

## Generic Student Process to look at placements on the Work Experience Database.



- Go to: <http://safetymeasures.work-experience.co.uk>
- Click on Student Login
- User Name: Southwoldsstudent
- Password: Southwolds123? (Note this MUST be a capital S)
- Click 'Search for Placements'
- Enter information into as many fields as required:
  - e.g. Choose 'Retail Business' from the category Drop down box, and enter NG5 in the Postcode.
- The results will show in a list at the bottom of the page.
- Click on the Job Title (e.g. Retail Asst)
  - This give you more details of the job including address and contact details.
  - On the left hand side you can click to view the location on a 'Google Map'
  - Also a link is given to a Travel line Journey Planner to plan the route to get there.
  - At the bottom of the page it lets you know if the placement is Approved for Health and Safety and what date it expires.
- There is also an option to print the page from here (prints Black and White).

**Please note agreement must be made with the employer to take the student on placement. Just because they are on the database does not mean they will take you on a placement.**