

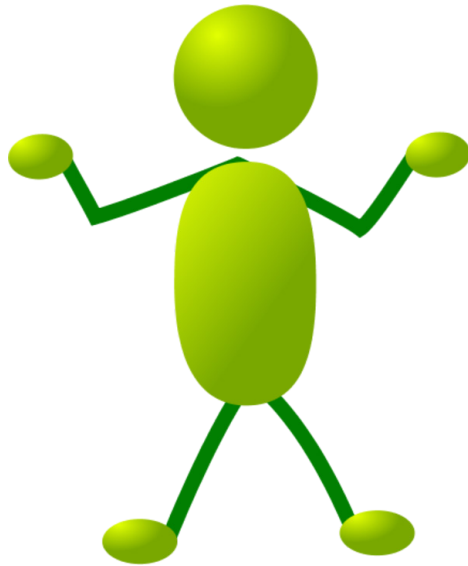
S3 Work Placements

8th May – 2nd June

8th May-2nd June



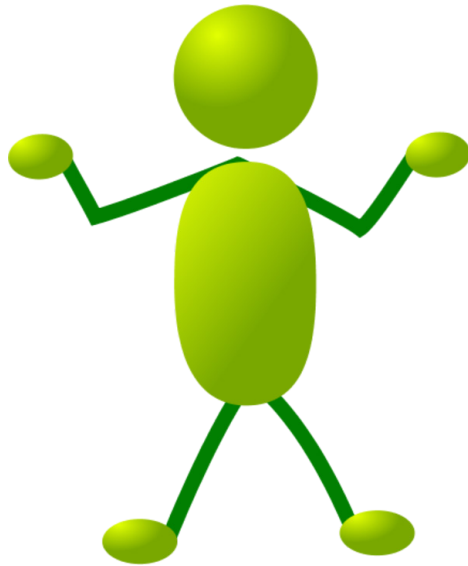
Vital Information



WHEN IS IT
ON?

8th May – 2nd June

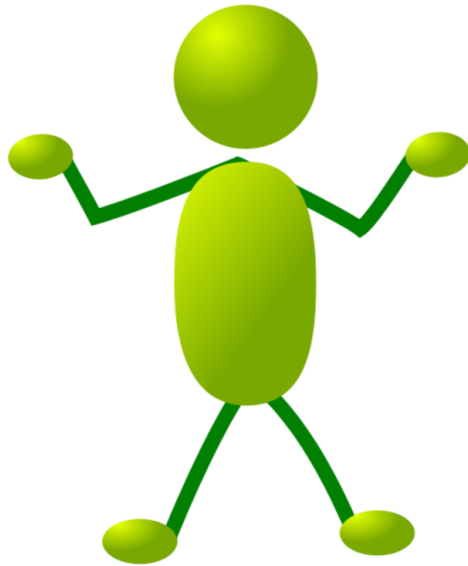
Vital Information



How long does
it last for?

Up to 5 days.

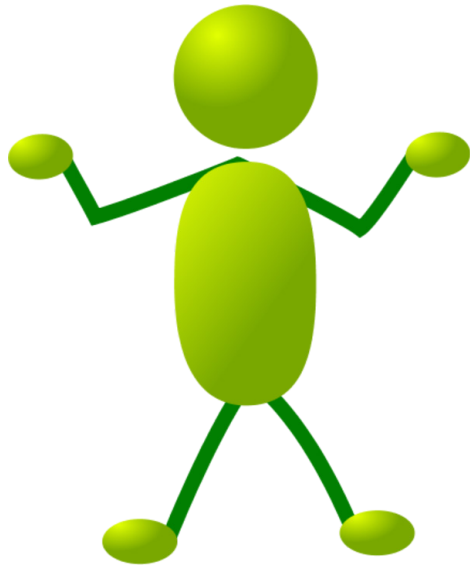
Vital Information



Does everyone
get a placement?

**Yes – If they want one.
BUT you need your
parents permission**

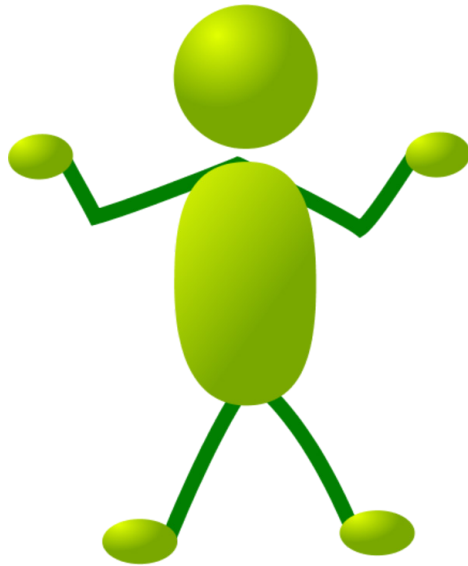
Vital Information



What if I need
specialist
equipment?

**Speak to your
Pastoral Teacher**

Vital Information



How do I get a
placement?

WorkIT & Self Found

WORKIT

work placement manager

Log In

Username

4062002

Password *

•••••



Employers

Details on
letter issued
today

Interested
Read more:

ts?

Testimonials

"WorkIT is the most user friendly and straightforward Work Placement IT system I have ever used. I would not hesitate in recommending it to any school."

Jane Pretsell, Balfron High School

Find out more

pupils

All the support you need to make the right choice of work placement



teachers

A complete work placement management tool



HOW TO SELECT AN ONLINE PLACEMENT

The screenshot shows the 'WorkIT' website interface for a 'pupil' user. The top navigation bar includes 'Your account | log out' and 'Placement Search'. A left sidebar contains a menu with items like 'home', 'placement search', 'at placement search', 'workit out', 'case studies', 'profile', 'eEquip', 'news', 'activities', 'questionnaires', and 'help'. The main content area is titled 'placement search' and contains a search form with fields for 'Week', 'Job Title', and 'Career Area', along with a 'Submit' button. A green callout box with a white arrow points to the 'Week' dropdown menu, containing the text 'Choose a week then hit Submit'. The footer contains links for 'Home', 'About WorkIT', 'Our Partners', 'Privacy Policy', and a copyright notice for '© Gateway Shared Services 2001 - 2017'.

WORKIT pupil

Your account | log out Placement Search

home placement search

placement search

at placement search

workit out

case studies

profile

eEquip

news

activities

questionnaires

help

Search (Hide Search Panel...)

Week: Please select... ▾

Job Title:

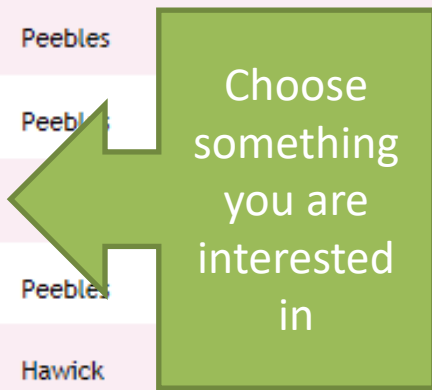
Career Area: Please select... ▾

Submit

Choose a week then hit Submit

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<u>Placement</u>	<u>Career Area</u>	<u>Area</u>	<u>Week(s)</u>	<u>Available</u>
Administrative Assistant Morrison Construction Scotland Division (The New Kelso High School)	Administration and Management	Kelso	08/05/2017	1
Beautician Assistant Peebles Hydro Hotel	Hairdressing and Beauty	Peebles	08/05/2017	1
Childcare Assistant Peebles Hydro Hotel	Hospitality, Catering, Tourism and Cleaning	Peebles	08/05/2017	1
Classroom Assistant Scottish Borders Council (West Linton Primary School)	Teaching and Classroom Support	Peebles	08/05/2017	2
Fitness Instructor Stobo Castle Health Spa Ltd	Sport and Leisure	Peebles	08/05/2017	1
Garden/Grounds Maintenance Assistant Royal Botanic Garden (Garden Stobo)	Animals, Land and Environment	Peebles		1
Gardening Assistant Peebles Hydro Hotel	Hospitality, Catering, Tourism and Cleaning	Peebles		1
General Assistant Kailzie Equestrian	Animals, Land and Environment	Peebles		2
Health Spa Assistant Stobo Castle Health Spa Ltd	Hairdressing and Beauty	Peebles		1
Healthcare/Activities Assistant Park Homes Uk (St Andrews Care Home)	Social, Caring and Advisory Services	Hawick		1
Hospitality /Admin Assistant Stobo Castle Health Spa Ltd	Hospitality, Catering, Tourism and Cleaning	Peebles	08/05/2017	1
Hospitality Assistant Peebles Hydro Hotel	Hospitality, Catering, Tourism and Cleaning	Peebles	08/05/2017	1
Housekeeping Assistant Peebles Hydro Hotel	Hospitality, Catering, Tourism and Cleaning	Peebles	08/05/2017	1
Kitchen Assistant Peebles Hydro Hotel	Hospitality, Catering, Tourism and Cleaning	Peebles	08/05/2017	1



Choose something you are interested in

[home](#)[placement](#)[search](#)[at placement](#)[search](#)[workit out](#)[case studies](#)[profile](#)[eEquip](#)[news](#)[activities](#)[questionnaires](#)[help](#)[view placement details](#)

General Assistant

Kailzie Equestrian

Kailzie Home Farm

Feebles

EH45 9HT

Business Type: Work with Animals

Miss Susanne McIntosh

Owner (Carvasscontact)

Tel 01721 729 121

Mob 07703 165 777

[Get Directions](#)[job description](#)

Student will assist with mucking out, grooming and day to day tasks within the riding school.

Days & Hours of Work

Monday to Friday 9.00am - 4.30pm

Lunch

Pupils are expected to bring their own lunch.

Dress Code

Student should wear warm clothing, proper boots and riding hat.

Additional Info

[health and safety](#)

Employers Hazard Identification

Medium

Employers Control Measures

Electricity - Regular P.A.T. testing, Instruction.

Display Screen Equipment - regular task breaks, Instruction.

Slips/Trips/Falls - Keep areas tidy, clear any spillages, display warning signage, Instruction.

Working with animals - Assess any task or animal, P.P.E., Instruction, supervision.

Local Authority Health & Safety Notes

1) Induction, supervision and observation of working tasks.

2) Health & Safety in place as per company policy and guidelines.

3) Strictly no: operating of m

capabilities.

4) Students only working with

tools, contact with veterinary medicines, manual handling duties outwith their

for their level of experience and capabilities.

Personal Protective Equipme

Not provided

To be supplied to student

Job Card

Hit
Request

[request placement](#)

Choose the correct date below. [Click here](#) button.

If you are AT ALL unsure, check [this link](#) for more information or [contact us](#) immediately.

Requesting the wrong date or type of placement (even by mistake) may result in you missing the opportunity best suited to you.

Start Date:

[Request](#)

SELF FOUND PLACEMENTS

- Use your contacts.
- Complete the paperwork and return to the school.
- Checks take up to **6 WEEKS.**

HOW TO REGISTER A SELF FOUND PLACEMENT

WORKIT pupil

Your account | log out Placement Search

home placement search

placement search

at placement search

workit out

case studies

profile

eEquip

news

activities

questionnaires

help

Search (Hide Search Panel...)

Week: 08/05/2017

Job Title:

Career Area: Law

Provider:

Town:

Areas: Please select...

Submit

Your search returned 0 result(s).

Can't find a placement that you are interested in? Then you can make a [Self Found Request](#).

Hit Self Found Requests

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- home
- placement search
- at placement search
- workit out
- case studies
- profile
- eQuip
- news
- activities
- questionnaires
- help

self found

If you have found a placement by yourself, please enter the details on the [Self Found Request form](#).

It is important that you complete the form as follows:

- As fully and accurately as possible.
- As soon as you can.

If you don't do this, the placement may not be possible to attend.

In the form you will be asked to put in the following information. It is important that you get all of these details from the employer:

Date

Be careful that you select the correct week.

If you have any doubts about this contact your teacher immediately.

Job Title

Every role or job within a Company has a title. You need to find out what this is from them.

Company

- **Name** - Correct name of the Company.
- **Address** - You need to put in the street and number, the Town and Post Code.

Contact Person

You need to find out the full name of the person who is organising the place for you.

- **Title** (*Mr/Ms/Mrs/Miss/Dr etc.*)
- **First name and Surname**
- **Post** - what is their Job Title? (*Manager, Department head etc.*)
- **Contact Details** - At least one method of contact, (*phone number, mobile number, email address.*)

Hit Self Found Request Form

home	self found request
placement search	Enter the new Self Found Request and press the "Submit" button.
at placement search	Start Date <input type="text" value="Please select..."/>
workit out	Job Title <input type="text"/>
case studies	Company Name <input type="text"/>
profile	Address one <input type="text"/>
eQuip	Address two <input type="text"/>
news	Address three <input type="text"/>
activities	Address four <input type="text"/>
questionnaires	Town <input type="text"/>
help	County <input type="text"/>
	Post Code <input type="text"/>
	Contact's Title <input type="text"/> <small>(e.g. Mr/Ms/Mrs/Miss/Dr etc.)</small>
	Contact's First name <input type="text"/>
	Contact's Last name <input type="text"/>
	Contact's Post <input type="text"/>
	Contact's Phone number <input type="text"/>
	Contact's Fax number <input type="text"/>
	Contact's Mobile number <input type="text"/>
	Contact's Email address <input type="text"/>
	<input type="submit" value="Submit"/>



Complete form
and hit submit

What happens then?

- Return Parental Permission Form and (if applicable) Self Found Placement Form to the office. (29th March)
- Your request is processed by the office.
- Confirmation / Job Work Cards will be sent to you.
- Your employer will be informed when they should expect you.



JOB WORK CARDS

WORK PLACEMENT DETAILS

PUPIL	A Pupil	SCHOOL	Peebles High School
START DATE	22/05/2017	END DATE	28/05/2017
PROVIDER:	Priorsford Primary School Marmion Road Peebles EH45 9BE	CONTACT:	Mr Keith Russell Depute Head Teacher Tel: 01721 721 236 Mobile: Fax: 01721 724 038 Email: TBC@scotborders.gov.uk
Placement title	Classroom Assistant (560)		
Placement details:	Supporting class teacher in effective organisation and management of teaching and learning		
Hours:	8.45-11 (M) 1.15-3.25 (W)		
Days of Placement:	Monday - Friday		
Lunch: (if relevant)	12.00pm - 1.00pm Pupil to provide own lunch.		
Dress requirements:	Smart appearance and dress code. No visible piercings and no excessive jewellery. Comfortable shoes to		

CONFIRMATION LETTER



PEEBLES HIGH SCHOOL
Campbell Wilson
Rector

Springwood Road
Peebles
EH45 9HB

Mr Keith Russell
Depute Head Teacher
Priorsford Primary School
Marmion Road
Peebles
EH45 9BE

16 March 2017

Dear Mr Russell

Extended School Work Experience Programme

Placement: Classroom Assistant (560) Start Date: 22/05/2017

I am pleased to advise you that the following pupil has selected this placement with your organisation.

Name: A Pupil 3D2 DoB:

Address: 1 Random Street, Cardrona, Peebles, EH45

Phone Number:

For your convenience, I have enclosed a copy of the placement details which have been provided to the pupil and the pupil's parent or guardian by the school.

The feedback from our pupils over the years has been that work experience is very worthwhile, helping them to make more relevant career decisions. To help with this, the pupil will give you a Pupil Assessment form which I would ask you to complete and return to the pupil at the end of the placement.

Please call me if you wish to discuss any aspect of the programme, or if any issues arise before or during the course of the placement.

In the meantime, thank you very much indeed for participating in our school's work experience programme.

TMI?



NEED HELP?

The screenshot shows the WORKIT website interface. At the top left is the 'WORKIT' logo. To its right, the user is logged in as 'pupil'. Below the logo, there are two navigation bars: a red one with 'Your account | log out' and a yellow one with 'Help'. A left-hand navigation menu lists various site sections, with 'help' at the bottom. A large green callout box on the right points to the 'user guides' section, which is highlighted in purple and contains links for 'Pupil Guide' and 'Self Found & Extended Form and Letter of Understanding - Updated 27/09/2016'. A smaller green callout box at the bottom left points to the 'help' link in the navigation menu. The footer contains links for 'Home', 'Our Partners', 'Privacy Policy', and a copyright notice for Gateway Shared Services 2001 - 2017.

WORKIT pupil

Your account | log out Help

home **user guides**

placement search Pupil Guide

at placement search Self Found & Extended Form and Letter of Understanding - Updated 27/09/2016

workit out

case studies

profile

eEquip

news

activities

questionnaires

help

Click here

Tells you everything you need to know

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NEED MORE HELP?

- See the school Website for ppt and forms.
- Talk to your pastoral teacher.
- Speak to Mrs George or Mr Fagan.



Making a Good Impression

