



Parent/Carer

Introduction to Work Experience & Link2+ Online Booking System

Updated April 2017

Who are YC Hertfordshire?



YC Hertfordshire is part of Hertfordshire County Council. It works with the majority of secondary learning providers in Hertfordshire delivering work related activities including work experience, setting young people on the road to discovering the 'World of Work'.

Work experience is a very valuable part of that journey.

Benefits of Work Experience



- Provides students with an insight into different sectors and careers available
- Gives them the opportunity to use and apply their skills and knowledge in a working environment
- Aids development of 'employability skills' sometimes called 'soft skills' required, not only in the workplace but in life. These include communication, working with others & problem solving

Benefits of Work Experience (cont'd.)



- Great boost to their confidence
- Provides knowledge of the local job market and starts them on the road to building a network of business contacts
- An opportunity to impress local business people – in a few years time there may be the opportunity to go back to the same manager seeking employment!
- Valuable experience to add to student's CV and Personal Statement

What does an Employer expect from a Student?



- Be ready to work/and work safely
- Good time keeping – be punctual
- Follow instructions and ask if you are unsure
- Ask questions, it shows they are interested
- Discuss any concerns as they arise with their supervisor

Student Medical Information and WEX Consent



- As part of the process for work experience the learning provider will need to gain medical information and consent for each student undertaking work experience.
- It is important to pass on any relevant information that might affect the young person successfully completing their work placement. YC Hertfordshire will then work with employers to put in place any 'reasonable adjustment' required to make the placement a success

YC Hertfordshire Responsibilities



- Contact local employers to secure suitable placements
- Ensure all employer premises are safe for a young person to work in
- Agree working hours, dress code, lunch arrangements & health and safety requirements etc., with the employer
- Work with the employer to produce a job description which includes health and safety information

What is Link2+ ?



- An online booking system of employers willing to offer work experience
- Around 20 weeks before their work experience date students will have access to Link2+. They will see job descriptions of companies offering a placement to their learning provider
- Students will have the opportunity to choose a set number of employers (the learning provider will inform them of how many) that they would like to work with
- Each job description contains a link to 'Traveline' enabling checking that a journey to a specific employer is possible

Supporting document found on Link2+ Work Experience Literature:
Student Quick Guide

Link2+ Gives



- Students a real online job application experience – a common recruiting tool for many companies
- Using the student's unique Pin Number Link2+ can be viewed from any internet connection so parents/carers can view job descriptions and discuss options before the student makes their final employer choices

Link2+ Benefits for Students



- Students have access to a wide choice of sectors, broadening their knowledge of jobs and careers
- The process aids development of key employability skills through:
 - Decision making (what kind of organisation to work in)
 - Logistics (planning their journey to work)
 - Evaluation (benefits versus risk when making choices)

Link2+ Benefits for Employers



- Employers can use Link2+ to view their job description details online and request any adjustments direct to YC Hertfordshire
- Employers can only see the names of which learning providers they have offered a placement to and how many students are coming to them on specific dates.
- Employers have no access to any student information.
- Employers can view learning provider contact details and emergency numbers (essential in event of incident or emergency)

Data Protection and Security



- Link2+ is not an open website. All user access is controlled by individual user name and PIN number
- Only learning provider staff and YC Hertfordshire can see student details, which is their name and tutor group
- Employers are not able to view any student details – no names, only an indication of number of student attending
- The learning provider contacts the employer around 4 weeks before the work experience date to inform them of the student's name which triggers the interview process.
- Contacting the employer and booking their interview appointment is the student's responsibility. Please note that if an employer has not met with the student they have the right too not honour the placement

Student Login Page



- <http://hcc.learnaboutwork.net>
- Students will be given a Pin number giving them access to Link2+ once the system has gone 'live' for their learning provider.



Welcome

Welcome to Link2.

This site allows you to review work experience placements.

Select who you are from the list below to log in to the site:

- **Employer**
- **Member of school staff**
- **Student**

A screenshot of the 'Student Log In' page. It features a blue header with the 'youth connexions' logo on the left, the 'LINK2+' logo in the center, and a 'Log In' button on the right. Below the header, the page title is 'Student Log In'. The main content area contains instructions: 'Enter your name and PIN, then click 'Login''. Below this is a note: 'N.B. You must enter your name and PIN EXACTLY as they have been given to you by your teacher. If the school name is incorrect, click on it to change it.' There are three input fields: 'School' with the value 'DUMMY SCHOOL - no student attending', 'Name', and 'PIN'. At the bottom are 'Login' and 'Clear' buttons.

Enter your name and PIN, then click 'Login'.

N.B. You must enter your name and PIN *EXACTLY* as they have been given to you by your teacher.
If the school name is incorrect, click on it to change it.

School **DUMMY SCHOOL - no student attending**

Name

PIN

Employer Search



Please select one of the options below, or enter the job number

Job number

OR search for all or part of an employer's name here: Employer

OR search on employer's postcode here: Postcode

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

To restrict your search to a specific post code area, town or telephone code area, enter the details here and press submit before making your classification selection.

Postcode: Town: Telephone area code: Flag: Approved only

You may further restrict your search to those flagged with a particular code (or enter * for any flag) and limit it to show only H&S Approved jobs by ticking the box at the end.

Employers are searchable under 23 different sectors by:

- job role, using the icons
- employer sector using dropdown list just above
- geographically

Under each search you will see a list of employers offering WEX placements

You will be informed of how many employers you need to choose by your learning provider.

Work Experience Literature



Work Experience Literature

The documents below may be viewed online/downloaded and/or printed out:

- [Link2+ User Guide](#)
- [Link2+ Student Quick Guide](#)
- [Own Placement Form](#)
- [Own Placement - Choosing an Employer](#)
- [Student WEX Planning Checklist](#)
- [Student Feedback Form](#)

This section has a number of documents relevant to work experience including the Own Placement form and the 'Student WEX Planning Checklist' which allows them to take responsibility for their work experience placement

View Opportunity



Job Description

[Return to job list](#) | [New search](#) | [Add to selections](#)

Employer	The Coffee Lounge EN6 5BB
Job Title	Catering Assistant
Job Number	28398
Classification	Catering and Hospitality
Company Description	This is a small but very busy coffee shop and restaurant at the top of the shopping centre
Activities Involved	<p>Under supervision by a qualified/experienced member of staff and following assessment and training activities may include:</p> <ul style="list-style-type: none">- Assisting with the seeing in and putting away of deliveries- Assisting with the inputting of stock take onto computerised system- Assisting with keeping work areas clean, tidy, safe and hygienic- Assisting with wrapping and dating of prepared foods- Assisting with basic food presentation and preparation- Clearing and setting tables- Pot Washing <p>OBSERVATIONS AND LEARNING OPPORTUNITIES</p> <ul style="list-style-type: none">- Observing the cooking and preparation and presentation of hot food- Observing the use of kitchen machinery, equipment and utensils - meat slicer, mincer, food processor, ovens, ranges and hobs, steamer, combi oven, fryer, grill, potato rumbler, robos, mixer, blender, vegetable preparation machine, waste disposal unit, compactor, chefs knives, flambé lamp and blow torch- Observing the cleaning and maintenance of machinery and equipment- Learning about kitchen set up, area allocations and design- Learning about stock control, rotation and storage- Learning about menu planning- Learning how to order stock, quantity planning- Learning about food hygiene and appropriate legislation- Learning about different foods, types, uses and preparation- Learning about health and safety in kitchens- Learning about equipment and utensils used <p>EMPLOYABILITY SKILLS:- Communication, Application of Number, Information Technology, Working with Others, Problem Solving, Improving Own Learning and Performance.</p>

Full details of each employer, the activities to be undertaken whilst on the placement and their Health & Safety statement are included here.

Chosen employers can be added to the 'My Placement Details' section from this page

My Placement Details



You are logged in as **George Davies**

[Help](#) [Admin Menu](#)

[Home](#)

[Work Experience Literature](#)

[Search](#)

[Own Placement](#)

[My Placement Details](#)

My Placement Details



[New search](#)

Job	Employer	Job Title	Town	Postcode	Status	Choice	#	Int	
115037	10-100 Partnership Ltd	IT Assistant	Milton Keynes	MK9 1LH	Own Placement	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>

- Stores the employers chosen by the student. This page can be returned to many times, enabling adjustments, additions or deletions, as long as the student does not 'Submit Choices' until they are sure of their final choices.

My Placement Details (cont'd.)



- The ‘#’ column displays the total number of students within the learning provider that have chosen a particular employer.
- Lastly, students need to record their order of preference against employers by clicking in the ‘Choice’ column. Students should be prepared to go to any of the placements they have chosen.
- Once submitted choices are not able to be changed.

Traveline

YC

HERTFORDSHIRE



for public transport journey planning within Great Britain

from traveline south east and anglia

in association with TfL and traveline south west, east midlands & west midlands, and with data from all other tra

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Journey Details

You can plan journeys from and to a postcode, postal address, town or village, named station or stop, or point of interest, but do NOT include the name of the County.

From [Map](#)

To [Map](#)

Travel Time

I want to on at

Journeys planned more than 14 days in advance should be re-planned less than 14 days before the date of travel in case services or times have changed in the meantime.

[Options](#) [Clear All](#) [Submit](#)

Journey planner is active at the bottom of each job description and from the 'My Placement Details' page to route to the 'Traveline' website.

Submit Choices



Once employer choices have been submitted there will be a wait while the placements are allocated and finalised.

Your learning provider will inform the students when they can view their allocated placement on Link 2+.

Most employers will expect the student to contact them for a meeting/interview prior to them starting their work experience placement. Employers may withdraw their offer of a placement if they have not had contact with the student prior to the start date.

On the rare occasion placements do 'fall through' and an employer is unable to take a student. If this happens the student should take this back to learning provider and speak to the work experience co-ordinator.

Finding an Own Placement



Students may want to approach an employer themselves. If you have contacts within family or friends who feel that they could offer a work experience placement they will need to complete an 'Own Placement' form which needs to be returned to the learning provider for processing

Supporting documents found on Link2+ Work Experience Literature :

Own Placement Form

Own Placement Form Choosing an Employer'

Own Placement Form



Completed forms need to be with the learning provider around 14/15 weeks prior to the work experience start date.

A screenshot of a web browser displaying a form titled 'Work Experience Private/Own Placement Request'. The form is from 'youth connexions' and includes fields for student and employer information. The browser's address bar shows '(U.K.)'.

youth connexions **Work Experience Private/Own Placement Request**

PLEASE COMPLETE IN BLOCK CAPITALS AND PLEASE RETURN TO THE STUDENT/SCHOOL

STUDENT INFORMATION	
STUDENT NAME:	TUTOR GROUP: YEAR GROUP: AGE:
SCHOOL:	WORK EXPERIENCE DATES:

EMPLOYER INFORMATION	
COMPANY NAME:
TYPE OF BUSINESS:
MAIN CONTACT NAME FOR WORK EXPERIENCE:
POSITION IN COMPANY:
TELEPHONE: MOBILE: WEBSITE:
SUPERVISOR OF STUDENT:
POSITION IN COMPANY:
CONTACT NUMBER:
EMAIL ADDRESS:
PLACEMENT ADDRESS:
TOWN:
POSTCODE:

This form is available from learning provider and can also be printed from Link2+.

What makes a good Own Placement



Researching employers and sectors of interest and approaching businesses for an 'Own Placement' is a great way of securing a work experience opportunity that's exactly what a student wants

Employers need to comply with certain criteria in order to be 'passed' as suitable for work experience but most have all the necessary Health & Safety measures in place, YC Hertfordshire checks employers.

Make sure you check the student can travel to the employer.

Employer Insurance



- **INSURANCE** – Employers offering work experience must have Insurance – both Employers Liability Insurance (ELI) & Public Liability Insurance (PLI). Without insurance they will not be considered suitable for a work experience placement.
- **HEALTH & SAFETY CHECK** – YC Hertfordshire will contact the employer to arrange an appointment to carry out a Health & Safety check prior to the work experience start date.

During the Work Experience Week



- Make sure the student knows where they are going, maybe do a 'dummy run' before their start date
- Encourage them to plan well and arrive on time
- The employer should conduct an 'induction' to both the business and premises
- It is a good idea to make sure they have a copy of their job description with them as it gives the employers company name, supervisor's name and telephone number in case it is needed if they are delayed or unable to attend their placement at any time during the week.
- If you (as parent/carer) have a query regarding an employer please direct this back to the learning provider. Do not contact the employer direct.



Every young person should be encouraged to:

make the very best of this
opportunity,
work hard &
be proud.