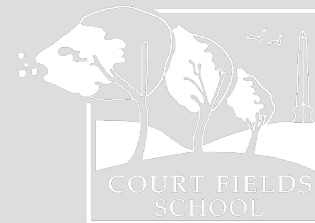




Achieve | Belong | Participate



Work Experience Week

Monday 1st – Friday 5th 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.

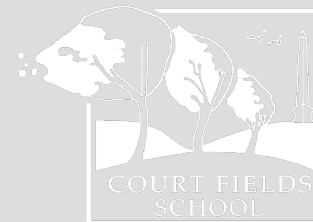
Select who you are from the list below to log in to the site:

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


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This site uses Cookies: Small files stored on your computer. They are only used to help your log-in to this system. They are not used for any other purpose. No personal data is collected and no personal data is held on this site or passed to any other site.

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.

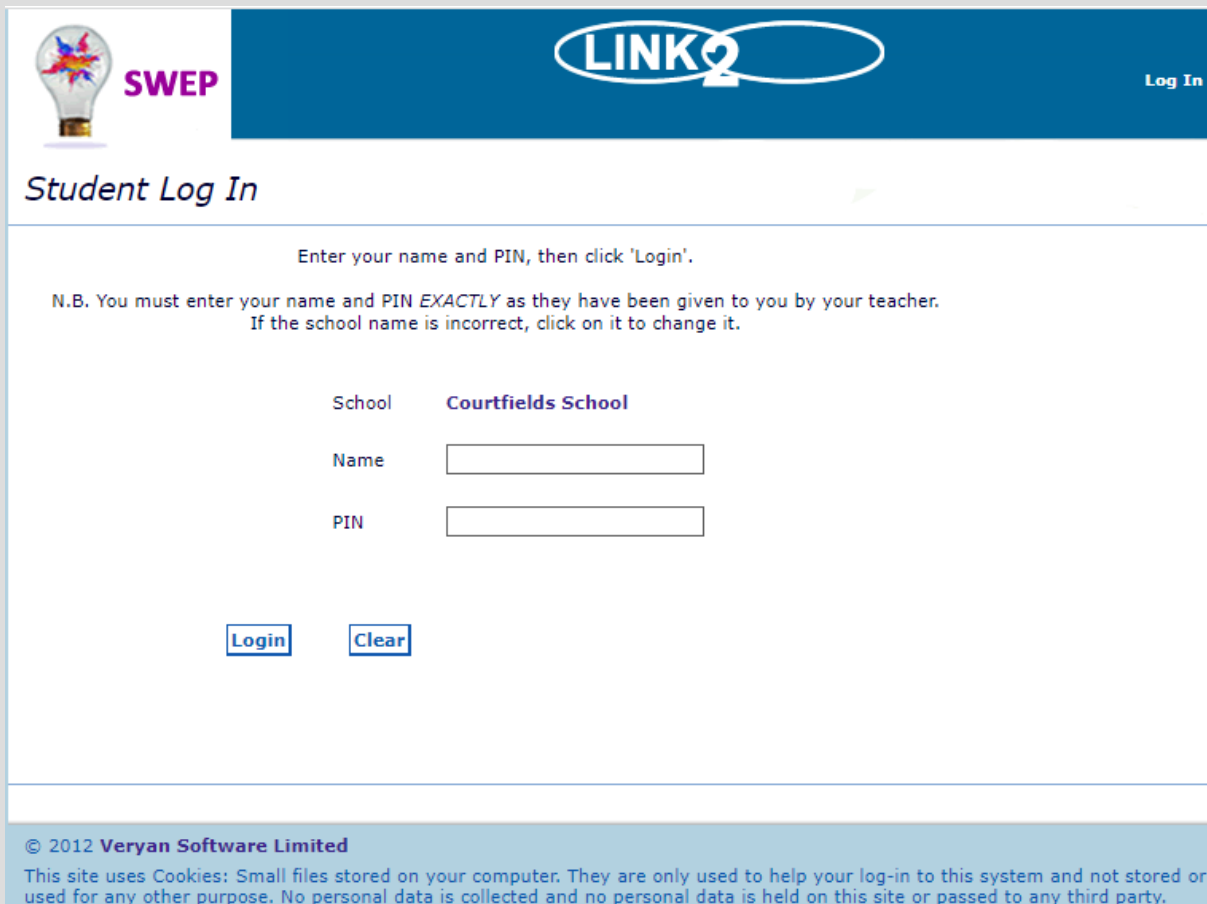
If you have any questions about work experience, please talk to your teacher / work-experience co-ordinator.

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A few helpful reminders!

Student Log In

The image shows a web interface for a system called SWEP LINK2. At the top, there is a blue header bar with the SWEP logo (a lightbulb with colorful sparks) on the left, the LINK2 logo in the center, and a "Log In" link on the right. 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'." and "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." There are three input fields: "School" (a dropdown menu showing "Courtfields School"), "Name" (a text box), and "PIN" (a text box). Below these fields are two buttons: "Login" and "Clear". At the bottom, there is a footer with copyright information: "© 2012 Veryan Software Limited" and a cookie policy statement: "This site uses Cookies: Small files stored on your computer. They are only used to help your log-in to this system and not stored or used for any other purpose. No personal data is collected and no personal data is held on this site or passed to any third party."

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**

[Log Out](#)

[Home](#)

[Work Experience Literature](#)

[Search](#)

[Own Placement](#)

[My Placement Details](#)

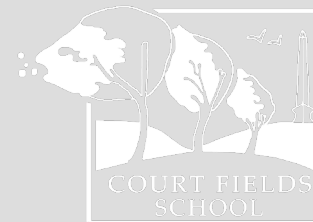
Opportunity List

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
Synertec 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

**SWEP**

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

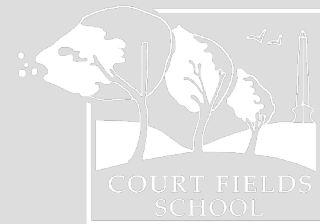
[Home](#) [Work Experience Literature](#) [Search](#) [Own Placement](#) [My Placement Details](#)

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 WELMINGTON	Contact Position Tel. 01823 665446

If you like what you
read
contact the employer.

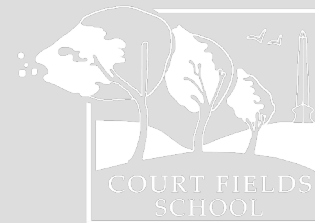


If choosing a placements on Link2:

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

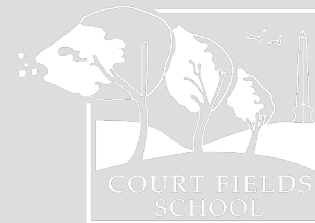
If finding your own placement:

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



Other Opportunities

- Please monitor ClassCharts as I do share opportunities. Recently Musgrove Hospital.
- Mount Vets, Wellington are already full and many local Primary Schools have already been contacted.

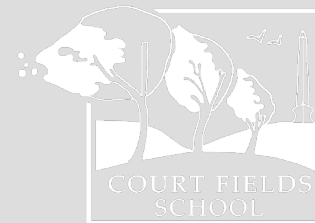


Making Contact

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

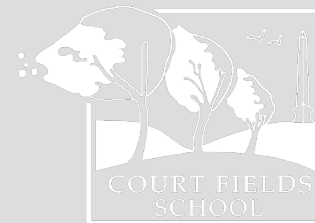
“You don’t get a second chance to make a first impression”

- 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, 6 month's time, 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**