

Parent/Carer

Introduction to Work Experience & Link2+ Online Booking System

Who are Youth Connexions?



Youth Connexions is part of Hertfordshire County Council. It works with the majority of secondary schools 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 school 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. Youth Connexions will then work with employers to put in place any 'reasonable adjustment' required to make the placement a success

Youth Connexions 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 school
- Students will have the opportunity to choose a set number of employers (the school 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 Youth Connexions
- Employers can only see the names of which schools 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 school contact details and emergency numbers (essential in event of incident or emergency)

Data Protection and Security

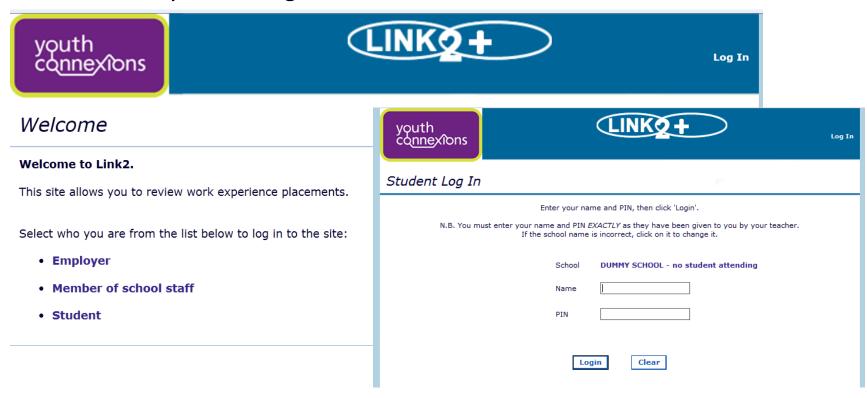


- Link2+ is not an open website. All user access is controlled by individual user name and PIN number
- Only school staff and Youth Connexions can see student details, which is their name and tutor group
- Employers are not able to view any student details no names, only an indication of number of student attending
- The school 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 school.



Employer Sectors

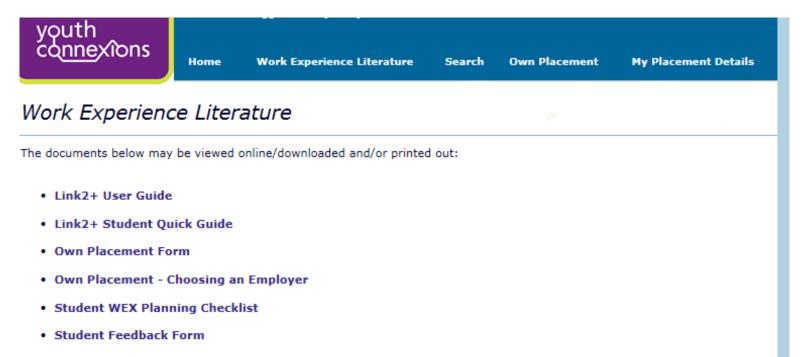


Search		F					
Please select one of the options below, or ente	Job number Go						
OR search for all or part of an employer's name	Employer Go						
OR search on employer's postcode here:	Postcode						
Administration, Business and Office Work	Financial Services	Performing Arts					
Building and Construction	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.							
Submit							

Employers are searchable under 23 different sectors, as well as geographically.

Work Experience Literature





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 Activities Involved	This is a small but very busy coffee shop and restaurant at the top of the shopping centre Under supervision by a qualified/experienced member of staff and following assessment and training activities may include: - 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 OBSERVATIONS AND LEARNING OPPORTUNITIES - 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 about food hygiene and appropriate legislation - 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 EMPLOYABILITY SKILLS:- Communication, Application of Number, Information Technology, Working with Others, Problem Solving, Improving Own Learning and Performance.

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 ca <u>n</u> ı	th nexîons		LINKQ+				Log In		
My Placement Details									
A Journey Return to job list New search									
Job	Employer	Job Title	Town	Postcode	Status	Choice	#		
106242	ABA Research Ltd	General Assistant	St Albans	AL1 1NG		1 🔻	2 🗙		
Reason / Notes:									
Save Notes Submit Choices									

 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 school 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





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 school 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 not be able to honour the placement if they have not had contact with the student.

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

Finding an Own Placement



Students may want to approach an employer themselves. If your 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 school for processing

Supporting documents found on Link2+ Work Experience Literature:

Own Placement Form

Own Placement Form Choosing an Employer'

Own Placement Form



(U.K.)



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

This form is available from school 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, Youth Connexions 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 Youth Connexions 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 school. Do not contact the employer direct.



Every young person should be encouraged to:

make the very best of this opportunity,

work hard & be proud.