



Veryan Software Limited
On-line Placement Management System

Student Instructions

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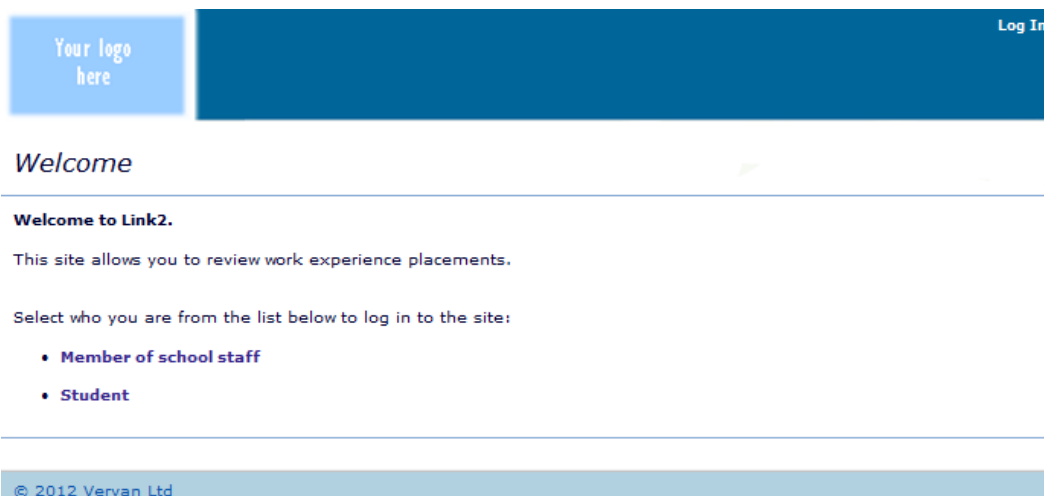
Veryan Link2 is an Internet based system that allows you to view information about work experience jobs. It's a very easy system to use and these instructions will help you to get familiar with it.

Getting started

You'll need a computer with an Internet connection and Internet browser software such as 'Microsoft Internet Explorer'.

Open the browser and go to <http://nnnn.learnaboutwork.net/> where nnnn represents the name of your school / college or consortium. Your placement administrator will provide you with the actual address of the site and your PIN number

You'll find yourself at the Link2 Welcome page.



Just click on the [**Student**] link and you'll be taken to the student log in page

Student Log In

You must first look up your school name. For your convenience this will then be stored in a small file on your computer called a 'cookie'. Your browser must have cookies enabled for you to use Link2.

[Click here to enter school name](#)

When you click to enter your school name the screen changes and you can choose your school name from a list.

Enter school

Lookup your school name , then click 'Submit'.

School

When you have found and selected your school or college name, click on the [Submit] button....

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	The Grove School
Name	<input type="text"/>
PIN	<input type="text"/>

[Login](#)

[Clear](#)

Your placement administrator will provide you with your PIN number

If you make a mistake here you can use the [Clear] button to start again.
When you've correctly entered your details click on the [Submit] button.

About PIN NUMBERS

Your PIN NUMBER is your unique password to the Link2 system. Without it you won't be able to get any further. You should keep your number safe and secret.

When you have successfully logged in, the Student Home page will be displayed

Your logo here	You are logged in as vicky bell	Admin Menu		
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 teachers.

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Congratulations! You're ready to start using Link2!

Using LINK2 to search for and select placements

LINK2 will help you find work experience placements.

Your placement coordinator will let you know if you need to select placements online and, if so, how many or if you should just browse for placements

You will be able to record details of a placement that you are arranging for yourself.

Clicking on **[Search]** will display this page

























Search

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

Job number [Go](#)

OR search for all or part of an employer's name here: Employer [Go](#)

OR search on employer's postcode here: Postcode [Go](#)

 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:

[Submit](#)

You can use this screen to search for different categories (classifications) of work.

You can filter your search for a postcode area, town or a telephone area code. Click the **[Submit]** button. Then click on the category of work that interests you. The following screen will be displayed.

Opportunity List

Records 1 to 10 of 10

Organisation	Job Title	Town	Postcode	Job No.	Details
Aero Services Ltd	Assistant Aero Technician	Highview	LW5 7PB	110	View
Autopart Electric Ltd	Assistant to Engineer	Westfield	LC6 4LQ	48	View
Elite Agricultural Machinery Ltd	Apprentice Mechanic	Beechwood	LE4 3BJ	102	View
Jamaican Telecoms	Installation Assistant	Westfield	LC6 8PB	44	View
Luton Airport Engineering Services	Engineering Technician's Assistant	Highview	LW5 1BY	684	View
Maxwell Hammer Ltd	Apprentice Panel Beater	Newgate	LS3 7QT	97	View
Premier Technology Group Ltd	Engineering/Improver	Westfield	LC6 3GG	274	View
Rake Engineering Ltd	Assistant Engineer - General Engineering	Newgate	LS3 7QT	51	View

You can use the **First | Previous | Next | Last** options to view ranges of records.

Click on [View] button to see a description of the placement that interests you.

Job Description

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

Employer	Aero Services Ltd LW5 7PB		
Job Title	Assistant Aero Technician		
Job Number	110		
Next HS Visit	06/07/2013		
Classification	Engineering		
Activities Involved	The work will involve assisting in all aspects relating to the day-to-day upkeep of a busy fleet of Piper training aircraft. This will include routine engine/airframe servicing and various workshop activities relating to component overhaul or repair.		
Other Information	Care and the ability to work accurately under supervision.		
Health and Safety	Any pneumatic machinery and equipment will be used by the student only under supervision and after training. Pedestal drill and bench grinder must not be used by the student. Students may be using chemicals such as oils, hydraulic fluids following the guidelines given. Students may use air drills, ratchets and impact drivers under supervision. Any Personal Protective Equipment provided must be worn. Students will be supervised at all times.		
Meals	Student must make own lunch arrangements.		
Hours	8.00 a.m. - 5.00 p.m. Monday - Friday One hour for lunch, usually 12.15 p.m. - 1.15 p.m.		
Clothing	Samrt		
Travel	Bus 233 stops outside		
Website	www.ach		
Address	Aero Club Hangar Wayfield lane Highview LW5 7PB Click for map	Contact Position Tel. Email Supervisor	Mr Richard Wright Chief Engineer 01237 742373 rw@ach Mr Richard Wright
Initial Contact Details	Aero Services Ltd Aero Club Hangar Wayfield lane Highview LW5 7PB	Contact Tel. Email	

From this page you can view the employer's website and see a location map.

The address and / or contact details for the employer may or may not be displayed depending on how your placement coordinator would like you to use the system

If you wish to return to the previous list or start a new search then click on one of these options [Return to Job List](#) | [New Search](#)

If you wish to select this category of work / job title for your work experience then click on [Add to Selections](#)

Clicking on the [Add to Selections](#) link will redisplay the logon screen.

This is a security measure, your name will be displayed and you just need to confirm your PIN and click the [Continue] button.

Student Log In

Please confirm your name and PIN

School **The Grove School**

Name

PIN

When you have clicked the [Continue] button, either this page will be displayed

My Placement Details

transport direct.info Plan your journey. [New search](#)

Job	Employer	Job Title	Town	Postcode	Status	Choice	#	
839	A B K Contract Associates	Clerical Assistant	Westfield	LC6 3JB		<input type="button" value="v"/>	6	<input type="button" value="x"/>

Reason / Notes:

Or this

My Placement Details

transport direct.info Plan your journey. [New search](#)

Job	Employer	Job Title	Town	Postcode	Status	Choice	#	
839	A B K Contract Associates	Clerical Assistant	Westfield	LC6 3JB		<input type="button" value="v"/>	6	<input type="button" value="x"/>

Or this

My Placement Details

transport direct.info Plan your journey. [New search](#)

Job	Employer	Job Title	Town	Postcode	Status	Choice	#	
839	A B K Contract Associates	Clerical Assistant	Westfield	LC6 3JB		<input type="button" value="1 v"/>	6	<input type="button" value="x"/>

Or this one depending on how your placement coordinator would like you to use the system

My Placement Details

transport direct.info Plan your journey. [New search](#)

Job	Employer	Job Title	Town	Postcode	Status	Choice	#	
839	A B K Contract Associates	Clerical Assistant	Westfield	LC6 3JB		<input type="button" value="1 v"/>	6	<input type="button" value="x"/>

Reason / Notes:

You can use the Journey Planner to work out how you would travel to your selected placement(s). Just click on the [\[Plan your journey\]](#) link

You can now make further searches and / or record selections and / or delete your selections.

Your placement coordinator will tell you how many selections to make.

The # column displays the number of students including you that have chosen that placement.

If you wish to see a description of your selected placement, click the job number (839 in this example).

Alternatively you can use the [\[Log Out\]](#) link and return later to search and / or make selections. If you are required to record why you have chosen a placement, click the [\[Save Notes\]](#) button to save your save any notes that you have made so far.

If at anytime you wish to see your selections to date, just click on the [\[My Placement Details\]](#) link.

You may delete any or all of your selections by clicking the delete button until such time that you have submitted your choices.

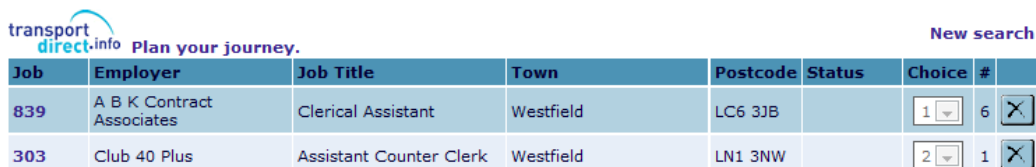
When you have made all your selections, you can then record your preferred choice level for each of your selections by clicking either the [\[Submit\]](#) button or the [\[Submit Choices\]](#) button depending on which is displayed.

Click the [\[Print\]](#) button if this is displayed to print the Parent Consent Selection Form. Your placement coordinator will tell you what to do with this form.

When you have submitted your choices; your selections are saved and locked.

The 'My Placement Details' screen will look like this

My Placement Details

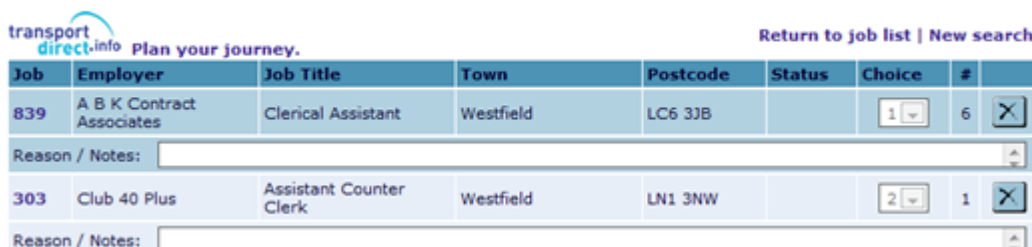


transport direct.info Plan your journey. [New search](#)

Job	Employer	Job Title	Town	Postcode	Status	Choice	#	
839	A B K Contract Associates	Clerical Assistant	Westfield	LC6 3JB		1	6	X
303	Club 40 Plus	Assistant Counter Clerk	Westfield	LN1 3NW		2	1	X

Or like this if you have been requested to record reasons for your selections

My Placement Details



transport direct.info Plan your journey. [Return to job list](#) | [New search](#)

Job	Employer	Job Title	Town	Postcode	Status	Choice	#	
839	A B K Contract Associates	Clerical Assistant	Westfield	LC6 3JB		1	6	X
Reason / Notes: <input type="text"/>								
303	Club 40 Plus	Assistant Counter Clerk	Westfield	LN1 3NW		2	1	X
Reason / Notes: <input type="text"/>								

You cannot delete your selection(s) if you have clicked either the [Submit] button. [Submit Choices] button or the [Print] button. Each of these buttons locks your selections. You will need to ask your placement coordinator to unlock your selections

Recording Own Placements

Click the [Own Placement] link if displayed to record own placement details if you have found your own work experience placement. Your placement coordinator may also ask you to choose placements even though you are arranging your own placement.

Own Placement Details

If you intend to arrange your own placement or if you have already done so, please enter as much information as you can in the fields below and press submit. You may need to make some selections from the database as well in case you cannot take up this job, please check with your teacher.

Dates of placement	<input type="text" value="20/05/2012 - 24/05/2012"/>		
Name of new provider	<input type="text" value="The Design Centre"/>		
Address	<input type="text" value="High Street"/>		
	<input type="text"/>		
Town	<input type="text" value="Westfield on Sea"/>		
Postcode	<input type="text" value="GX5 4ZZ"/>		
Telephone	<input type="text" value="01234 56789"/>		
Company email	<input type="text" value="dc@dc"/>		
Job title	<input type="text" value="Design Assistant"/>		
Brief job details	<input type="text" value="Updating existing designs using software tools"/>		
Contact name agreeing to the placement	<input type="text" value="Mrs"/>	<input type="text" value="Jean"/>	<input type="text" value="Plummer"/> (Title/Firstname/Lastname)
Mobile number	<input type="text" value="07777 777777"/>		
Email	<input type="text" value="JP@dc"/>		
Person to contact if different	<input type="text" value="Miss"/>	<input type="text" value="Imar"/>	<input type="text" value="Bejack"/>
Mobile number	<input type="text" value="07777 777778"/>		
Email	<input type="text" value="IB@DC"/>		

Click [Save]. Your placement coordinator will see these details

Click the [Own Placement] link and use the [New] button to submit another own placement

Own Placement Details

If you intend to arrange your own placement or if you have already done so, please enter as much information as you can in the fields below and press submit. You may need to make some selections from the database as well in case you cannot take up this job, please check with your teacher.

Dates of placement	<input type="text" value="20/05/2012 - 24/05/2012"/>		
Name of new provider	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
Town	<input type="text"/>		
Postcode	<input type="text"/>		
Telephone	<input type="text"/>		
Company email	<input type="text"/>		
Job title	<input type="text"/>		
Brief job details	<input type="text"/>		
Contact name agreeing to the placement	<input type="text"/>	<input type="text"/>	<input type="text" value="(Title/Firstname/Lastname)"/>
Mobile number	<input type="text"/>		
Email	<input type="text"/>		
Person to contact if different	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile number	<input type="text"/>		
Email	<input type="text"/>		

Placement Confirmation

When your placement has been confirmed, you will be able to see your confirmed placement. Login and click on the [My Placement Details] link. A page similar to one of the following two will be displayed depending on whether you have been asked to record a reason for your selections

My Placement Details

Job	Employer	Job Title	Town	Postcode	Status	Choice	#	
110	Aero Services Ltd	Assistant Aero Technician	Highview	LW5 7PB	Confirmed	<input type="text" value="2"/>	1	<input type="button" value="X"/>
324	Department of Agriculture & Fisheries	Laboratory Assistant Trainee	Hampstead	LE4 8UF		<input type="text" value="1"/>	1	<input type="button" value="X"/>

Or

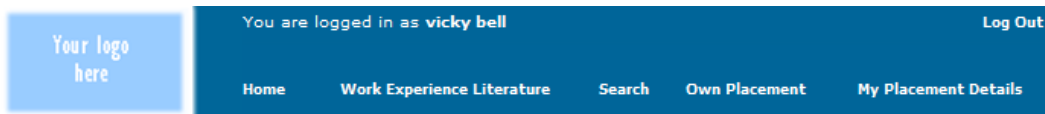
My Placement Details

Job	Employer	Job Title	Town	Postcode	Status	Choice	#	
839	A B K Contract Associates	Clerical Assistant	Westfield	LC6 3JB	Confirmed	<input type="text" value="1"/>	6	<input type="button" value="X"/>
Reason / Notes: <input type="text"/>								
303	Club 40 Plus	Assistant Counter Clerk	Westfield	LN1 3NW		<input type="text" value="2"/>	1	<input type="button" value="X"/>
Reason / Notes: <input type="text"/>								

A **confirmed** status means that the placement for you is agreed. An **own placement** status means that the placement that you have found has been agreed. Please ask your placement coordinator if another status is displayed.

Work Experience Literature

Click on the Work Experience Literature link to display this page



Work Experience Literature

The documents below may be viewed online/downloaded and/or printed out:

- [Link2 User Guide](#)
- [The LSC 'Be Safe' booklet, perfect resource for pupils and employers](#)

This page contains a user guide to help you use this system.

Click on the LINK2 User Guide link to view and then print the instructions for using the system

This page may also contain work experience literature supplied by your placement coordinator