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| **Beaumont School Work Experience Student Quick Guide for LINK2** |

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| To access the LINK2 System  go to http://hcc.learnaboutwork.net | ⮊ | At the welcome screen select STUDENT, then select BEAUMONT SCHOOL from drop down list | ⮊ | Type in your name and PIN in the format previously given to you, click LOGIN |
|  |  |  |  | ⮋ |
| You can either use the search tool bars  or  Click on a ‘sector’ to see available employer offers | ⮈ | Once in the SEARCH screen you will see a menu of ‘sectors’ offering work experience placements | ⮈ | You will be on the STUDENT HOME page  From the top menu, click SEARCH |
| ⮋ |  |  |  |  |
| Once in the OPPORTUNITY LIST screen  Click VIEW to open the JOB DESCRIPTION showing tasks and employer contact details  ‘Traveline’ allows you to plan your journey | ⮊ | You have three choices here:   * return to the job list – previous screen * New Search – takes you back to SEARCH * add to Selection (go to next step) | ⮊ | If you would like to select this employer as one of your work experience choices  Click on ADD TO SELECTION – you will be asked to re-enter your PIN number |
|  |  |  |  | ⮋ |
| Repeat the search process until you have selected your total number of Employers (between three and six must be chosen – no more, no less) | ⮈ | DO NOT USE THE ‘SUBMIT BUTTON’ UNTIL ALL YOUR SELECTIONS HAVE BEEN MADE  Repeat the SEARCH process – this can be done over a number of days | ⮈ | You are in MY PLACEMENT DETAILS this shows the employers you have chosen  ‘Traveline’ allows you to plan your journey |
| ⮋ |  |  |  |  |
| Check again that you can travel to all employers (confirm with your parent/carer) on your MY PLACEMENT DETAILS as you could be offered any of your choices | ⮊ | The last thing to do is ‘rank’ the employers in your order of preference under the ‘Choice’ column,  when you are happy with your list  Click the SUBMIT CHOICES button | ⮊ | NOTE once submitted you will not be able to change your selections  PLEASE NOTE you may not get your first choice as these are done automatically. Now LOG OUT |