

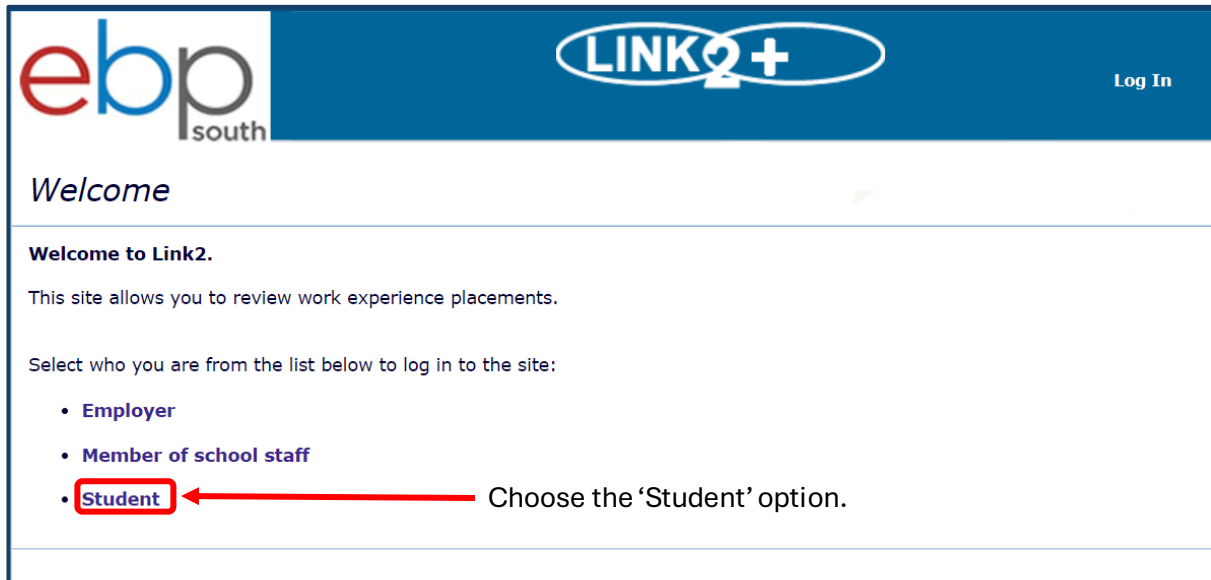
Link 2 Student Guide
Full System Schools

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Logging In

1. To log into the system first go to this website: [Link2 - Welcome \(learnaboutwork.net\)](http://Link2 - Welcome (learnaboutwork.net)).



The screenshot shows the top navigation bar with the 'ebop south' logo on the left, the 'LINK2+' logo in the center, and a 'Log In' link on the right. Below the navigation bar, the page title is 'Welcome'. The main content area contains the following text:

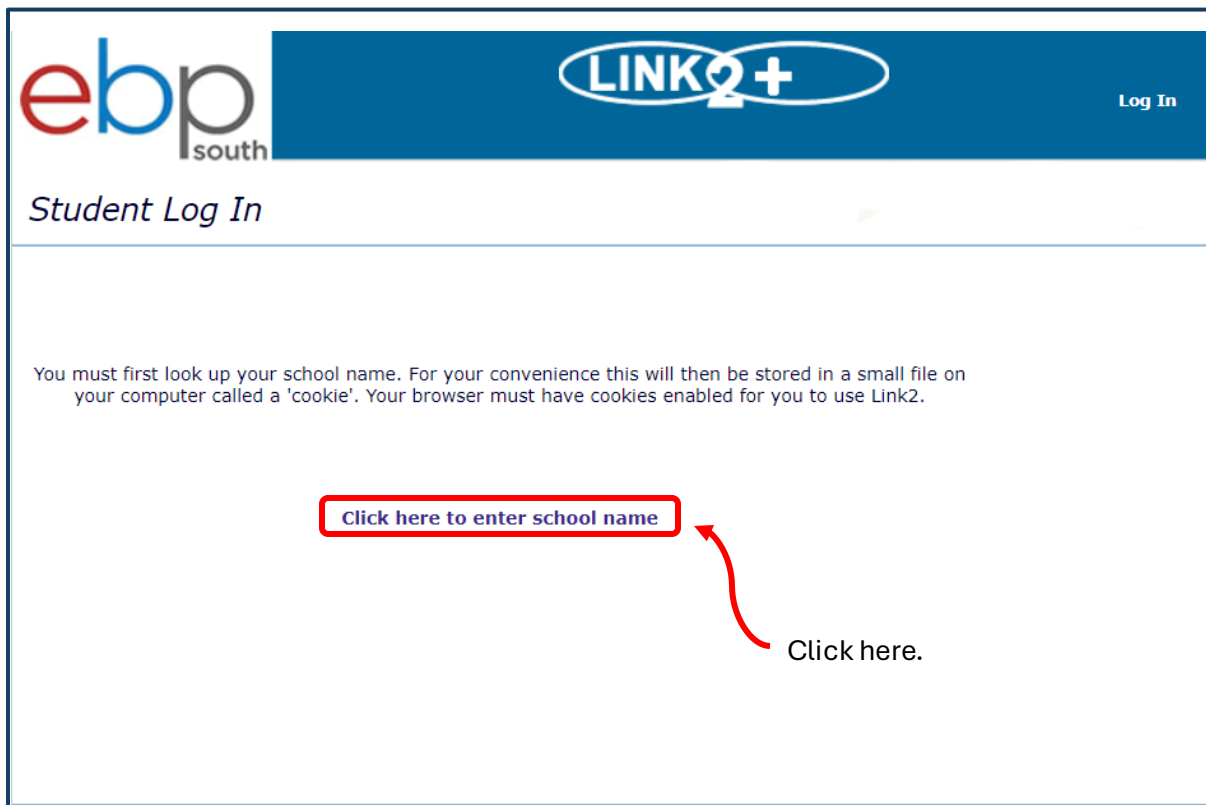
Welcome to Link2.
This site allows you to review work experience placements.

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

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

A red arrow points from the text 'Choose the 'Student' option.' to the 'Student' option in the list.

2. This page will appear.



The screenshot shows the 'Student Log In' page. The top navigation bar is identical to the previous page. Below the navigation bar, the page title is 'Student Log In'. The main content area contains the following text:

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.

Below this text is a button labeled 'Click here to enter school name'. A red arrow points from the text 'Click here.' to the button.

3. Find your school's name from the drop down menu and click 'Submit'.

ebop south

LINK2+

Log In

Enter school

Lookup your school name , then click 'Submit'.

School

Submit

4. Fill out your details below. You will be given a four digit pin.

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 **EBP South College**

Name ← Full name with spaces.

PIN ← You **MUST NOT** share your pin number with anyone.

Login Clear

5. When you are logged in, this home page will appear.

Please read all this information BEFORE you begin making choices.

The screenshot displays the 'Student Home' page of the ebop south system. At the top left is the ebop south logo. To its right, a blue navigation bar contains the text 'You are logged in as Jane Doe' and a 'Log Out' button. Below this, a white navigation bar features links for 'Home', 'Work Experience Literature', 'Search', and 'My Placement Details'. The main content area is titled 'Student Home' and contains the following text:

This system has been designed to help you prepare for your placement, whether you are finding your own or selecting one from Link2.

Information to get started is in the Work Experience Literature, see above.

All the details you need to be aware of are on the job descriptions; make sure you have read and understood them before making your selections.

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.

Searching for Placements

1. To find placements click the search tab and this page will appear.

The screenshot shows the 'ebop south' website interface. At the top, a blue navigation bar contains the logo on the left, the text 'You are logged in as Jane Doe' in the center, and 'Log Out' on the right. Below the logo are navigation links: 'Home', 'Work Experience Literature', 'Search' (highlighted with a red box), and 'My Placement Details'. The main content area is titled 'Search' and contains several search options:

- A text input field with the label 'Please select one of the options below, or enter a job number' and a 'Job number' input field with a 'Go' button.
- A blue bar with the text 'OR search for all or part of an employer's name here:' and an 'Employer' input field with a 'Go' button.
- A green bar with the text 'OR search on employer's postcode here:' and a 'Postcode' input field with a 'Go' button.
- A grey bar with the text 'OR search on employer classification here:' and a dropdown menu with a 'Go' button.

Below these options is a grid of 18 job categories, each with a colored icon and text:

- Administration, Business and Office Work
- Building and Construction
- Catering and Hospitality
- Computers and IT
- Design, Arts and Crafts
- Education and Training
- Engineering
- Environment, Plants and Animals
- Financial Services
- Healthcare
- Languages, Information and Culture
- Legal and Political Services
- Leisure, Sport and Tourism
- Manufacturing and Production
- Marketing and Advertising
- Media, Print and Publishing
- Performing Arts
- Personal and Other Services including hair and beauty
- Retail Sales and Customer Services
- Science, Mathematics and Statistics
- Security and Armed Forces
- Social Work and Counselling Services
- Transport and Logistics
- ALL All Categories

At the bottom, there is a section for restricting the search by location: '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.' This section includes input fields for 'Postcode:', 'Town:', and 'Telephone area code:', followed by a 'Submit' button.

2. Two ways to search for a placement will appear.

If you know the name or address of the placement you would like use this section.

Type in the employer's name.

Please select one of the options below, or enter a 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

OR search on employer classification here:

Type in the employer's **FULL** postcode.

If you would like to search all the placements we have on the system use this section.

Click on any of the job categories that interest you.

OR

1. Type in either the town or postcode are you would like to find placements in.
2. Click submit.
3. Choose a category to search.

Administration, Business and Office Work	Financial Services	Performing Arts
Building and Construction	Healthcare	Personal and Other Services including hair 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.

1 Postcode: Town: Telephone area code:

2

3. All the results for your search will show up like this.

Use these buttons to navigate the results pages.

Opportunity List

Records 101 to 120 of 393

Organisation	Job Title	Town	Postcode	Job No.	Details
Daniel Galleozzie Equestrian	Yard Groom	Bishop Waltham	SO32 1FG	25131	View
Daniel Galleozzie Equestrian	Equestrian Trainer	Bishop Waltham	SO32 1FG	21421	View
Dave Ford Tree Care	Trainee Groundsman	Dorking	RH4 5JH	16903	View
David Ashworth Veterinary Surgery Ltd	Veterinary Assistant	Farnborough	GU14 0HP	11903	View
Deborah Basley Horse Riding	Stable Hand	Chichester	PO20 8LG	17552	View
Didling Farms Ltd	Gamekeepers Assistant	Didling, Midhurst	GU29 0LQ	19216	View
Difford Kennels	Kennel Assistant	Barton Stacey	SO21 3NP	12554	View
Difford Kennels	Kennel Staff	Barton Stacey	SO21 3NP	4528	View
Digweed Garden Services	Assistant to Head Gardener	Southampton	SO31 8LB	7892	View
Donnington Grove Veterinary Group	Vet Assistant			17735	View
Doodley Dogs	General Assistant - Crawley			24708	View
Doodley Dogs	Centre Assistant			15329	View
Dorset Heavy Horse Farm Park	Stable/General Assistant	Verwood	BH21 5RJ	9313	View
DT Gardening	Gardener			19511	View
				26388	View
				26389	View
				26386	View
				12328	View
				6613	View
				18772	View

[First](#) | [Previous](#) | [Next](#) | [Last](#)

Job Description

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

Employer	EBP Farm PO6 3EN
Job Title	Student Farm Assistant
Job Number	26388
Classification	Environment, Plants and Animals
Activities Involved	THIS IS A TEST JOB.
Other Information	THIS IS A TEST JOB.
Health and Safety	
Meals	Lunchbreak.
Days & Times	Monday to Friday 9am - 5pm
Clothing	
Travel	
Interview	Yes - student to organise
Website	
Address	1000 Lakeside Western Road Portsmouth PO6 3EN
	Click for map

To see further information about placements you are interested in, click the 'View' button.

Making Choices

1. Find the placement you are interested in and click 'View'.

Opportunity List

Records 101 to 120 of 393 [First](#) | [Previous](#) | [Next](#) | [Last](#)

Organisation	Job Title	Town	Postcode	Job No.	Details
Daniel Galleozzie Equestrian	Yard Groom	Bishop Waltham	SO32 1FG	25131	View
Daniel Galleozzie Equestrian	Equestrian Trainer	Bishop Waltham	SO32 1FG	21421	View
Dave Ford Tree Care	Trainee Groundsman	Dorking	RH4 5JH	16903	View
David Ashworth Veterinary Surgery Ltd	Veterinary Assistant	Farnborough	GU14 0HP	11903	View
Deborah Basley Horse Riding	Stable Hand	Chichester	PO20 8LG	17552	View
Didling Farms Ltd	Gamekeepers Assistant	Didling, Midhurst	GU29 0LQ	19216	View
Difford Kennels	Kennel Assistant	Barton Stacey	SO21 3NP	12554	View
Difford Kennels	Kennel Staff	Barton Stacey	SO21 3NP	4528	View
Digweed Garden Services	Assistant to Head Gardener	Southampton	SO31 8LB	7892	View
Donnington Grove Veterinary Group	Vet Assistant			17735	View
Doodley Dogs	General Assistant - Crawley			24708	View
Doodley Dogs	Centre Assistant			15329	View
Dorset Heavy Horse Farm Park	Stable/General Assistant	Verwood	BH21 5RJ	9313	View
DT Gardening	Gardener			19511	View
				26388	View
				26389	View
				26386	View
				12328	View
				6613	View
				18772	View

Job Description

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

Employer	EBP Farm PO6 3EN
Job Title	Student Farm Assistant
Job Number	26388
Classification	Environment, Plants and Animals
Activities Involved	THIS IS A TEST JOB.
Other Information	THIS IS A TEST JOB.
Health and Safety	
Meals	Lunchbreak.
Days & Times	Monday to Friday 9am - 5pm
Clothing	
Travel	
Interview	Yes - student to organise
Website	
Address	1000 Lakeside Western Road Portsmouth PO6 3EN
Click for map	
	


2. To add the placement to your choices click on 'Add to Selections'.

Job Description

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

Employer	EBP Farm PO6 3EN
Job Title	Student Farm Assistant
Job Number	26388
Classification	Environment, Plants and Animals
Activities Involved	THIS IS A TEST JOB.
Other Information	THIS IS A TEST JOB.
Health and Safety	
Meals	Lunchbreak.
Days & Times	Monday to Friday 9am - 5pm
Clothing	
Travel	
Interview	Yes - student to organise
Website	
Address	1000 Lakeside Western Road Portsmouth PO6 3EN

[Click for map](#)



If you cannot see this button then the placement you have chosen is unavailable.

3. Type in your pin and click continue.

Student Log In

Please confirm your name and PIN

School **EBP South College**

Name

PIN

You will have to enter your pin every time you make a choice.

Viewing Choices

To view your choices click the 'My Placement Details' tab and this page will appear. You can view, rank and detail all your choices from this page.

The screenshot shows the 'My Placement Details' page. At the top, it says 'You are logged in as Jane Doe' and has 'Help' and 'Log Out' links. The navigation bar includes 'Home', 'Work Experience Literature', 'Search', and 'My Placement Details' (which is highlighted with a red box). Below the navigation is the 'Journey Planner' logo and a 'Return to job list | New search' link. The main content is a table with the following data:

Job	Employer	Job Title	Town	Postcode	Status	Choice	#
26388	EBP Farm	Student Farm Assistant	Portsmouth	PO6 3EN		▼	1
26389	EBP Farm	Student Horse Groomer	Portsmouth	PO6 3EN		▼	1
26383	EBP Shop	Student Shop Assistant	Portsmouth	PO6 3EN		▼	1
26386	EBP Zoo	Student Zoo Keeper	Portsmouth	PO6 3EN		▼	1

At the bottom of the table is a 'Submit' button.

Click the job number to view the job description.

Use this section to rank your choices in order of preference.

This number will tell you how many other students, from your school, have also chosen this placement.

This annotated screenshot shows the same 'My Placement Details' page. Red arrows point to the following elements:

- The job number '26388' in the first row.
- The dropdown arrow in the 'Choice' column of the first row.
- The 'Status' column header.
- The 'X' icon in the delete column of the first row.
- The 'Submit' button at the bottom.

When you are happy with all your choices click submit.

Once submitted you **WILL NOT** be able to change your choices or ranking.

This section will show the status of your choice.

Click this button to delete the placement from your choices.

Status Definitions

Pending – Choices that we are currently working on.

Confirmed -Placements that have been confirmed with health and safety up to date.

Own Placement – Confirmed Own Placements with Health and Safety up to date.

To Be Visited – System/ Own Placements with Health and Safety NOT up to date.

Cancelled/ Withdrawn – Choice has been unavailable due to various reasons.

Note: If you cannot see some of your choices it is because it is unavailable and has been removed from your choices.

Confirmed Placements

When you have a Confirmed/ To Be Visited placement you **MUST** contact the employer to arrange for an interview. **DO THIS AS SOON AS POSSIBLE.**

If you do not you are at risk of losing your placement.

Interview Guidance

When you have a Confirmed/ To Be Visited placement you **MUST** contact the employer to arrange for an interview. **DO THIS AS SOON AS POSSIBLE.**

If you do not you are at risk of losing your placement.

You can contact your employer either by calling or emailing them.

Finding Contact Details

You will find your placement provider's contact details at the top of the consent form. Your school coordinator will provide this form when you have a confirmed placement.

Call or email this contact to arrange for your interview. Examples of what to say can be found below.

WORK EXPERIENCE AGREEMENT			
EMPLOYER DETAILS			
COMPANY NAME:	EBP Farm	CONTACT NAME:	Mr Mat Bar
PLACEMENT ADDRESS:	1000 Lakeside Western Road Portsmouth PO6 3EN	TELEPHONE:	023 1234 5678
PLACEMENT TITLE:	Student Farm Assistant	EMAIL:	mb@ebpsouth.co.uk
DAYS & TIMES:	Monday to Friday 9am - 5pm	PLACEMENT DATES:	19/08/2024 - 23/08/2024
		PLACEMENT REF:	26388
RISK ASSESSMENT INFORMATION			
HEALTH AND SAFETY INDUCTION:	Full induction before work commences		
EQUIPMENT/MACHINERY:	Hand tools only unless full training and one-to-one supervision provided		
PLACEMENT HEALTH LIMITATIONS SPECIFIED BY EMPLOYER:			
ANY SPECIAL CLOTHING:			
SUPERVISOR/S:			
STUDENT DETAILS			
NAME:	Jane Doe	TUTOR GROUP:	EBP
SCHOOL/COLLEGE:	EBP South College	SCHOOL/COLLEGE CONTACT:	John
SCHOOL/COLLEGE ADDRESS:	1000 Lakeside Western Road North Harbour Portsmouth PO6 3EN	TELEPHONE:	023 9228 3441

Example Email

Subject: Work Experience Interview

Dear [CONTACT'S FIRST NAME],

I am writing to you regarding my work experience placement starting on [DATE PLACEMENT STARTS].

I am looking forward to working with you and just wanted to contact you before I arrive.

Is there a convenient time to speak with you so we can discuss the placement details?

Kind regards,

[YOUR FULL NAME]

Example Phone Call

Hello! My name is [YOUR NAME]. Please would it be possible to speak to [CONTACTS FULL NAME] regarding my confirmed work experience placement starting on the [DATE PLACEMENT STARTS].

[General conversation about your placement will happen]

At the end thank them for their time and let them know you look forward to seeing them soon.

Questions to Ask the Employer

- What will my working hours be?
- Do you have a dress code? (Will safety clothing be provided, if required?)
- Do you have a canteen or will I need to bring my own lunch?
- Is there any other information you require from me?

Confirming an Interview

After you have met with the employer, log into your account and go to 'My Placement Details'.

1. Find your placement.
2. Tick the interview box.

My Placement Details

 [New search](#)

Job	Employer	Job Title	Town	Postcode	Status	Choice	#	Int
26388	EBP Farm	Student Farm Assistant	Portsmouth	PO6 3EN	Cancelled	1	2	<input type="checkbox"/>
26389	EBP Farm	Student Horse Groomer	Portsmouth	PO6 3EN	Cancelled	2	2	<input type="checkbox"/>
26386	EBP Zoo	Student Zoo Keeper	Portsmouth	PO6 3EN	Confirmed	3	1	<input checked="" type="checkbox"/>
26385	EBP Shop	Student Delivery Assistant	Portsmouth	PO6 3EN	Cancelled	4	1	<input type="checkbox"/>

[Submit](#) [Print Selections](#)

This is the box you will tick.

ONLY TICK THIS BOX IF YOU HAVE MET WITH THE EMPLOYER. WE WILL KNOW IF YOU HAVE NOT.