

TIBSHELF COMMUNITY SCHOOL

Y10 Work experience – FAQ for students



This booklet has lots of information about your work experience journey to Tibshelf School.

It should also answer any questions that you might already have.

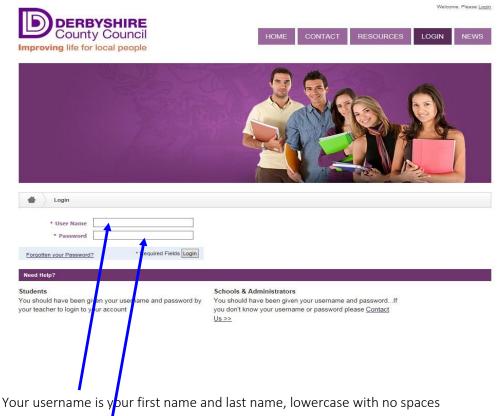




Work Experience Database

Please use the Derbyshire Work Experience website:

http://derbyshire.work-experience.co.uk



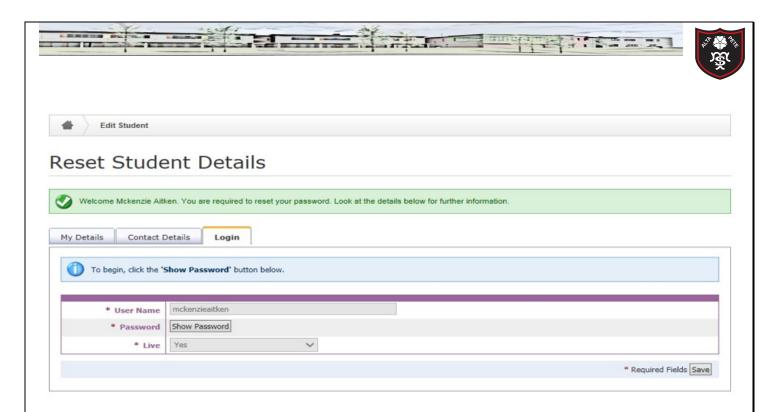
Password will be emailed to your school email address

Changing your password

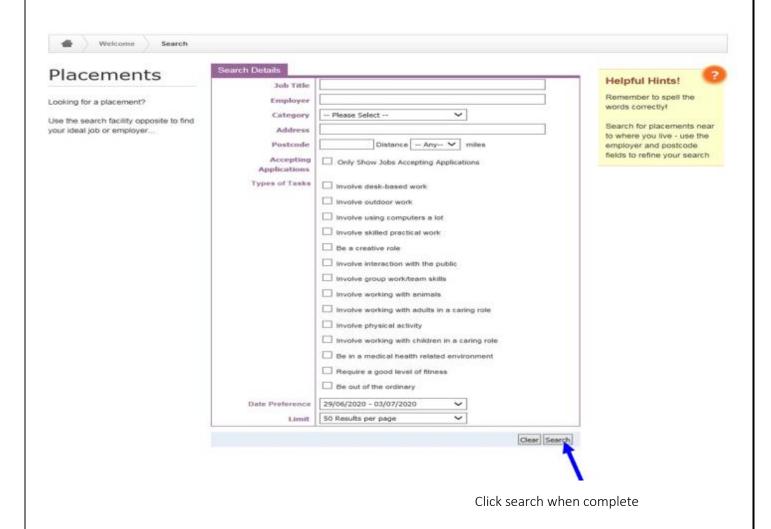
On the image below you can reset your password. This should be changed to something you will easily remember but you must keep this confidential.

On this page you can search for jobs, look at 'my placements', 'resources', 'links' and 'messages'.

Try toggling through these options to familiarise yourself with the website. Then click on search to start looking.



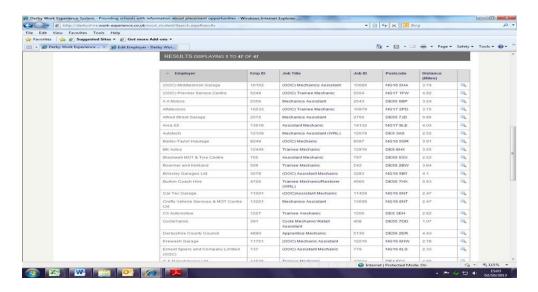
On the page below you can search for employers by entering either a job title, employer name, category (use the drop-down box to see available categories), address, postcode, and distance from postcode and by the type of tasks that may be involved in



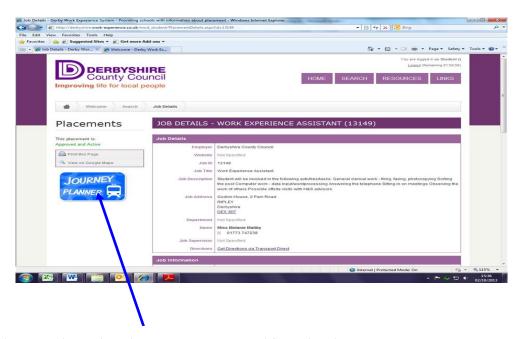




The next page as below will then list any business on the Derbyshire Work Experience website database that matches the criteria you have searched for.



Click on the 'job title' for further details of the job or 'postcode' to see the exact location of the employer on Google maps.



You can use 'journey planner' to plan your journey to and from the placement.

If you want to save this placement, then scroll down to the bottom of the screen and click 'wish list' to add it to your wish list.

If you would like to secure this placement you would need to contact the employer and discuss the possibility of this and follow the procedure that has been explained to you





Remember:

The work experience agreement form needs to be signed by you, your parent/carer and by the employer. Once all three parties have signed this form it needs to be handed into your form tutor or Mr Penford so it can processed. Without this paperwork the placement **cannot** be approved.

Contact us

 $\textbf{Email}-\underline{work experience@tibshelf.derby shire.sch.uk}$

Phone - 01773872391