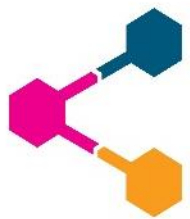




# Work Experience Database A Students Guide



**LIFE READY**  
**WORK READY**



Education  
working hand in hand  
with Business

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# Welcome to the Work Experience Database

Welcome to the Education Business Link's Work Experience Database, where you are able to view Employer Details and begin your work experience journey at the simple click of a button.

We have created this manual to help provide guidance and further information on how to use our database, and help you to:

- [Getting Started](#)
- [Advise - Searching For Your Placement](#)
- [How to Search For Your Placement](#)
- [Viewing My Potential Placements](#)
- [Sending Placements For Approval](#)
- [Adding a new business](#)
- [Your Approved Placements](#)
- [Your Declined Placements](#)



Education  
working hand in hand  
with Business



# Getting Started – Create a My Telford Account

To start using the Work Experience Database you must first create a My Telford Account. You can do this by clicking [here](#).

Further information on My Telford and how to create an account can be found [here](#).



# Getting Started – Create a Student Work Experience Account

Using the My Telford Account, you will need to request access to the Work experience database, to do this please click [here](#)

Simply select your school from the Dropdown menu

Select the Student Option

Check and click to confirm your details are correct

Once sent, your teacher will receive your request and grant you access to the database. You will receive an email to confirm this and will be able to log on.

***Please remember you must not share your Login details with anyone.***



# Getting Started – Your Work Experience Journey

Once you have been granted access to the Database, the following Work Experience Headings will appear on the Database. This is your **Work Experience Homepage**.

In this section you will be able to view Employer details to assist you with your work experience search and see your work experience journey.

## Work Experience

■ ■ ■ Search For Placements

■ ■ ■ My Placements

■ ■ ■ Logout

Click here to help you search for placements and view Employer details

Click here to look at all your work experience activity, and look at your:

- Potential Placements** – these are the placements you have noted as maybe thinking about applying for
- Pending Placements** – these are your work experience placements you have sent to your teacher for approval
- Declined Placements** – These are your placements that have not been approved and the reasons why
- Approved Placements** – These are the placements that have been approved for you to go on work experience



# Advise - Searching For Your Placement

When searching for your placement take into consideration what you enjoy doing. Think about what hobbies you have, or a career you are really interested in, and would really like to get some experience in.

Your placement can help you decide if a career you are interested in is actually for you, or if it is something different than you expected. Getting hands on work experience is a great introduction into the world of work.

Take a psychometric test <https://icould.com/buzz-quiz/>

Research the careers that you may be interested in  
<https://www.ucas.com/ucas/after-gcses/find-career-ideas/explore-jobs>



# How to Search For Your Placement

To begin searching for a placement, click on the **“Search For Placement”** tab on your Homepage, and the following page will appear:

The screenshot shows the Telford & Wrekin Council website. At the top, there is a navigation bar with links for 'A to Z', 'My Telford', 'Contact', and 'Latest news'. A search bar is located on the right side of the navigation bar. Below the navigation bar, the 'my Telford' logo is visible. The main content area is titled 'Harry2 - Aldersley High School' and 'Search for Work Experience'. It provides instructions on how to search for work experience placements, including options to search by Business Name, Address, or Type of Placement. A dropdown menu is shown with the following options: 'Please Select', 'Business Name', 'Address', 'Type of Placement', and 'Type of Placement and Address'. The footer contains social media links for Facebook, Twitter, Flickr, and Youtube, along with links for Accessibility, Cookies, Privacy, Site map, and RSS.



# How to Search For Your Placement – Search Options

You are now able to start your Employer search, and can do this in a number of ways:

- By searching for a **‘Business Name’** – If you know the name of the business, simply select 'Business Name' in the dropdown menu
- By searching for the business **‘Address’** – If you know what area you would like to do your work experience in, you are able to filter your search and bring up employer details by their Town, County or Post Code area
- By searching for a **‘Type of placement’** – If you know what type of work you want to do, you are able to search by category e.g. Admin, Hairdressing, Mechanics.
- By searching for both the **‘Type of Placement and Address’** - if you know exactly what type of work you want to do and what area, you are able to filter both the placement category and address

The screenshot shows the Telford & Wrekin Council website. The header includes navigation links: A to Z, My Telford, Contact, Latest news, and a search bar. The main content area is titled "Harry2 - Aldersley High School" and "Search for Work Experience". It provides instructions on how to search by Business Name, Address, or Type of Placement. A dropdown menu is open, showing options: Please Select, Business Name, Address, Type of Placement, and Type of Placement and Address. The footer contains social media links for Facebook, Twitter, Flickr, and Youtube, along with links for Accessibility, Cookies, Privacy, Site map, and RSS.





# How to Search For Your Placement – Employer Details

When searching for a placement by either the name, address or type of placement, the below page will appear with a list of businesses for you to take a look at:



## Work Experience

Search For Placements

My Placements

Logout

### Student Portal

Harry2 Taylor - Aldersley High School

Your teacher is Mr. Taylor

Here are a selection of placements based upon the information you gave. To add a placement to you potential placement bank please select view.

### Search results for business names like " tesco "

Business	Address	Category	View
Tesco	Park Avenue, Madeley, Telford, Shropshire, TF7 5AB	Retail / Customer Service	<a href="#">View</a>
Tesco Extra	Tesco Stores Ltd Wrekin Retail Park Whitchurch Drive, Wellington, Telford, Shropshire, TF1 2DE	Retail / Customer Service	<a href="#">View</a>
Tesco Stores	Park Avenue, Madeley, Telford, Shropshire, TF7 5AB	Retail / Customer Service	<a href="#">View</a>
Tesco Stores (Shrewsbury)	Old Cattle Market, , Shrewsbury, Shropshire, SY1 4HA	Retail / Customer Service	<a href="#">View</a>

Add new business

Simply click on the **“View”** button to take a look at the contact information for that business.

Don't worry if a company you would like to go on work experience to isn't on our database, you can add it as a new business. Simply click on the **“Add new business”**

*Please remember that new businesses should only be added once the business has confirmed you are able to do your work experience with them*



# How to Search For Your Placement – Saving Potential Placements

## Work Experience

[Search For Placements](#)

[My Placements](#)

[Logout](#)

Be sure to add any relevant notes and to select the type of placement from the drop down box.

### Contact Information

Tesco Extra

Tesco Stores Ltd Wrekin Retail Park Whitchurch Drive, Wellington, Telford, Shropshire, TF1 2DE

Contact Name	Jill Rogers
Telephone Number	01952 426804
Email Address	pamela.buso@uk.tesco.com
Business Category	Retail / Customer Service

### Add to My Potential Placements

Keep a history for yourself, as well as your teacher, in regards to your request for a placement at Tesco Extra.

Have you contacted them? By email or phone?

Placement Category

<Select>

Add to My Potential Placements

If you have found some employers that you are interested in doing your work experience at, you are able to add these into your Potential Placements to review later on.

Select a Placement Category that you would like to be working in, e.g. Business Admin, and add these businesses in your **“Add to my Potential Placements”** section.

You will be able to view these businesses from your **“My Placements”** tab on your Homepage.

*Remember to always add notes of who you have contacted, how you have contacted them and any other information your teacher needs to know. This helps keep track of your contact history with the business as well as allowing your teacher to see your regular updates.*

# Viewing My Potential Placements



[A to Z](#) [My Telford](#) [Contact](#) [Latest news](#)

[Search](#)



## My Placements

### Harry2 Taylor - Aldersley High School

Your teacher is Mr.Taylor

Below you will see a list of all your work experience activity. Please click each tab for further information

### Confirmed Placements

Our handy guide will also give you information on what to do next ([link to student guide on finding your placement](#)). Remember to keep in touch with your employer up until your start date in order to arrange start times, interview date and any additional requirements.

Business	Contact	Status	
No currently approved requests			

### My Potential Placements

These requests are your potential placements...

Business	Contact	Status	Notes
<b>tesco Extra</b> Tesco Stores Ltd Wrekin Retail Park Whitchurch Drive, Wellington, Telford, Shropshire, TF1 2DE	Jill Rogers <b>Email:</b> pamelabuso@uk.tesco.com <b>Phone:</b> 01952 426804	Open	<a href="#">View</a>

### Pending Approval

### Declined Requests

You are able to view all the businesses you have saved as Potential Placements from your **“My Placements”** tab on your Homepage.

Your Potential Placements are all the companies you are interested in, but haven't contacted yet or had any confirmation for work experience with them.

Your next step is to contact the Employer by either phone or email to see if they are able to offer you a work experience placement.

Once an employer has confirmed you are able to do your work experience with them, you can send the placement to your teacher for approval. Simply select the **“View”** button on your chosen Employer to start this process.





# Sending Placement to be Approved

## Work Experience

[Search For Placements](#)

[My Placements](#)

[Logout](#)

## Update/View Placement

To apply for your placement please complete notes, select request approval from the drop down box and then click update. This will send your request to your tutor.

Please ensure that you have spoken to the employer and that your placement is confirmed before doing this.

### Tesco Extra

Tesco Stores Ltd Wrekin Retail Park Whitchurch Drive, Wellington, Telford, Shropshire, TF1 2DE

Contact: Jill Rogers

Email: pamelabuso@uk.tesco.com

Number: 01952 426804

Status: Open

### Add a new note

Placement Category

Retail / Sales

Note

Status

Pending

Update

### Notes History

Date	Note
22/10/2020 09:02:02	Harry2 Taylor (Student) - Sent them an email

[Back to List](#)

Once you have selected “View” on the business in your “Potential Placements” this page will appear.

Here you can add notes for your teacher.

If the placement category is confirmed to be different by the business than what you originally picked, select the correct one from the drop down menu.

Once you have done this, go to the drop down menu and select “Request Approval” and then “Update”.

Be sure to keep an eye on your potential placements as sometimes the teacher may request more information, this moves the business back into “Potential Placements”.

The notes the teacher may attach can be found under “Notes History”. This means you will have to respond to the teacher and request approval again.



# Adding a New Business - Sending For Approval

To add a new business once they have confirmed you are able to do your work experience there, click on the **“Add new business”**, the below page will appear:



Work Experience

Search For Placements

My Placements

Logout

## Add a new business

Harry2 Taylor - Aldersley High School

Please ensure you complete the form fully and double check for any mistakes before sending to your tutor. Any mistakes can cause delay in your placement being checked.

### Business Details

Details here

Name of Business

Business Category

Please enter your postcode to find your address.

PostCode

Find Address

Contact Name

Contact Email

Contact Number

### My Potential Placement

Details here

Placement Category

Have you contacted them? By email or phone?

Submit

Simply fill in the Business details. Please contact the business if you do not know the requested information.

Select a Placement Category that you would like to be working in, e.g. Business Admin

Remember to add in the notes section information such as:

- How you contacted the company e.g. phone, email
- If the company has confirmed you can go there for work experience
- Any other information your teacher needs to know

Once this has been completed, simply select **“Submit”** and your placement request will go into **“Pending Approval”** whilst it is waiting to be approved or declined



# Your Approved Placements

[A to Z](#)
[My Telford](#)
[Contact](#)
[Latest news](#)

my Telford

**Work Experience**

[Search For Placements](#)

[My Placements](#)

[Logout](#)

## My Placements

Harry2 Taylor - Aldersley High School

Your teacher is Mr. Taylor

Below you will see a list of all your work experience activity. Please click each tab for further information

### Confirmed Placements

Our handy guide will also give you information on what to do [next \(link to student guide on finding your placement\)](#). Remember to keep in touch with your employer up until your start date in order to arrange start times, interview date and any additional requirements.

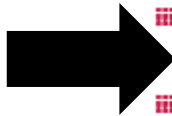
Business	Contact	Status	
No currently approved requests			

### My Potential Placements

[Pending Approval](#)

This requests are currently awaiting approval

Business	Contact	Status	Notes
<b>Tesco Extra</b> Whitchurch Drive, Wellington, Telford, Shropshire, TF1 2DE	Jill Rogers <b>Email:</b> pamelabuso@uk.tesco.com <b>Phone:</b> 01952 426804	Pending Approval	<a href="#">View</a>



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[Contact](#)
[Latest news](#)

my Telford

**Work Experience**

[Search For Placements](#)

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## My Placements

Harry2 Taylor - Aldersley High School

Your teacher is Mr. Taylor

Below you will see a list of all your work experience activity. Please click each tab for further information

### Confirmed Placements

Our handy guide will also give you information on what to do [next \(link to student guide on finding your placement\)](#). Remember to keep in touch with your employer up until your start date in order to arrange start times, interview date and any additional requirements.

Business	Contact	Status	
<b>Tesco Extra</b> Whitchurch Drive, Wellington, Telford, Shropshire, TF1 2DE	Jill Rogers <b>Email:</b> pamelabuso@uk.tesco.com <b>Phone:</b> 01952 426804	Approved	<a href="#">View</a>

### My Potential Placements

[Pending Approval](#)

[Declined Requests](#)

Any Placements you have requested for Approval will first go into your **“Pending Approval”** section

If your placement has been Approved it will appear under the **“Confirmed Placement”**. This means everything is ok, and your work experience will be going ahead with this Employer. To see additional information for the business please select **“View”**.



# Your Approved Placements – Business Information

Search For Placements

Student Placements

My Students

Search For Placements

My Placements

Logout

## Acorn Kennels

, Heath Road, Whitchurch, Shropshire, SY13 2AA

Contact: Andrew Perry

Email: acorkennels02@gmail.com

Number: 01948 662931

### Important Information

#### Placement details

you will assisting with day to day running of the kennels. helping with cleaning and feeding the dogs, walks and trainings. you should be supervised at all times

#### Placements days

Working hours:

<b>Business Days</b> Available days for placement, please discuss the hours of your placement with your teacher and the employer	Monday Tuesday Wednesday Thursday Friday
<b>Additional Info</b>	No additional information available

#### Tools

Tool usage details: N/A

Prohibition details: N/A

#### Lunch provided

Bring own lunch

#### Medical and Hazards

<b>Potential Hazards</b> These should be discussed further by the employer	Animals/Plants Lift Carry Slip/Trip/Fall
<b>Medical Conditions that can prohibit placement</b> Please make the employer aware of any applicable medical conditions you may have	Allergies Colour Blindness Physical

After selecting “**view**” on your “**Confirmed placement**” you will see the page opposite.

Here you are able to see important information regarding your placement.

You are able to view details such as your working hours, dress code or any PPE you may be asked to provide. What tools and equipment you maybe using, lunch details, any medical conditions that might prohibit the placement, any important hazard information and a description of the different tasks you will be doing.

*Please note that this information could change and it is strongly advised you check any details with your employer before your placement begins.*



# Your Declined Placements

Telford & Wrekin COUNCIL

my Telford

[Work Experience](#)

[Search For Placements](#)

[My Placements](#)

[Logout](#)

**My Placements**

Harry2 Taylor - Aldersley High School  
Your teacher is Mr.Taylor

Below you will see a list of all your work experience activity. Please click each tab for further information

**Confirmed Placements**

Our handy guide will also give you information on what to do next ([link to student guide on finding your placement](#)). Remember to keep in touch with your employer up until your start date in order to arrange start times, interview date and any additional requirements.

Business	Contact	Status
No currently approved requests		

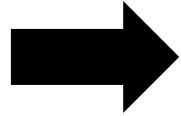
**My Potential Placements**

[Pending Approval](#)

[Declined Requests](#)

These requests have been declined

Business	Contact	Status	Notes
Tesco Extra Whitchurch Drive, Wellington, Telford, Shropshire, TF1 2DE	Jill Rogers Email: pamel.a.buso@uk.tesco.com Phone: 01952 426804	Declined	<a href="#">View</a>



my Telford

[Work Experience](#)

[Search For Placements](#)

[My Placements](#)

[Logout](#)

**Harry2 Taylor - Aldersley High School**  
Your teacher is Mr.Taylor

**Update/View Placement**

This placement has been declined. Click on view in order to find out why. For further information please speak with your tutor

**Tesco Extra**  
Whitchurch Drive, Wellington, Telford, Shropshire, TF1 2DE

**Contact:** Jill Rogers  
**Email:** pamel.a.buso@uk.tesco.com  
**Number:** 01952 426804

Status: **Declined or Withdrawn**

**Notes History**

Date	Note
22/10/2020 09:26:05	MR Taylor (Teacher) - I am afraid this business is now closed.
20/10/2020 14:41:38	Harry2 Taylor (Student) - Happy for me to have WEX there
20/10/2020 14:41:18	Harry2 Taylor (Student) - Contacted, they have not confirmed yet

[Back to List](#)

If a placement request has unfortunately been declined it will appear under your **“Declined Requests”** section. Click on **“View”** to see any notes with the reasons why

Once you have selected **“View”** you are able to see the notes from your Teacher or the EBL Health & Safety Team with reasons why it was declined. You will need to start looking for another Employer and contact them to arrange your work experience placement