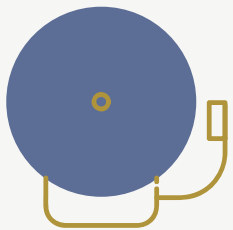
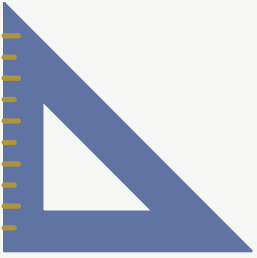




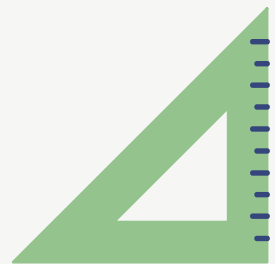
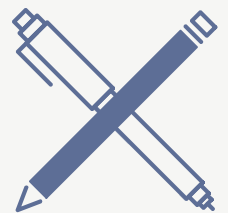
Work Experience

*A how to guide  
on*



Online

Applications





# Step 1.

*You should have been given a username and password by someone at school.*

You need to go to  
<https://leics.work-experience.co.uk/Login>  
and input this username and password in  
the required fields.

Welcome, Please Login

**LEBC**  
Leicestershire Education Business Company

Home Contact Resources **Login** News

## Login

Login to your account...

Home > Login

\* User Name   
Please enter a username

\* Password   
Please enter a password

[Forgotten your Password?](#) \* Required Fields

**Need Help?**

**Students**  
You should have been given your username and password by your teacher to login to your account

**Schools & Administrators**  
You should have been given your username and password...If you don't know your username or password please [Contact Us >>](#)

This is the first page that will appear. You need to change your password to something you remember. **CLICK SAVE!**

### Reset Learner Details Test Student

Welcome Test Student. You are required to reset your password. Look at the details below for further information.

My Details Contact Details **Login** About Me Travel Choices Work Experience Preferences

**i** Once your details are checked, click the "Save" button. You can use the "Generate a strong password" button to help you choose a secure password.

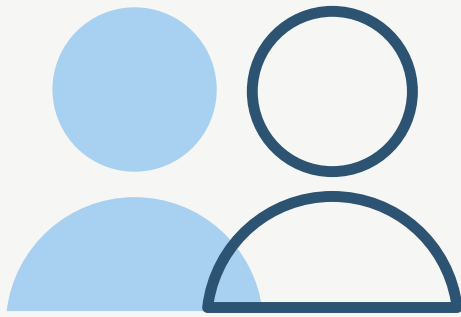
\* User Name teststudent.

\* Password Password!!

\* Live Yes

\* Required Fields





# Step 2.

## About ME!

Please fill the boxes in with as much detail as possible. We will use this to encourage employers to take you on work experience.

The screenshot shows a web form with the following sections:

- Navigation:** My Details, Contact Details, Login, **About Me**, Travel Cho
- Information:** Please select any medical conditions you have that the employer should be made aware of. Please contact your coordinator in school / LEBC if your medical condition is not listed.
- Medical Types:** Please select whether you have any medical conditions. If you answer yes, please give details. Do you have any medical conditions? -- Please Select --
- About Me:**
  - What personal qualities do you think you can bring to your placement?
  - What hobbies and interests do you have? Do you take part in any extracurricular activities / clubs? (E.g. scouts, sport, musical etc.)
  - What career would you like to go into in the future?
  - What do you hope to gain from your work experience placement?
- Buttons:** Required Fields, Save



**CLICK SAVE!**

Required Fields **Save**



# Step 3.

## Travel Areas!

You need to tell us where in Leicester/Leicestershire you can travel to for work experience.

*Please discuss this with your parents beforehand*

*The further you can get the more likely for a placement in your preferences*

1. Click the drop down menu and look for places you can get to.

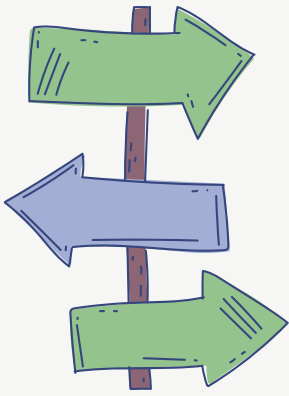
2. Select the travel area and click **ADD**. Repeat for all travel areas you can get to.

The screenshot shows a web interface with a navigation bar containing 'My Details', 'Contact Details', 'Login', 'About Me', 'Travel Choices', and 'Work Experience Preferences'. Below the navigation bar is a message box: 'Please select the areas where you can travel to. Please contact your coordinator in school / LEBC if your travel area is not listed'. Underneath, there is a section titled 'Travel Choices' with a red note: 'Please add at least one travel choice'. It contains a dropdown menu labeled 'Travel Choice' with the text '-- Please Select --' and an 'Add' button. A red arrow points from the first instruction to the dropdown menu, and another red arrow points from the second instruction to the 'Add' button. At the bottom right of the form, there is a 'Save' button with a red asterisk and the text '\* Required Fields'.

3. Once you have added all the travel areas you can get to.

**CLICK SAVE!**





# Step 4.

## Preferences!

This is where you indicate the sectors and job roles which you would like to experience.

You will indicate your 1st & 2nd preferred sectors.

Reset Learner Details Test Student

Welcome Test Student. You are required to reset your password. Look at the details below for further information.

My Details Contact Details Login About Me Travel Choices **Work Experience Preferences**

\* SPORT AND LEISURE: Compulsory swim test for placements, details of the swim test are in the student directory. Do not tick Sport and Leisure if you are unable to swim.  
Please choose 2 sectors below:

**Work Experience Preferences**

* Sector Choice 1	-- Please Select -- Please select an option
* Sector Choice 2	-- Please Select -- Please select an option

\* Required Fields

You will then need to choose the job roles you would like to try.

Reset Learner Details Test Student

My Details Contact Details Login About Me Travel Choices **Work Experience Preferences**

\* SPORT AND LEISURE: Compulsory swim test for placements, details of the swim test are in the student directory. Do not tick Sport and Leisure if you are unable to swim.  
Please choose 2 sectors below:

**Work Experience Preferences**

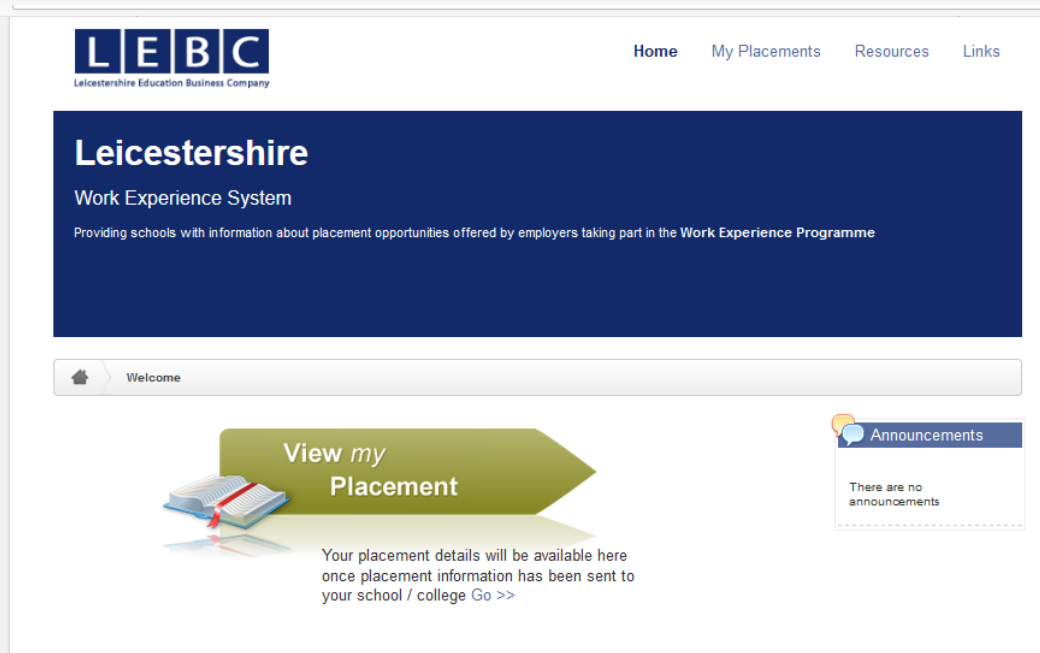
* Sector Choice 1	Business Administration, Finance ar
* Please provide the preferred job role (from the student directory) for Sector 1 Job Role	Administration Assistant
* Sector Choice 2	Retail Business
* Please provide the preferred job role (from the student directory) for Sector 2 Job Role	-- Please Select --

**CLICK SAVE!**

\* Required Fields

# Step 5.

Once you have completed all sections and saved all pages you will get to this page.



## *You are finished!*

You will be able to log on nearer the time and view the placement that has been found for you.