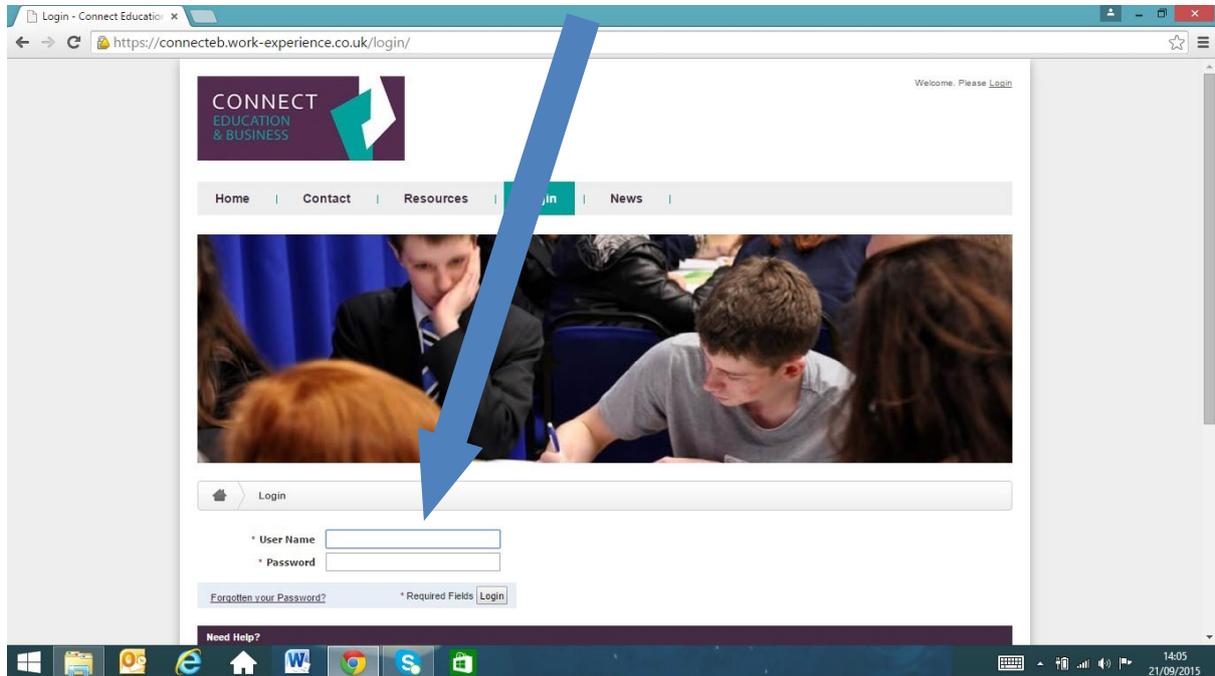


# Student user guide to CONNECT EDUCATION & BUSINESS work experience placement database

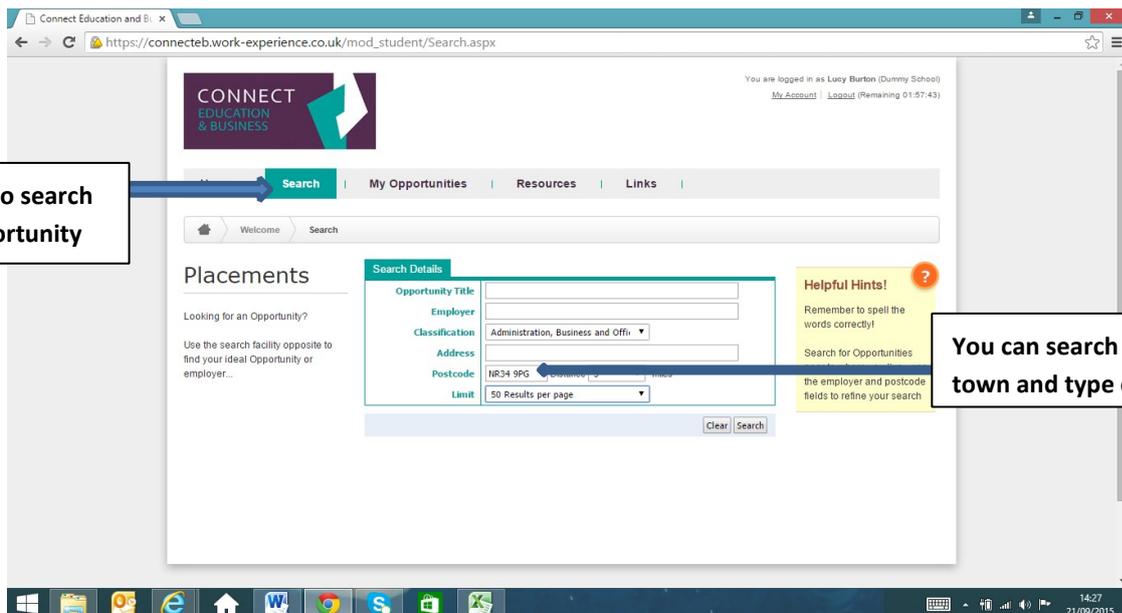
Website <https://connecteb.work-experience.co.uk/login/>

Login with your username and password that will be given to you.



You will be asked to reset your password but please **DO NOT** reset your password.

You can now use the search facility to find a placement.



All the available placements are then listed for you to choose from.

Placements

Looking for an Opportunity?  
Use the search facility opposite to find your ideal Opportunity or employer...

**Search Details**

Opportunity Title: Mechanic  
Employer:   
Classification: -- Please Select --  
Address: Becdes  
Postcode:  Distance: -- Any -- miles  
Limit: 50 Results per page

Clear Search

**Helpful Hints!**  
Remember to spell the words correctly!  
Search for Opportunities near to where you live - use the employer and postcode fields to refine your search

Results Displaying 1 to 2 of 2

Employer	Emp ID	Opportunity Title	Opportunity ID	Postcode
Anglia Bus Services	8341	Vehicle Mechanic	6913	NR34 7TH
Henslead Motorsport	1510	Vehicle Mechanic	7415	NR34 7TD

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14:55  
21/09/2015

You can now find out more on the placement and apply if you wish too.

Opportunity Details - Conn x

[https://connecteb.work-experience.co.uk/mod\\_student/PlacementDetails.aspx?id=6913](https://connecteb.work-experience.co.uk/mod_student/PlacementDetails.aspx?id=6913)

CONNECT EDUCATION & BUSINESS

My Account | Logout (Remaining 01:50:47)

Home | Search | My Opportunities | Resources | Links

Welcome | Search | Opportunity Details

Placements

**Opportunity Details - Vehicle Mechanic (6913)**

**Options**

Print this Page  
Apply Now

**Opportunity Details**

Opportunity ID: 6913  
Opportunity Title: Vehicle Mechanic

**Opportunity Description**

After an appropriate health and safety induction from this employer and under supervision from an experienced member of staff the pupil may carry out the following tasks: Observing and assisting mechanics in the repair and maintenance of vehicles including - finding faults and testing vehicles - carrying out standard servicing and checks - customer service, explaining repairs and how important they are - provide estimated time and cost for jobs - carrying out repairs and replacing damaged parts - fitting and servicing accessories like radios and alarms

**Opportunity Information**

Age Range: Pre 16  
Available Types: Not Specified  
Available Duration: One Week Block, Two Week Block  
Available Months: All Year  
Start/Finish Times: 09:00 to 17:00 with an hour for lunch  
Active: Yes

15:01  
21/09/2015

A wish list will be created. A wish list is a list of your choices in order of priority. You will need to check with your school how many placements you can have on your wish list. This will then go to your coordinator for them to action. Your coordinator will advise you which of your choices has been successful.

**CONNECT EDUCATION & BUSINESS**

You are logged in as Lucy Burton (Dummy School)  
[My Account](#) | [Logout](#) (Remaining 01:59:44)

Home | Search | **My Opportunities** | Resources | Links

My Placements

**Placements**

Applied for an Opportunity?  
 Use this page to keep an eye on your Opportunity applications...

**My Placements (2)**

**My Wishlist (2)**

The items displayed below require attention from your tutor.

Rank	Employer	Opportunity Title	Start	End	Postcode	Change Rank
1	Anglia Bus Services	Vehicle Mechanic	04/07/2016	08/07/2016	NR34 7TH	↓
2	Henstead Motorsport	Vehicle Mechanic	04/07/2016	08/07/2016	NR34 7TD	↑

Windows taskbar: 15:03 21/09/2015

## Organising your own placement

If you want to arrange your own placement, you will need to have all the information (see below) to pass onto the work experience co-ordinator 8 weeks before the beginning of your placement. This is in order for a risk assessment and health and safety check to be carried out before your placement can take place. This is non-negotiable and any placements after this deadline will incur a financial cost for the checks to take place.

You will need to have the following information for the risk assessment and health and safety check to be booked:

***Company Name and address***

***Contact Name and number***

***Employer Liability Insurance number and name of insurance company Placement***

***Type (ie office; mechanic etc)***

If you have any questions or queries regarding own placements, please Mrs Southgate or Miss McLauchlan as soon as possible.