



Achieve | Belong | Participate



Work Experience Week

**Monday 30th June – Friday
4th July**



LINK 2

Veryan Link2 is an internet-based system that allows you to view information about work experience placements. It is a database that shows all employers that have previously offered placements, but it's not guaranteed that they will again.

You need a computer, internet connection and a browser such as Microsoft Internet Explorer.

Link - <http://ssp.learnaboutwork.net>

Your tutor will give you your log in details.

Welcome Page



SWEP



Log In

Welcome

Welcome to Link2.

This site allows you to review work experience placements.

Select who you are from the list below to log in to the site:


- **Member of school staff**
- **Student**

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Link2 Welcome
page. Click on
student
and you'll be taken to
the **Student Log In**
page.

Student Home



SWEP

You are logged in as **jack carey** [Log Out](#)

[Home](#) [Work Experience Literature](#) [Search](#) [Own Placement](#) [My Placement Details](#)

Student Home

This system has been designed to help you look and apply for work, consider different ways of travelling to work and most of all experience work.

Travel arrangements must be agreed by your parent / carer before submitting your placement choices.

If an employer requests an interview, you must attend.

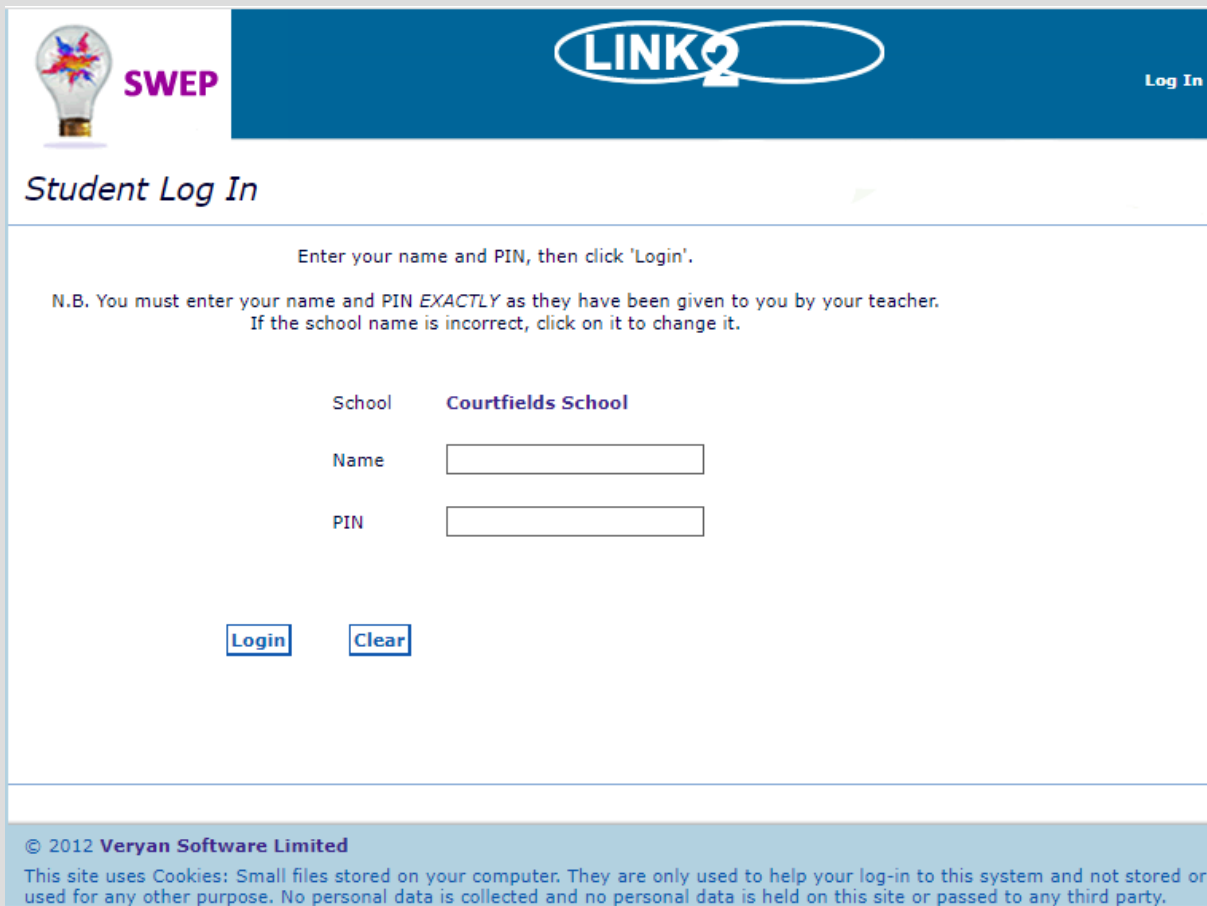
If you have any questions about work experience, please talk to your teacher / work-experience co-ordinator.

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A few helpful
reminders!

Student Log In



The screenshot shows a web interface for student login. At the top left is a lightbulb icon with the text 'SWEP'. To its right is a blue header bar containing the 'LINK2' logo and a 'Log In' button. Below the header, the page title 'Student Log In' is displayed. The main content area contains instructions: 'Enter your name and PIN, then click 'Login''. A note follows: 'N.B. You must enter your name and PIN EXACTLY as they have been given to you by your teacher. If the school name is incorrect, click on it to change it.' Below this, there are three input fields: 'School' (pre-filled with 'Courtfields School'), 'Name', and 'PIN'. At the bottom of the form are two buttons: 'Login' and 'Clear'. A footer at the very bottom contains copyright information: '© 2012 Veryan Software Limited' and a cookie policy statement.

SWEP

LINK2

Log In

Student Log In

Enter your name and PIN, then click 'Login'.

N.B. You must enter your name and PIN *EXACTLY* as they have been given to you by your teacher.
If the school name is incorrect, click on it to change it.

School **Courtfields School**

Name

PIN

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Individual log in details will be given to you by your tutor, input these and then select **Login**

Search

Search

Please select one of the options below, or enter the job number

























Job number

OR search for all or part of an employer's name here:

Employer

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 health 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:

Use this screen to **Search** for different categories of work. Narrow your search by postcode, town or a telephone area code then click submit.

Then select a category of work that interests you.



You are logged in as **jack carey**

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Opportunity List

Records 1 to 16 of 16

Organisation	Job Title	Town	Postcode	Job No.	Details
A C Plumbing & Heating Specialists Ltd	Admin Assistant	WELLINGTON	TA21 9JQ	22199	View
A Oaten Plant Hire and Groundwork Ltd	Admin Assistant	WELLINGTON	TA12 9RF	20572	View
Bluebird Care	Admin Assistant	WELLINGTON	TA21 9AD	20863	View
Dolly Char Taunton (Management Cleaning Agency)	Admin Assistant	WELLINGTON	TA21 0EP	18957	View
G & L Consultancy Ltd	Admin Assistant	WELLINGTON	TA21 9JQ	18914	View
Kingfisher Packaging	Office Assistant	WELLINGTON	TA21 9AQ	21893	View
Kitchen Company	Admin/Design/IT Assistant	WELLINGTON	TA21 9PZ	20226	View
Nat West Bank (Wellington)	Clerical assistant	WELLINGTON	TA21 8AL	1725	View
Old Vicarage (Abbeyfield)	Clerical Assistant	WELLINGTON	TA21 8RF	18355	View
Relyon Ltd	Clerical assistant	WELLINGTON	TA21 8NN	2696	View
Skill Fix Construction Ltd	Accounts Assistant	WELLINGTON	TA21 9ND	18738	View
Svnertec Ltd	Admin and Support Assistant	WELLINGTON	TA21 910	17680	View

Click on **VIEW**
to find out more
about a placement and
get contact details.

Job Description


You are logged in as **jack carey** [Help](#) [Log Out](#)

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Job Description

[Printable version](#) | [Return to job list](#) | [New search](#) | [Add to selections](#)

Employer	A C Plumbing & Heating Specialists Ltd TA21 9JQ		
Job Title	Admin Assistant		
Job Number	22199		
Next HS Visit	15/06/2025		
Classification	Administration, Business and Office Work		
Activities Involved	Students on this placement may assist with admin work such as filing, photocopying, emailing and using programmes such as Excel, zero and word. Also booking in jobs on software system and speaking to engineers		
Other Information	Schools have a duty of care to inform Employers of any medical condition/learning need of students applying for Work Experience, as this forms part of the risk assessment carried out to secure the safety of students on placements.		
Health and Safety	significant hazards: slips, trips, falls, electric shock Students will have a full health and safety induction to include hazard awareness		
Meals	Packed lunch		
Hours	Mon - Fri: 9.00 - 16.00		
Clothing	Smart/casual		
Travel			
Interview	.		
Website			
Address	Unit 1F Castle Road Chelston Business Park WIMBORNE	Contact Position Tel. Fax	Ms Vicky Playfor 01823 665446

If you like what you
read
contact the employer.



If choosing a placements on Link2:

1. Contact employers and when placement is confirmed let me know.
2. Paperwork:
 - Student, Parental and Employer Agreement
 - Emergency Contacts Form
 - Medical Form.

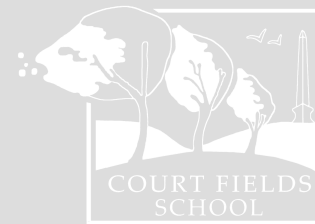
If finding your own placement:

1. Again, let me know as there's a form that needs to be filled out!



Other Opportunities

- Please monitor Class Charts as I do share opportunities. Recently NHS & Royal Navy.
- Mount Vets, Wellington are already full, and many local Primary Schools have already been contacted.



Making Contact

- Employers expect to be contacted in a professional manner via letter, email or phone.

“You don’t get a second chance to make a first impression”

- If writing a letter include your email address as employers don’t normally respond by letter. Remember to check your email inbox for a response.
- Please allow 7 days from contacting an employer before chasing them for a response, but please do chase it up.
- Expect that they will ask to meet you or invite you for an interview.
- Remember this opportunity could lead to a part-time job, apprenticeship or job.



Deadlines

- All of you are expected to be on work experience for five days.
- Deadline for a placement to be **confirmed** is end of April, that's 8 weeks before Work Experience Week.
- Finding a placement will test your resilience, perseverance and commitment.
- Please don't leave it too late as employers don't respond to requests quickly!



**Questions / Concerns please
speak to me or your tutor**