

**Generic Student Process to look at placements on the Work Experience Database.**

* Go to: <http://safetymeasures.work-experience.co.uk>
* Click on Login
* User Name: fernwoodstudent
* Password: Thefernwood21# (Note this MUST be a capital T)
* Click ‘Search for Placements’
* Enter information into as many fields as required, and click on ‘search’:
	+ e.g. Choose ‘Retail Business’ from the category Drop down box, and enter NG2 in the Postcode.
* The results will show in a list at the bottom of the page.
* Click on the Job Title (e.g. Retail Asst)
	+ This will give you more details of the job including address and contact details.
	+ On the left hand side you can click to view the location on a ‘Google Map’
	+ Also a link is given to a Travel line Journey Planner to plan the route to get there.
	+ At the bottom of the page it lets you know if the placement is Approved for Health and Safety and what date it expires.
* There is also an option to print the page from here (prints Black and White).

**Please note agreement must be made with the employer to take the student on placement. Just because they are on the database does not mean they will take you on a placement.**