Prompt Sheet

SEARCHING for PLACEMENTS using

**Tailored Education Website**

<https://fls.work-experience.co.uk/Login>

1. Go to the Smithills School Website
2. Under the ‘Our Curriculum’ tab – SELECT CAREERS /CEIAG
3. Click ‘STUDENTS’ at the top of the page
4. Scroll down to Tailored Education Logo and click the logo

[](Login%20-%20Future%20Life%20Skills%20Work%20Experience%20System%20-%20Providing%20schools%20with%20information%20about%20placement%20opportunities%20offered%20by%20employers%20taking%20part%20in%20the%20Work%20Experience%20Programme%20(work-experience.co.uk))

1. Login in using LOGIN : Student011
2. Password : Student01
3. Search using the ‘Categories’ tab
4. Type in BL into Postcode ( to Search placements in just Bolton)
5. You could type in BL1 if that’s near to where you live but this will limit, so then try BL2 etc or just leave at BL
6. Check the location of the placement by clicking on the postcode.
7. Look for suitable roles and complete a request a Placement Form ( see below)

**Happy Searching 😊**

**See Mrs Isaacs or Mrs John in Careers if you need any further help**



REQUEST PLACEMENT FORM

Name ……………………………… Form ……............

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Company Name** | **Job Title** | **Postcode** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |