WORKIT

GUIDE
TO BOOKING WORK
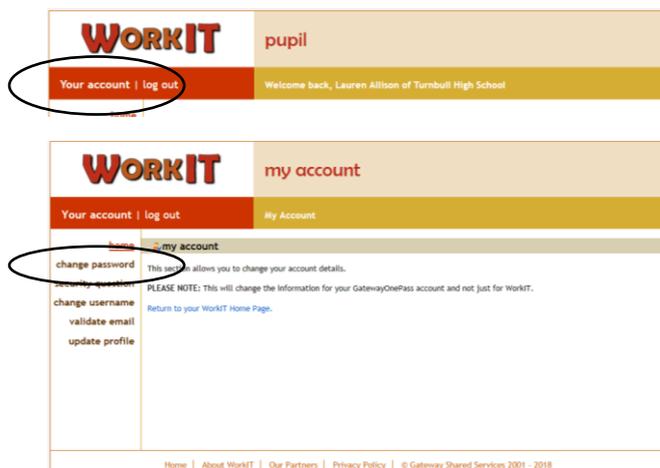# PLACEMENTS

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LOGGING IN TO WorkIT

WorkIT is a web application which provides pupils with an online database of preapproved work experience employers and other tools to help them find and secure a work placement.

Pupils can log into WorkIt using their own personal id and password as follows.

1   *Use the WORKIT tile in GLOW or go to* http://www.workit.info

2   *Type in your username and password and then click on the* **LOGIN** *button.* **(You have been emailed this in GLOW – don't give this to anyone else!)**

3   *Click on the* **GO TO MY HOMEPAGE** *button if required.*

HOMEPAGE BUTTON

4   *Once you have logged in you can change your username and password to something else if you want, by clicking* **YOUR ACCOUNT** *and choosing the* **appropriate** *option(s) in the next screen. If you forget your login details you will need to contact the school to get them reset).*

FINALISING A SELF FOUND PLACEMENT

If you **DO** know of someone or somewhere that can provide you with a work placement then you can arrange a **SELF FOUND PLACEMENT** as follows.

1   *Contact your self-found business to check they are happy to provide you with a work placement and agree the dates of your placement. Placements should normally be arranged at the following times:*

- *Non exam prelim days (December)*
- *Non exam SQA exam diet days (May)*
- *June*
- *School Holidays*

2   *Get your self-found business to complete the* **SELF FOUND PLACEMENT FORM** *which can be found at:* **tinyurl.com/eastdunbartonworkplacement**

3   *Your Pupil Support Teacher will get in touch when your placement has been confirmed and issue you with a letter with all the relevant details. You will normally need to make your own travel arrangements for your placement.*

4   *You can complete a* **WORK PLACEMENT UNIT PACK** *to get an SQA award in recognition of your learning on your placement. This should be handed into your Pupil Support Teacher when you have completed your placement.*

**APPLICATION DEADLINE   usually 3 weeks before placement starts**

FINDING AND APPLYING FOR A FLEXIBLE PLACEMENT

If you **DO NOT** know of someone or somewhere that can provide you with a work placement, then you can try to arrange one from a list of employers who have agreed to take pupils on placements. This is known as a **FLEXIBLE PLACEMENT**. You can apply for a **FLEXIBLE PLACEMENT** as follows.
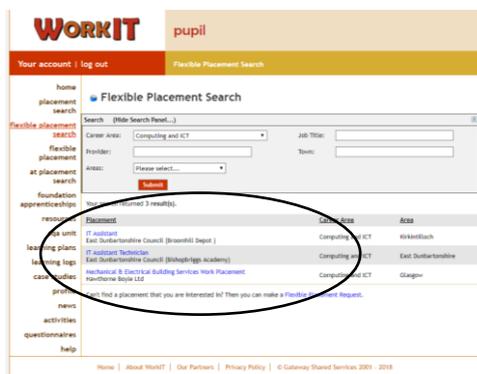

1   *Log in to WorkIT and click on the **FLEXIBLE PLACEMENT SEARCH** option at the left of your account page.*
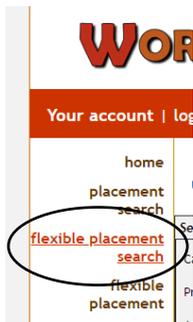
2   *On the **FLEXIBLE PLACEMENT SEARCH** window that appears, click the **SUBMIT** button.*
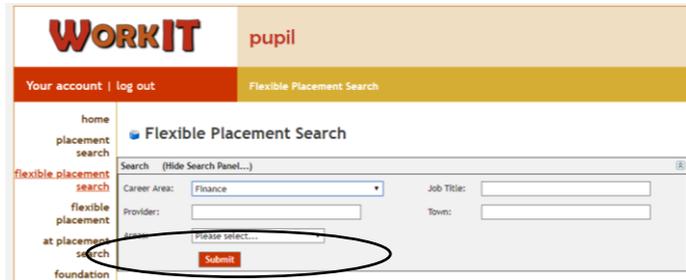
3   *A list of flexible placement employers will appear– **CLICK** on an employer's name in the area you are interested in to find out more about what they do.*

*4   In the **VIEW FLEXIBLE PLACEMENT DETAILS** window which appears, check the details of the placement (eg working hours, activities, location, etc). If you **ARE NOT** interested in the placement after reading about it, click on the **BACK** button on your webpage to go back to the other options.*

*5   When you find a placement you **ARE** interested in applying for, click the **REQUEST PLACEMENT** option at the bottom of the view flexible placement details screen.*

6   On the **FLEXIBLE PLACEMENT REQUEST** window that appears, enter the **DATE** you
would like your placement to be and then click the **SUBMIT** button. Please note that
placements should normally be arranged at the following times:

- *Non exam prelim days (December)*
- *Non exam SQA exam diet days (May)*
- *June*
- *School Holidays*

7   Tell your Pupil Support Teacher about your request to allow them to check it and try to
get your placement finalised.

8   Your Pupil Support teacher will get in touch about your placement and if it is confirmed
they will update you with all the relevant details. You will normally need to make your
own travel arrangements for your placement.

9   You can complete a **WORK PLACEMENT UNIT PACK** to get an SQA award in
recognition of your learning on your placement. This should be handed into your Pupil
Support Teacher when you have completed your placement.

APPLICATION DEADLINE   usually 3 weeks before you want the placement to start

OTHER WORKIT FEATURES

While pupils only need to use the flexible placement feature of WorkIT, there are other tools and features they can use if they wish. A summary of them is provided below and a full guide to using them can be found as a student handbook in the **HELP** section of WorkIT.

Careers	You can use this section to do the following. • **EXPLORE** - Enables young people to identify their personal qualities, interests, skills and strengths in relation to careers. They will also explore a range of different career areas to decide which ones to research further in the next stage. • **PLAN** - Enables young people to research specific careers in detail, build knowledge of the career sector and develop their key skills. There are hundreds of resources, allowing young people to watch videos, read online information and undertake work related activities, giving them a comprehensive insight into their careers of interest. This research gives them the information they need to complete a Career Plan of Action for their chosen career.
Pupil Profile	You can use the profile section to record things like work placement experience, even if it's not part of the school work placement programme, such as a Saturday job. You can also use it to record your other relevant information to help you decide on what type of career you might be interested in. Click the Planit link for a wide range for career information and guidance. Your Planit login is the same as your WorkIT login and you can access both sites outside school if you want to.
News Section	Your teacher might use this section to tell you about any recent developments relating to your work placement or work placements in general.
Activities	Your teacher/co-ordinator can record work related activities you have been on with an employer who has a partnership with your school, e.g. a local employer has invited a group from your school to visit their premises for a tour, or perhaps taken you through a mock interview.
Questionnaires	You can be asked to complete a questionnaire about your work placement(s) and activities before and after to record what your expectations are of the placement/activity and what you actually learned and achieved.
SQA Units	Instead of using the paper based unit you use WorkIT to complete your SQA National Qualification in Work Placement.