



Student 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 learning 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 you with an insight into different sectors and careers
- Gives you the opportunity to use and apply your 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 your confidence
- Provides knowledge of the local job market and starts you on the road to building a network of business contacts
- An opportunity to impress local business people – in a few years time you may be going back to the same manager seeking employment!
- Valuable to add to your CV and Personal Statement

Link2+ Benefits for Employers



- Link2+ allows employers to view their job description details online and make any adjustments direct to YC Hertfordshire.
- Employers can 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)

What does an Employer expect of you?



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

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 employers
- Work with the employer to produce a job description which includes health and safety information

What is Link2+ ?



- Link2+ is an online booking system that allows you to see job descriptions of companies offering a work experience placement
- Allows you to experience a real online job application process – a common recruiting tool with many companies
- There is a link to 'Traveline' on every job description allowing you to check your journey to a specific employer

Welcome to Link2+



<http://hcc.learnaboutwork.net>

A screenshot of the Link2+ website homepage. The header features 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 says 'Welcome' and 'Welcome to Link2.' followed by the text 'This site allows you to review work experience placements.' and 'Select who you are from the list below to log in to the site:'. A bulleted list follows with the options: 'Employer', 'Member of school staff', and 'Student'.

youth connexions

LINK2+

Log In

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**

To access Link2+ you will need a PIN number. This will be given to you by your learning provider around 20 weeks prior to your work experience week.

Student Login Page



The screenshot shows the 'Student Log In' page. At the top left is the 'youth connexions' logo. In the center is the 'LINK2+' logo. At the top right is a 'Log In' link. Below the header, the page title is 'Student Log In'. The main content area contains the following text: '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' with an empty text box, and 'PIN' with an empty text box. At the bottom are two buttons: 'Login' and 'Clear'.

Select your learning provider name and enter your name and PIN number exactly as given to you by your tutor.

Home Page



You are logged in as **Penny Salmon**

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[Search](#)

[Own Placement](#)

[My Placement Details](#)

Student Home

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

Travel arrangements must be agreed by your parent / carer before submitting your placement choices.

If an employer requests an interview, you must attend.

If you have any questions about work experience, please talk to your teacher / work-experience co-ordinator.

Work Experience Literature



[Home](#)

[Work Experience Literature](#)

[Search](#)

[Own Placement](#)

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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 your work experience.

Student WEX Planning Checklist



youth
connexions

Work Experience Student Checklist

Work experience can seem like a long way long way off but it takes a lot of planning and preparation from both school staff and yourself. Doing 'your part' of the process is important and will give you the best experience of the 'World of Work'. Using this 'Student Checklist' will help you to keep track of where you are in the process and your responsibilities.

PROGRAMME DETAILS <small>(School to complete)</small>	YEAR GROUP	WORK EXPERIENCE DATES	
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SCHOOL DETAILS	SCHOOL NAME		
CONTACT NAME			CONTACT POSITION
CONTACT NUMBER			EMAIL ADDRESS

STUDENT DETAILS <small>(Student to complete)</small>	NAME	Male	Female
I have received my Link2+ Pin No.		YES	

PLACEMENT PLANNING	Decide how you are going to find an employer either:	Own Placement	YES	Link2+ database -	YES
IF SOURCING YOUR OWN PLACEMENT - you will need to ask the employer to complete and sign the own placement form which is available from school or from Link2+					
Deadline for handing in Own Placement form to school				DATE -	
Own placement form completed and signed by employer				DATE -	
Own placement form handed to school				DATE -	
IF USING LINK2+ DATABASE - find out the following details:					
How many employers can I choose				DETAILS -	
Deadline date for submitting choices				DATE -	
Choices made				YES	
Placed employers in your order of preference				YES	
Employer Choices submitted on Link2+				DATE -	

EMPLOYER'S DETAILS	Do you have a copy of the job description of your employer (available from the school or on Link2+)		
COMPANY NAME			
CONTACT/SUPERVISOR NAME			
CONTACT NUMBER			

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The 'Student WEX Planning Checklist' is a document that allows you to identify where you are on your work experience journey and remind you of any elements that you need to take responsibility for:-

- researching the company you are going to work with
- contacting the employer to arrange an interview
- Once you have had your interview, log back on to Link2+ and tick the 'Int' box on your 'My Placement Details' page to indicate this

Supporting Document found on Link2+ Literature & Resources:
Student WEX Planning Checklist

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 a list of employers offering WEX placements

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

Job List



Opportunity List

Records 1 to 14 of 14

Organisation	Job Title	Town	Postcode	Job No.	Details
Bella Italia	Trainee Waiter	Hatfield	AL10 0XY	107957	View
Blazers Restaurant	Catering Assistant	Broxbourne	EN10 6DB	8437	View
Ciao	Waiter/Waitress/Restaurant Work	Letchworth	SG6 3DG	39821	View
Compass Group PLC	Catering Assistant	Stevenage	SG1 2AN	29673	View
Coreys Mill Beefeater	Catering Assistant	Stevenage	SG1 4AA	16065	View
Costa Coffee (Watford High Street)	Barista	Watford	WD17 2EN	114099	View
Down Hall Country House Hotel	Conference & Banqueting Assistant	Bishops Stortford	CM22 7AS	40444	View
Eden Food Service	Catering Assistant	Watford	WD18 6NS	33215	View

List of employers offering work experience in 'Catering and Hospitality'. Click on 'View' to see more details.

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>

You have 3 options from this page:

‘Return to Job List’ - takes you back to the previous page ie., the ‘Catering and Hospitality’ list

‘New Search’ - takes you back to the ‘Search’ page

‘Add to Selections’ - adds the employer to your ‘My Placement Details’.

You will need to confirm your login details to add an employer to your selections.

My Placement Details



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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"/>

[Submit](#)

Don't forget you can check where an employer is and how to get to them using the inbuilt journey planner.

This page allows you to view the employers you have chosen. You can save jobs and return to this page over a period of time to make adjustments, adding and deleting, as long as you don't press 'Submit Choices' until you are happy with your selection.

My Placement Details (cont'd.)



- The '#' column displays the total number of students within your learning provider that have chosen a particular employer.
- When you have made all your choices the last thing you need to do is record your order of preference against employer by clicking in the 'Choice' column. Remembering that you could be allocated any one of your chosen employers.
- Once you have submitted your choices you are not able to make any further changes.

Traveline



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

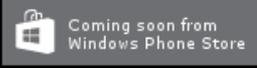
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Journey Details

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 or from your 'My Placement Details' page to take you to the 'Traveline' website. Remember to make a note of the postcode of the employer you want to check.

Submit Choices



Once you have submitted your work experience employer choices you will need to wait while the placements are allocated and finalised.

Your learning provider will tell you when you can view your allocated placement on Link 2+, usually around 4/5 weeks prior to your work experience week.

Employers will expect you to contact them to arrange a meeting/interview prior to your starting with them.

Please Note – employers may withdraw their offer of work experience placement if they have not heard from you or met with you prior to your start date.

On rare occasions placements do ‘fall through’ and an employers is unable to take a student. If this happens speak to your learning provider work experience co-ordinator.

Finding Own Placement



You may want to find your own employer. If so the employer will need to complete an 'Own Placement' form which you can get from learning provider or print directly from Link2+/Work Experience Literature section.

You will also find a guide on how to choose an employer.

Supporting documents found on Link2+ Work Experience Literature :

Own Placement Form

Own Placement Form Choosing an Employer'

Own Placement Form





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:	

[U.K.]   

Your form will need to be back in learning provider around 14/15 weeks prior to your work experience start date.

During your Work Experience Week



- On the first day make sure you know where you are going and arrive on time
- Expect to have an 'induction' to both the business and premises
- Listen to instructions and ask if you are unsure
- Be interested and ask questions
- Make sure you have a copy of your job description with you as it will give you the employers company name, supervisor's name and phone number as you may need to use it if you are delayed or unable to attend your placement at any time during the week



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