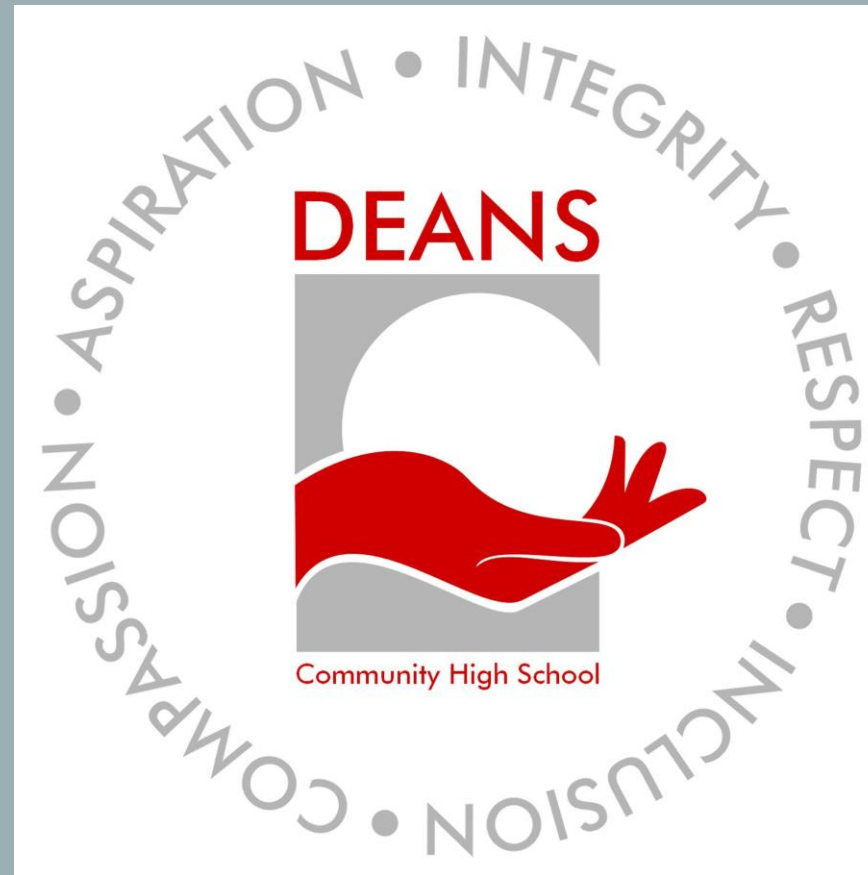


# WORK PLACEMENT



October 28th 2019

## USING THE DATA BASE

- You will be issued with a username and password once you let us know that you will be using the data base considering a work placement.

- Log onto the internet.

In the URL type [www.workit.info](http://www.workit.info)

Type in your own **username** and **password**

Scroll down and click on **EQUIP**

On Equip summary complete Introduction

The system records that you have completed this  
with a tick!!!

**Confidential**

[Redacted]  
LIVINGSTON  
EH54 6LB

18 June 2018

Dear Bartholemew

### **Work Placements and WorkIT**

Work placements are an important part of your career education. During your placement you will be placed with an employer or organisation for a period of time that is mutually suitable for your needs, the employer and the school. This could be for one week or over a longer period of time and the placement should take into account your studies, career aspirations, abilities and capabilities.

As a work placement student you will be treated as an employee of the organisation and you will be able to try a range of tasks or duties, and find out about the skills and attitudes that employers are looking for. As well as helping to prepare you for the world of work, it will also help you think about your future career.

Many employers and organisations have agreed to provide work placements. You can find details of these placements and apply for them at WorkIT [www.workit.info](http://www.workit.info). You can access WorkIT from home, and members of your family will be interested in helping you find a suitable placement.

You can also make your own arrangements, through family or friends or by contacting employers that you are particularly interested in. You will need to give your host employer a form to complete before your placement can go ahead. Please see your school work placement co-ordinator for further details. This is your unique Username and Password to get into WorkIT.

Username: **bkind06092002** Password: **xxxxxx**

You will be able to change your password after you have logged in – remember keep it confidential.

In addition you can visit [www.planitplus.net](http://www.planitplus.net) for information about careers and learning opportunities and you can access the Planit Portfolio (includes EasyCV and Interest Guides ) with your WorkIT login shown above.

Enjoy your work placement!

Yours sincerely,

Bob Gray  
Work Placement Co-ordinator

# WORKIT.INFO

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** "Glow - Launch Pad", "Mail - Robert.Gray@wes:", "WorkIT: Work Placemen".
- Address Bar:** "Secure | https://www.workit.info".
- Header:** "WORKIT" logo in red and orange, followed by "work placement manager" in a light orange bar.
- Left Column (Dark Orange Background):**
  - Log In:** Username and Password fields with asterisks, a "Log In" button, and a "Forgot Password" link.
- Right Column (Light Orange Background):**
  - Employers:** A group photo of diverse professionals. Text: "Interested in providing work placements? Read more>".
- Testimonials (White Background):**
  - Quote: "I find WorkIT a very user friendly site and it is easy for me to see what placements are available and when. I also get excellent support from Gateway in terms of organising and arranging pupil's self-found placements and placements I have sourced myself."
  - Attribution: Jennifer Sheridan, Glenburn School.
- Find out more (White Background):**
  - Pupils:** A group of students. Text: "All the support you need to make the right choice of work placement".
  - Teachers:** A teacher at a desk. Text: "A complete work placement management tool".

**Footer:** Home | About WorkIT | Our Partners | Privacy Policy | © Gateway Shared Services 2001 - 2018



coordinator

Your account | log out

View Pupil

- home
- pupils**
- search
- self founds
- flexible requests
- placement units
- calendar
- partnerships
- admin
- quick tips
- Founders4Schools

View Pupil

Name:	Dean Swain	Phone Number:	01506282155
Date of Birth:	01/07/2003	Mobile Number:	
Address:	Knightsridg Eastwood Park, Knightsridg Livingston EH54 8PS	School:	Deans Community High School
		Year Group: 54	PSE Class: 4X3
		Seemis ID:	SQA number:
		Additional Weeks: False	Left School: False
		Flexible Placements: False	
		Targeted Pupil: False	

Notes:

- Requests
- Self Found
- Profile
- Units
- Letters
- Flexible Requests
- Flexible Placements/Letters
- Activities
- eEquip

Quick Match: You can Quick Match this pupil to an opportunity.

There are no declined requests



coordinator

Your account | log out

Opportunity Search

home

pupils

search

self founds

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calendar

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quick tips

Founders4Schools

Opportunity Search

Search (Hide Search Panel...)

Week: 29/10/2018

Provider: [input field]

Filter: Show All

Town: [input field]

Only those requiring Pupil Contact

Job Title: [input field]

Areas: Please select...

- Career Area: Please select...
- Please select...
- Administration and Management
- Animals, Land and Environment
- Armed Services
- Art and Design
- Arts, Social Sciences and Religion
- Buying, Selling and Related Work
- Communications and Media
- Computing and ICT
- Construction
- Engineering
- Finance
- Garage Services
- Hairdressing and Beauty
- Health and Medicine
- Hospitality, Catering, Tourism and Cleaning
- Languages
- Law
- Libraries, Museums and Archaeology
- Manufacturing Industries

Home

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Self Founds

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Self Founds

Use the search fields below to search for self found requests.

Search (Hide Search Panel...)

First name:  Last name:

group:  PSE group:

Status:

- Please select...
- Requested
- Health and Safety
- Awaiting Confirmation
- To Be Booked
- H & S Rejected
- Booked
- Declined
- Cancelled



coordinator

Your account | log out

Opportunity Search

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Opportunity Search

Search (Hide Search Panel...)

Week:  Provider:

Filter:  Town:

Only those requiring Pupil Contact

Job Title:  Areas:

Career Area:

Your search returned 4 result(s).

Opportunity	Provider	Area	Week(s)	R	A	B	O
<a href="#">General Assistant</a> Buying, Selling and Related Work	Sainsbury's Supermarkets Ltd (Livingston) 1 Almondvale Retail Park	Livingston	29/10/2018	0	1	0	1
<a href="#">Retail &amp; Admin Assistant</a> Buying, Selling and Related Work	Kidzeco 20-24 George Street	Bathgate	29/10/2018	0	1	0	1
<a href="#">Retail Assistant</a> Buying, Selling and Related Work	Kidzeco (Livingston) 103 The Centre	Livingston	29/10/2018	0	1	0	1
<a href="#">Sales Assistant</a> Buying, Selling and Related Work	Gap Outlet Unit 3-8 Livingston Designer Outlet	Livingston	29/10/2018	0	2	0	2



[home](#)[pupils](#)[search](#)[self founds](#)[flexible requests](#)[placement units](#)[calendar](#)[partnerships](#)[admin](#)[quick tips](#)[Founders4Schools](#)

## Opportunity Details

### Retail Assistant

Kidzeco (Livingston) <http://www.kidzeco.net>

103 The Centre

Livingston

EH54 6HS

Business Type: General

Ms Sharon Frederiksen

Training &amp; Development Officer (Canvass contact)

Tel 01506 238 283

Email [Sharon.Frederiksen@kidzeco.net](mailto:Sharon.Frederiksen@kidzeco.net)

Ms Jackie Stewart

Supervisor (Canvass contact)

Tel 01506 238 283

Email [jackie.stewart@kidzeco.net](mailto:jackie.stewart@kidzeco.net)[Get Directions](#)

## Availability

Start Date	Places Offered	Places Remaining
30/10/2017	1	0
29/10/2018	1	1

## Requests

To book / decline / cancel a request please click on the pupil's name.

## WHAT IS A WORK PLACEMENT?

- Explore the world of work first-hand.
- Will help you build the skills you need for the future.
- Work Placement should be relevant and appropriate.
- It can happen at any point during the senior phase; at a time that is right for you
- A week with an employer

## WHAT IS A WORK PLACEMENT?

- You'll get a taste of what a job and workplace is like, so you can decide if you're interested in that kind of career.
- Working with people to complete a given set of tasks
- Doing your tasks well will help you to build your skills and confidence.

## WHY DO A WORK PLACEMENT?

- Work Placements show future employers you are enthusiastic and ready to work to gain experience.
- You can pick out particular achievements to talk about at interviews.
- Important part of [your CV, UCAS](#) or [college application](#).
- You'll meet new people at work and may attend meetings or events.
- You **will** make contacts that could provide a reference or help you in the future.

## WORK PLACEMENT OPTIONS

- There are two main types of work placement-
- One in which you can choose your option from the Equip Data base.
- One where you have to find your own placement.( Self Found)

**These should be relevant to your chosen career or one that you are thinking of at present.**

## EQUIP DATA BASE

- This is an internet based programme that you will use to access the jobs' database and also to complete the various sections which will prepare you for your weeks' placement.
- You can complete a placement during any year of the Senior Phase.
- Your placement should be relevant and at a time which best suits your education.
- If you are planning on leaving at the end of S4 you **MUST** complete your placement this year.

## SELF FOUND

- You must find an employer who is willing to offer you a 5 day placement
- You then contact Mr Gray to ensure you have appropriate paper work or forward the following link <https://tinyurl.com/westlothianworkplacement> to allow them to complete it on line.
- You take the paperwork to the employer to complete then it must be returned to school along with a copy of the Employer's Liability Insurance.
- The placement will then be Risk Assessed then you will be told if it is a safe and acceptable workplace.
- You will then complete your week's placement.

ALL PAPERWORK MUST BE RETURNED BEFORE 18th SEPTEMBER  
ANYTHING AFTER THIS DATE WILL NOT BE CONSIDERED.

# CHOOSING A WORK PLACEMENT

- Discuss the placement you would like to complete with your parents/carers
- If you are planning on using the data base then show your parents/carers which job you are interested in. They will offer you some good advice.
- Do not choose a placement just because your friends have chosen it.
- You may not be allocated your first choice, choose things which you are interested in.



## DECIDING ON YOUR WORK PLACEMENT

- You need to let your TUTOR teacher know by 18<sup>TH</sup> SEPTEMBER if you are intending to go on a Work Placement this year and if you will use the data base or a Self Found placement.
- There is paperwork which must be completed, as this is a legal requirement , before going on any work placement.
- No signed Parental Consent Form... No Work Placement!

## WHEN CAN WE GO ON OUR WORK PLACEMENT

Deans Community High School has one  
allocated week: 28/10/2019 – 1/11/19

**You can only do a one week placement.**

## THINGS TO CONSIDER BEFORE YOU BOOK YOUR WORK PLACEMENT

- Where the placement is?
- How are you going to get there?
  - Can you get there on time?
  - What time does the job start?
- Do you know when you start and finish work?
  - Have you read the job description?
  - Are you going to be able to do the job?
- Are there any medical issues which may prevent you doing the job?
  - Is the placement relevant to your career path and choice?

## WHAT DO I DO NEXT?

Decide if you are going on placement this year

Inform your TUTOR teacher

Choose a job from the data base OR collect the Self Found paperwork

Work on your Equip programme

Return your completed paperwork

Attend your Work Placement.

ANY QUESTIONS?