

Work Experience Guidelines for Students 2025-26

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1 – Introduction to Work Experience

Work experience is an opportunity for students to experience the world of work outside the school environment. **At this stage it is not a step onto a career path, however the skills you learn will be very valuable for your future job/career.**

These are some of the benefits of work experience

- An opportunity to use existing skills and develop new ones
- Build and develop communication and social skills
- Develops and builds self confidence
- Gain independence
- Apply the knowledge you have learnt in school to a work environment
- Gain a broader understanding of how companies are structured and operate
- **Work experience is unpaid!**

Education Business Partnership (EBP) will work in partnership with your school to organise a placement for you. This will be done using the on-line platform 'Link 2'.

Information with regards to obtaining an Own Placement has previously been sent to your school Work Experience contact.

**** Please note - all school, student and employer details contained in these guidelines are fictitious****

**** If you have sourced a Work Experience placement by yourself (known as an Own Placement) you do not need to complete this process****

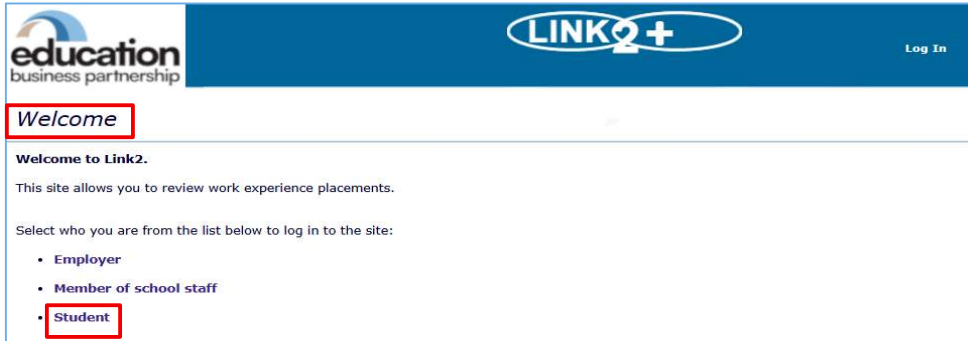
2 - USING THE LINK 2 SYSTEM

a) Getting started

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

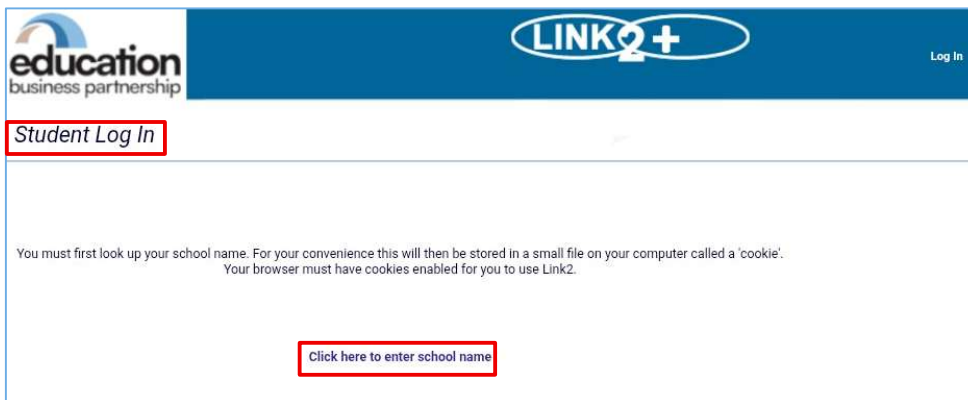
b) How to log into the system

Open your browser and enter <https://ebpwb.learnaboutwork.net> this will take you to the Link 2 *Welcome* page.



The screenshot shows the Link 2+ website header with the 'education business partnership' logo on the left and 'LINK 2+' on the right. Below the header, the word 'Welcome' is highlighted in a red box. The main content area says '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:' followed by a bulleted list: 'Employer', 'Member of school staff', and 'Student'. The 'Student' option is highlighted in a red box.

Click on *Student* link. This will take you to the *Student Log In* page.



The screenshot shows the 'Student Log In' page. The header is the same as the previous page. Below the header, 'Student Log In' is highlighted in a red box. The main content area contains the 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.' At the bottom, there is a red-bordered button that says 'Click here to enter school name'.

Click on *Click here to enter school name*

Choose your *school* name from the drop-down box and press the *Submit* button.



The screenshot shows the 'Enter school' page. The header is the same. Below the header, 'Enter school' is highlighted in a red box. The main content area says 'Lookup your school name , then click 'Submit''. Below this text is a red-bordered dropdown menu labeled 'School' and a red-bordered 'Submit' button.

c) How to log in using your student PIN

If you have submitted an Own Placement form you do not need to complete this process.

Your school's Work Experience contact or Tutor will provide you with your PIN.

Your PIN is your unique password to the Link 2 system. Without it you won't be able to get any further. ## You must **not swap or share your PIN with other students.**

Please enter your name and PIN exactly as provided by your tutor or Work Experience contact and select [Login](#).

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LINK2+

Log In

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 Cooper Academy-TRAINING ONLY

Name Fluffy White

PIN ****

Login Clear

When you have successfully logged in, the [Student Home](#) page will be displayed.

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You are logged in as Fluffy White

Log Out

Home Work Experience Resources Search My Placement Details

Student Home

Please use the Student guidelines to assist you with the process of selecting placement options.

You **MUST** select a **minimum of 4** and a **maximum of 8 placement** options in order to submit your choices.

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/Guardian/Carer before submitting your placement choices.

Parental/Guardian/Carer consent must be given before submitting your placement choices.

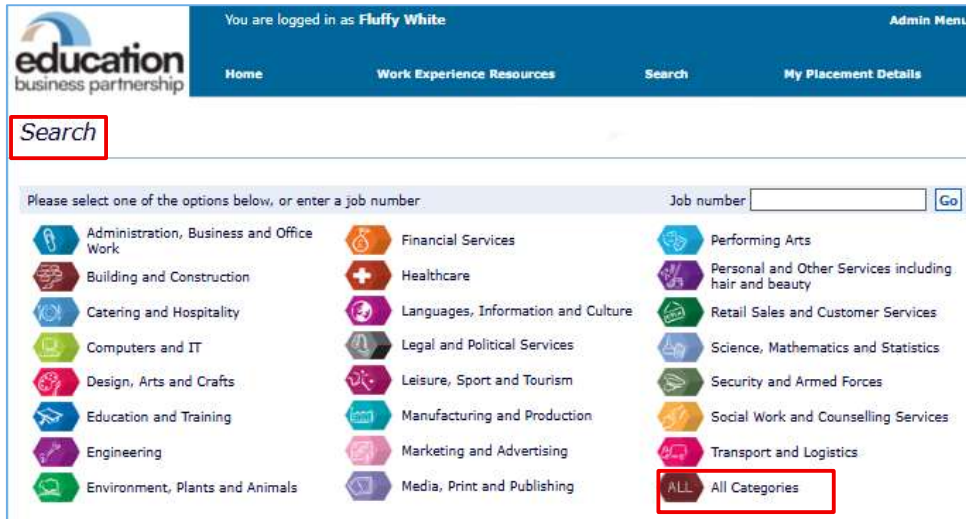
If you have any questions about work experience, please talk to your teacher / work-experience co-ordinator.

You can now start to select your job choices. Click on [Search](#) in the [Top Navigation Bar](#).

You **MUST** select a minimum of 4 and a maximum of 8 placement options in order to submit your choices.

d) Selecting jobs

Please note: The Civilian Forces, i.e. Police, Ambulance and Fire Service do not take under 16s on Work Experience. Hospitals and other medical services, e.g. physiotherapists rarely offer to under 16s.



Click on category titles to see the jobs within this field. You can also click [All Categories](#) and all available jobs will be displayed.

Some companies list jobs in more than one place, and they might not be where you'd expect. EG. *Mary Seacole Day Nursery & Family Support Unit* will have jobs under **Education and Training**, **Administration, Business and Office Work** and **Catering and Hospitality**.

The [Opportunity List](#) within your chosen job sector will be displayed - please see examples below. Please note, the number of Opportunities within each job category will vary. There could be more than one page of opportunities; please click on [Next](#) | [Last](#)

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You are logged in as Fluffy White Log Out

Home Work Experience Resources Search My Placement Details

Opportunity List

Records 1 to 20 of 22 First | Previous | **Next** | Last

Organisation	Job Title	Town	Postcode	Job No.	Details
Ainslie's Company **Training**	Nursery Assistant	Reading	RG40 3RE	6566	View
Ainslie's Company **Training**	General Assistant	Reading	RG40 3RE	6532	View
Ainslie's Company **Training**	Office Assistant	Reading	RG40 3RE	6606	View
Ainslie's Company 2 ** For TRAINING ONLY PURPOSES **	General Assistant	Reading	RG1 6DZ	6608	View
Charlie's Chocs - Training	General Assistant	Bourneville	RG14 6UM	6594	View
Fagan Training	General Assistant	Newbury	RG14 2DR	7508	View
Fellowes Flowers - Training record	General Assistant	Newbury	RG14 2DR	6552	View
Fellowes Flowers - Training record	Administration Assistant	Newbury	RG14 2DR	7515	View
Frost's Flowers (Training record)	General Assistant	Newbury	RG14 W0W	6870	View
Fuzzy Logic **Training**	Office Assistant	Newbury	RG14 1DR	6840	View
Hallam Academy **Training**	Office Assistant	Thatcham	RG00 7HP	6137	View
Hallam Enterprises **Training** Jo Star 1	Training Assistant	Vazon	VZ2 200	5520	View
Hallam Enterprises **Training** Jo Star 1	Finance Assistant	Vazon	VZ2 200	5540	View
Hallam Enterprises **Training** Jo Star 1	IT Support Assistant	Vazon	VZ2 200	5529	View
Hallam Enterprises **Training** Jo Star 1	Legal Assistant	Vazon	VZ2 200	5541	View
Hallam Enterprises **Training** Jo Star 1	Restaurant Assistant	Vazon	VZ2 200	5538	View
Hallam Tricks--training	General Assistant	Here	1267	5736	View
Julia's Jet Set Holidays (Training record)	Office Assistant	Thatcham	RG13 4PY	6863	View
Ramshaw Limited	Admin Assistant	water	XX	5606	View
Ramshaw Training	Salon Assistant	Compton	RG20 6PB	6804	View

Click on [View](#) button to see a [Job Description](#) of the job that interests you.

From the [Job Description](#) page you can view the employer's details, **including specific information around dress code, days of the week and hours**. You will also be able to view a location map where you can use the [Journey Planner](#) to work out how you would travel to your selected placement(s); just click on the [Journey Planner](#) link at the bottom of the [Job Description](#) page.


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You are logged in as Fluffy White [Help](#) [Log Out](#)

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

Job Description

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

Employer	Fuzzy Logic **Training** RG14 1DR
Job Title	Office Assistant
Job Number	6840
Classification	Administration, Business and Office Work
Activities Involved	A general admin role. The student will be supporting with tasks such as working on spreadsheets and data entry. The student will be sitting with different teams within the office to gain a general overview of the business. They will be overseeing policies and procedures with the Office Manager, spending time with the Marketing and Sales team and Finance department. The student may have the opportunity to travel with the employer to the annual exhibition in London. Written parental permission must be sent directly to the employer.
Other Information	
Health and Safety	Employer Risk Assessment in place
Meals	1 hour for lunch. Student to bring own lunch. Kitchen available with kettle, microwave and fridge.
Days & Times	Mon - Fri 9:30am - 4:30pm (employer is flexible, can be discussed)
Clothing	Smart/casual. Smart jeans are ok, no rips. No t-shirts or trainers to be worn. Collared t-shirts are ok.
Travel	5 mins walk from bus stop. On a busy bus route with good links to Reading and Bracknell.
Interview	No - interview not necessary
Website	
Address	41 The High Street Newbury RG14 1DR Click for map 

Please note the Activities Involved may vary during the actual placement depending on the employer's workload and business priority at the time.

If you wish to select a job for your work experience - click on [Add to selections](#) at the top of the job description which will redisplay the [Student Log In](#) screen. **This is a security measure; your name will be displayed but you need to re-enter your PIN and click the [Continue](#) button.** Each time you add a job to your selections you will be taken back to the [Student Log In](#) screen, and you will need to re-enter your PIN for each job you select.

When you have logged back in, you will be taken to the [My Placement Details](#) screen. Here you will be able to see your selections so far.

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You are logged in as **Fluffy White** [Help](#) [Log Out](#)

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My Placement Details

A Journey **B** Planner [Return to job list](#) | [New search](#)

Job	Employer	Job Title	Town	Postcode	Status	Choice	#
6868	Ainslie's Angels (Training record)	General Assistant	Newbury	RG14 BEE		1	3
6594	Charlie's Chocs - Training	General Assistant	Bourneville	RG14 6UM		4	3
5606	Ramshaw Limited	Admin Assistant	water	XX		2	2
6137	Hallam Academy **Training**	Office Assistant	Thatcham	RG00 7HP		5	1
6870	Frost's Flowers (Training record)	General Assistant	Newbury	RG14 W0W		3	3
6840	Fuzzy Logic **Training**	Office Assistant	Newbury	RG14 1DR			1

Parent/Guardian/Carer Consent:
 By selecting this box you confirm that you have read and understood the contents of which would have been given to you by your school.
 Please note: you will be unable to submit your choices unless this box is selected.

[Submit](#)

Do not press the submit button on this screen until you have made at a minimum 4 and maximum 8 placement options. The submit button is only used once you are satisfied with your selections and do not wish to make anymore amendments.


To continue to make further selections follow the previous process – please see section ‘d) **Selecting jobs**’ on page 4 of this guide.

If you do not want to select the job or wish to return to the previous list or start a new search - click on one of these options [Return to job list](#) | [New search](#).

You can add several jobs during the job selection process, but you will have to decide on your **final options** before submitting your final option choices. Remember you need a minimum of 4 and a maximum of 8 options.

If at any time you wish to see your selections to date, just click on the [My Placement Details](#) link in the navigation bar.

e) Amending choices

You may delete any or all your selections by clicking on the  on the righthand side of the screen up until you submit your choices.

The # column displays the number of students including you that have chosen that job. The higher the number, the greater the number of students also applying for that job.

If you wish to see a description of your selected **Jobs**, click the job number which appears in the first column in the table (in this example – numbers 6532, 5606, 5540 and 6566)



Job	Employer	Job Title	Town	Postcode	Status	Choice	#
6532	Ainslie's Company **Training**	General Assistant	Reading	RG40 3RE		▼	1 
5606	Ramshaw Limited	Admin Assistant	water	XX		▼	2 
5540	Hallam Enterprises **Training** Jo Star 1	Finance Assistant	Vazon	VZ2 200		▼	2 
6566	Ainslie's Company **Training**	Nursery Assistant	Reading	RG40 3RE		▼	1 

Parent/Guardian/Carer Consent: By selecting this box you confirm that you have read and understood the contents of the document [Add hyperlink to document] which would have been given to you by your school. Please note: you will be unable to submit your choices unless this box is selected.

Once you have made your **final options**, you must order your choices by using the drop-down box in the **Choice** column. You will be unable to assign the same priority number to a job more than once. Spend time before the deadline thinking about your options and discuss with your parent/guardian/carer.

You MUST select a minimum 4 and maximum 8 placement options to submit your choices.

Your parent/guardian/carer must select the consent button before you are able to submit your final choices. Please read the document carefully in the hyperlink.

Then press **Submit**.

You are logged in as Fluffy White Help Log Out

Home Work Experience Resources Search My Placement Details

My Placement Details

Journey Planner Return to job list | New search

Job	Employer	Job Title	Town	Postcode	Status	Choice	#
6532	Ainslie's Company **Training**	General Assistant	Reading	RG40 3RE		1	1
5606	Ramshaw Limited	Admin Assistant	water	XX		3	2
5540	Hallam Enterprises **Training** Jo Star 1	Finance Assistant	Vazon	VZ2 200		4	2
6566	Ainslie's Company **Training**	Nursery Assistant	Reading	RG40 3RE		2	1

Parent/Guardian/Carer Consent: By selecting this box you confirm you have read and understood the contents of the document which would have been given to you by your school. Please note: you will be unable to submit your choices unless this box is selected. [school hyperlink to be shown here]

When you have submitted your job choices you will see on the screen a message box stating, **'your choices have been saved'**.

Your selected job choices are now saved and **locked** and **you will be unable to make any further changes**.

You can Log Out of Link 2 using the button at the top right hand-side of the screen and close the browser window. Your Work Experience job choices have now been submitted.

The EBP will use the system to automatically allocate you to one of your selected preferences. Please note that this may be any of the options you have chosen.

f) Placement confirmation

A placement description will be sent to school **approximately 4 weeks before the work experience is due to start** with the confirmed placement details.

Please read this information carefully, especially the section called **CONTACT / INTERVIEW REQUIREMENTS**, as you may be required to contact your employer, before the work experience date.

In the unlikely event that you are not allocated a placement due to selecting very popular choices- the EBP will be able to open the system to you again.