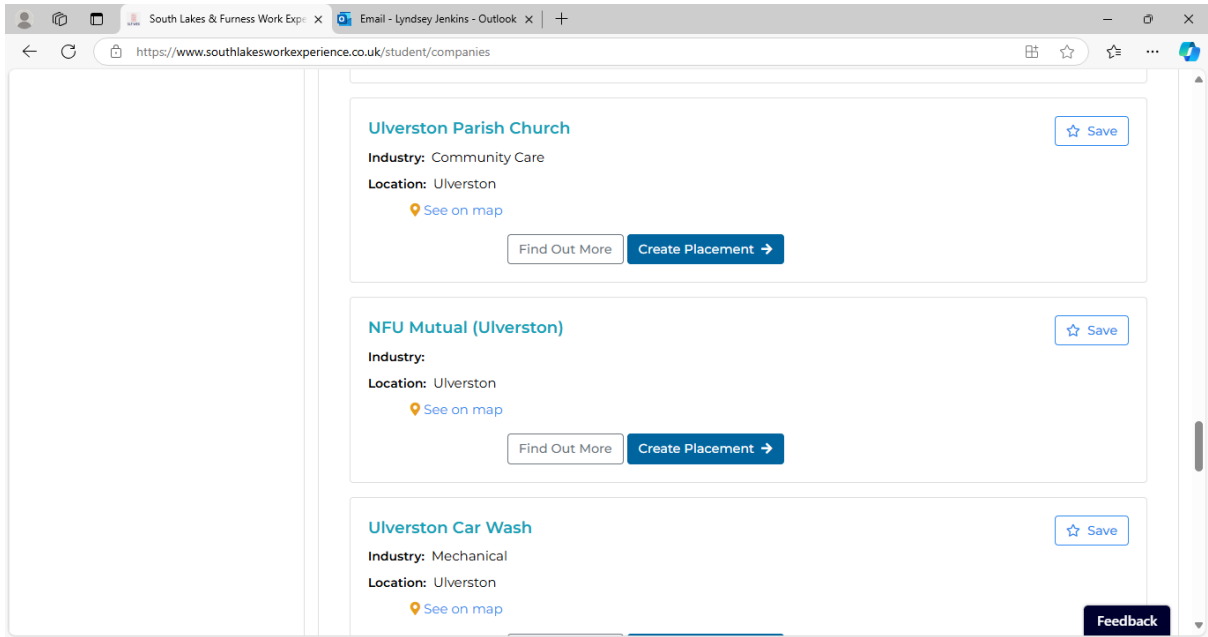
Click on search companies. If you already have a placement confirmed from a company, you can go straight to “create placement” but please ensure the company has Employers Liability Insurance in place for the placement to go ahead.



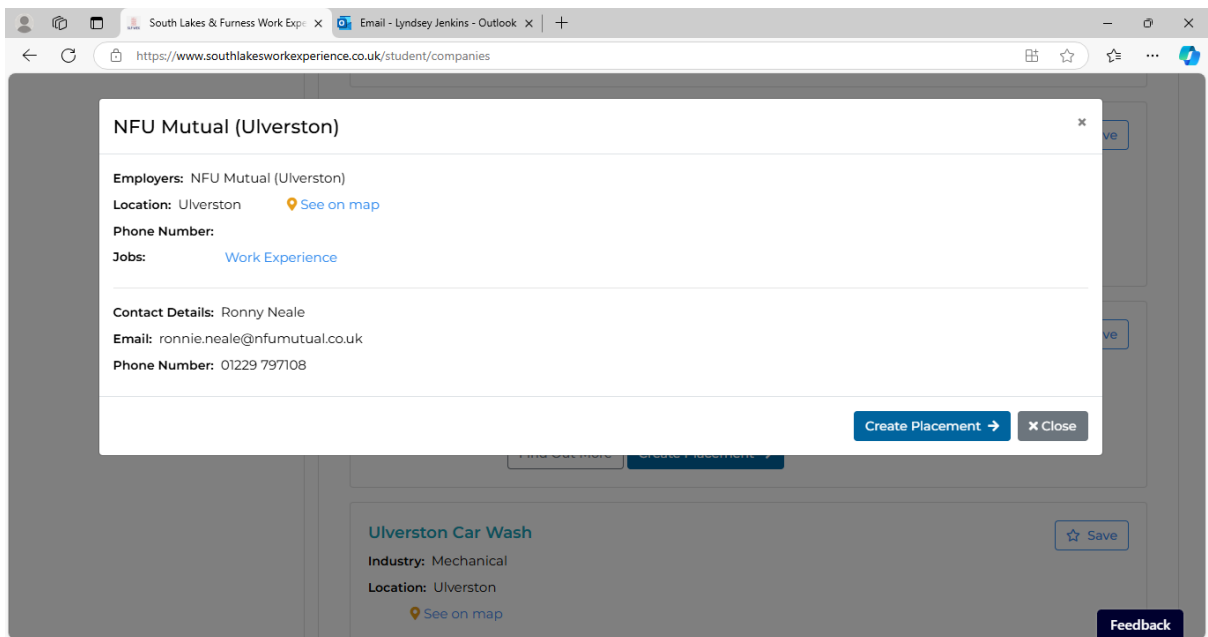
In the search box, you can search by location, industry or company name.

I advise searching by location in the first instance and reading through the companies in the area you wish to travel to.

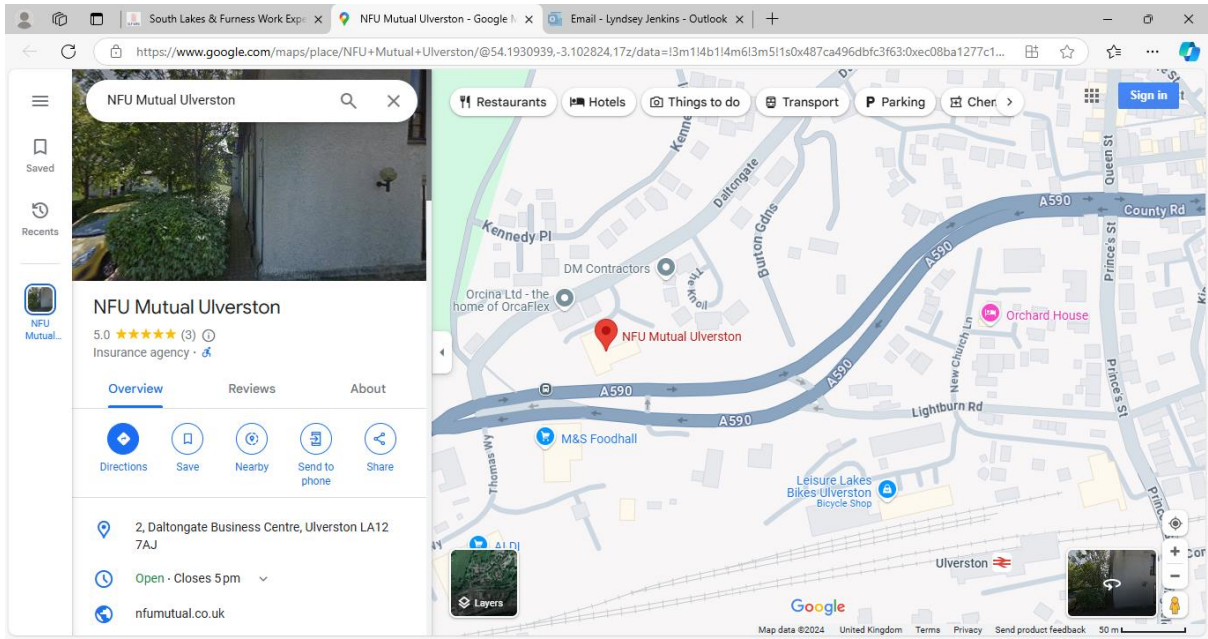
For the search below I have searched “Ulverston”, which has given me 234 options.



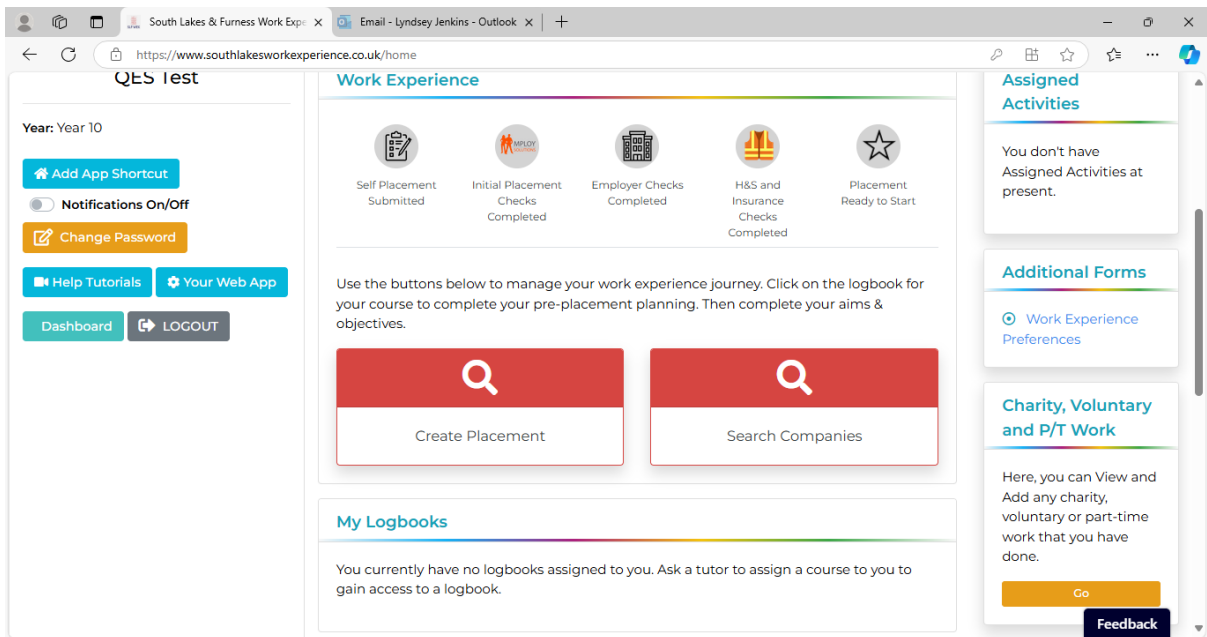
So, if I have decided to contact NFU Mutual, clicking on the find out more button, will give me an overview of the placement and contact details.



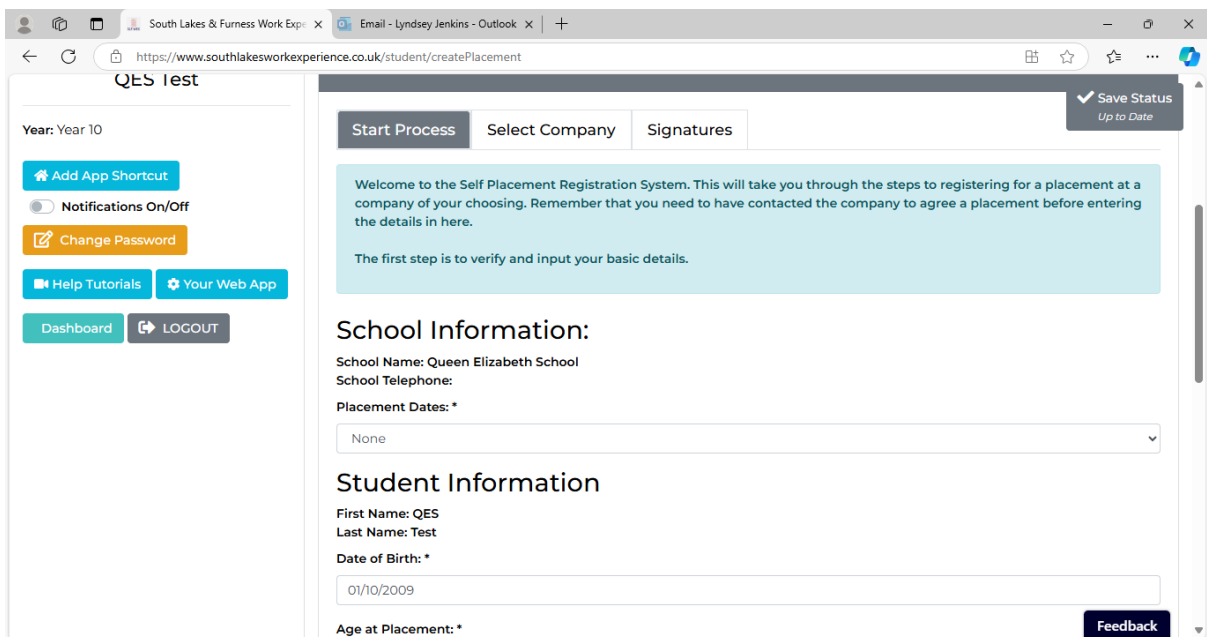
Also, when clicking on "see on map" the following will be brought up



Once the employer has been contacted and a placement has been agreed, the following steps will need to be followed:



You will need to click on create placement once you have found a placement and it has been agreed. PLEASE DO NOT ENTER A PLACEMENT BEFORE HAVING CONFIRMATION FROM THE EMPLOYER.



Please fill in as much information as you can. If your work experience dates are not in the drop-down box, then please leave as other.

The parent/carer details must be filled in, for an email to be sent once health and safety checks on the company are completed and placement has been cleared.

Once all completed, please click next

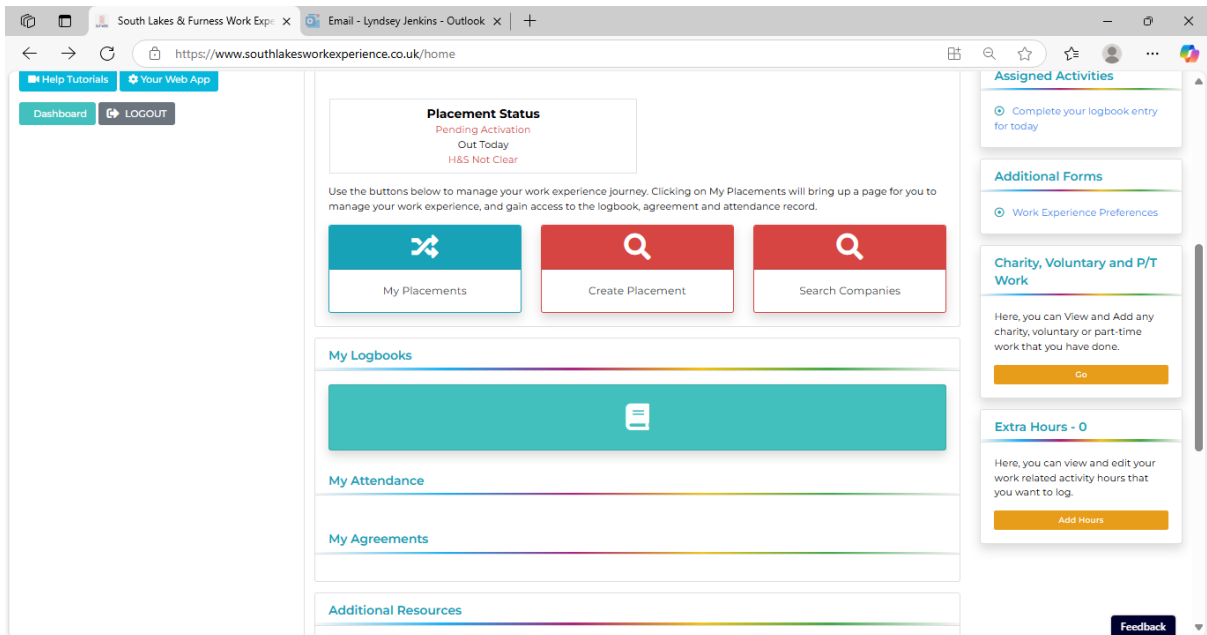
The screenshot shows a web browser window with the URL <https://www.southlakesworkexperience.co.uk/student/createPlacement>. The page title is "Create Placement" and it has a "Save Status" button in the top right corner. The left sidebar contains a "QES Test" header and a "Year: Year 10" label. Below this are several buttons: "Add App Shortcut", "Notifications On/Off", "Change Password", "Help Tutorials", "Your Web App", "Dashboard", and "LOGOUT". The main content area has three tabs: "Start Process", "Select Company" (which is active), and "Signatures". A light blue instruction box states: "The second step is to let us know where you are going. When you type into the Company Organisation Name Field, you can select details from our existing records to help prefill some of the form. If the company does not come up, you will need to fill in all of the details yourself." Below this are several form fields: "Company Organisation Name: *" (text input), "Business Type (Construction / Sport / Retail / Animal Care etc): *" (dropdown menu with "Please Select" selected), "Address 1: *" (text input), "Address 2:" (text input), and "Town:" (text input). A "Feedback" button is located at the bottom right of the form area.

Please fill in all the information about your placement. If we already have the company on our system, once you type in Company name a lot of fields will be populated. Please ensure the contact's name and details are correct.

The screenshot shows the same web browser window, but now the "Signatures" tab is active. A light blue instruction box states: "The Final step is to sign it and get your parents permission." Below this is the "Student Declaration" section, which includes the text: "I have secured my own placement and they have confirmed to support this placement + the ordinary info supplied on placement sheet: *". There is a large empty rectangular box for the student's signature. Below this box are three buttons: "Use Signature", "Clear", and "Undo". The "Parent Signature" section follows, with the text: "I agree that all of this information is accurate and I allow them to go on placement: *". Below this text is the text "No Signature Provided" and a "Microsoft Store" button. A "Feedback" button is located at the bottom right of the form area.

The final page is to sign the student declaration, then submit. If you must come out of the page before you have completed, you will be able to continue entering when you log back in.

Once the risk assessment has been completed, an email will be sent to yourself and your parent/carer with a copy of the placement vetting form.



When you are out on placement, you will need to fill in the logbook each day, which is accessible from the home page.

There is a section for the employer to fill in at the end of the week. Which is digitally sent to them when you click on the button.

If you have any questions or problems, please do not hesitate to contact me at ljenkins76@outlook.com.

Please have a look round the system, there is a CV builder for your use and skills tests etc.