

How to search the work experience database

Remember that this is a database of employers who have previously taken a work experience student – they may already be full up, gone out of business, not taking work experience placements or decide that you are not the right person for them to take. It is their decision and you can only make a polite request for a placement.

1. Go to: <http://safetymeasures.work-experience.co.uk>
2. Click on Login
3. User Name: **Hallparkstudent**
4. Password: **Hallpark22#** (Note this MUST be a capital H)
5. Click 'Search for Placements'
6. Enter information into as many fields as required, and click on 'search':
 - a. e.g. Choose 'Retail Business' from the category Drop down box, and enter NG2 in the Postcode. The results will show in a list at the bottom of the page.
7. Click on the Job Title (e.g. Retail Asst)
 - a. This will give you more details of the job including address and contact details.
 - b. On the left hand side you can click to view the location on a 'Google Map'
 - c. Also a link is given to a Travel line Journey Planner to plan the route to get there.
 - d. At the bottom of the page it lets you know if the placement is Approved for Health and Safety and what date it expires.
 - e. There is also an option to print the page from here (prints Black and White).
8. Contact the employer using phone or your school email address. (You must not give personal contact details to adults you do not know and trust.)
9. When you have organised your placement, fill in the green form.

Mr Fenby