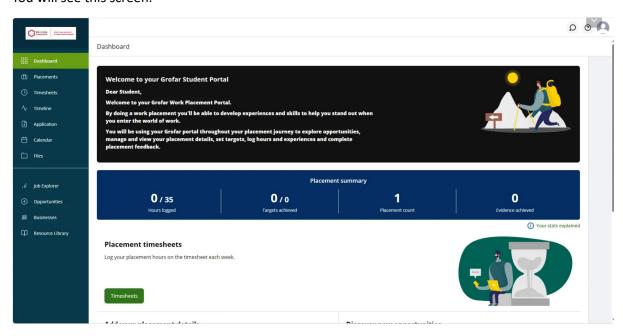
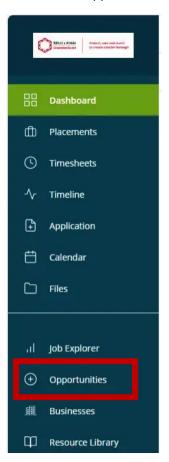
Finding a placement

You will see this screen.

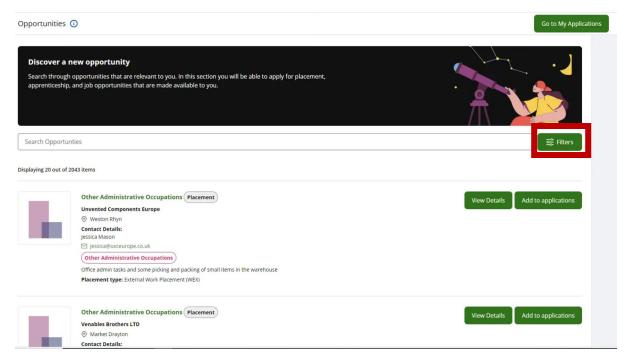


Now click on opportunities

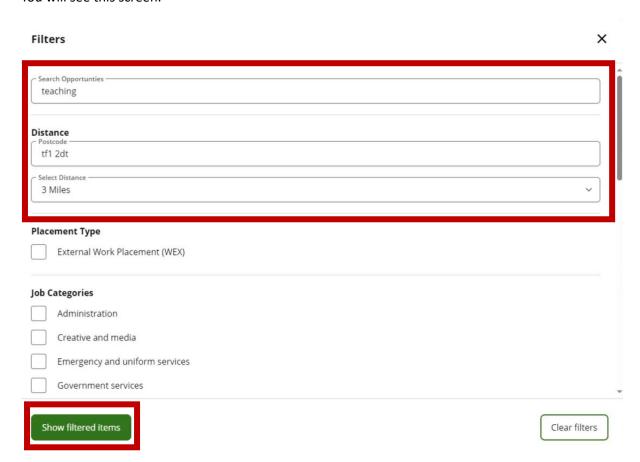


You will now get this screen.

Click on filter.



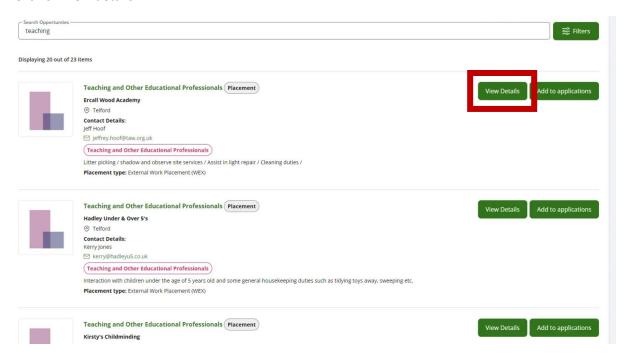
You will see this screen.



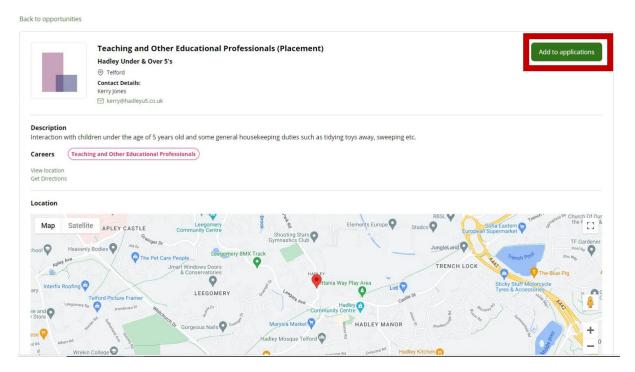
Enter your keyword to search on, your home postcode and how far you will travel and click on show filtered items.

You will now see you list of results.

Click on view details.



You will now see this page



If you like the look of this placement click add to applications

To view more placements click on Back to opportunities you can add as many as you like or click on application of the left hand menu

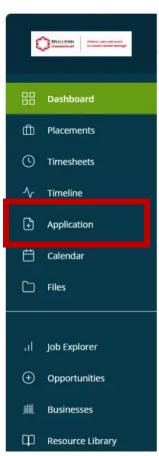




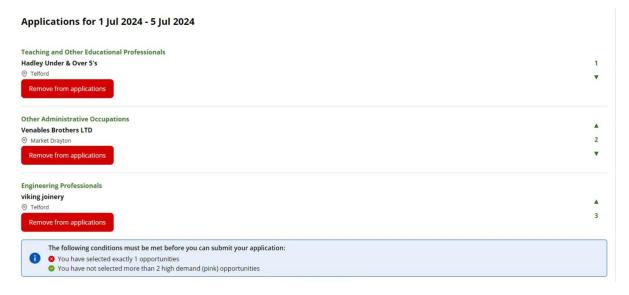
Teaching and Other Educational Professionals (Placement)

Contact Details:

kerry@hadlevu5.co.uk



You will now see you saved opportunities click on the green heading to view placement details.



When you have you list of providers, please e-mail no mor then 2 at one time to get there e-mail address click on the green link

You will then see their e-mail address click on it send them an e-mail with the flowing information.

Here are some top tips below, reminding you of what you need to tell the employer:

- 1. Who you are?
- 2. Your contact details full postal address
- 3. Use your school e-mail account
- 4. What School you are from Ercall Wood Academy
- 5. The dates of your Work Experience program 01/07/2024-05/07/2024
- 6. What kind of role are you looking for?
- 7. Your career goals and why this Placement would help you
- 8. A little bit about yourself your skills, interests, hobbies if you are part of any clubs, teams, or any achievements you have both in and out of School.
- 9. Most importantly why you want this Placement!

Once you have had confirmation back from the employer that they are happy to take you on placement, remove the other opportunities until you are left with just the one you are interested and then select apply. This will then send your request to your tutor and the H&S team for checking.

If the submit Application button is grad out refresh the page

Submit Applications

When you have clicked on submit application.

You will receive an e-mail if the placement is approved by the school and by the H&S team.

Your parent will also be informed along with the placement provider.