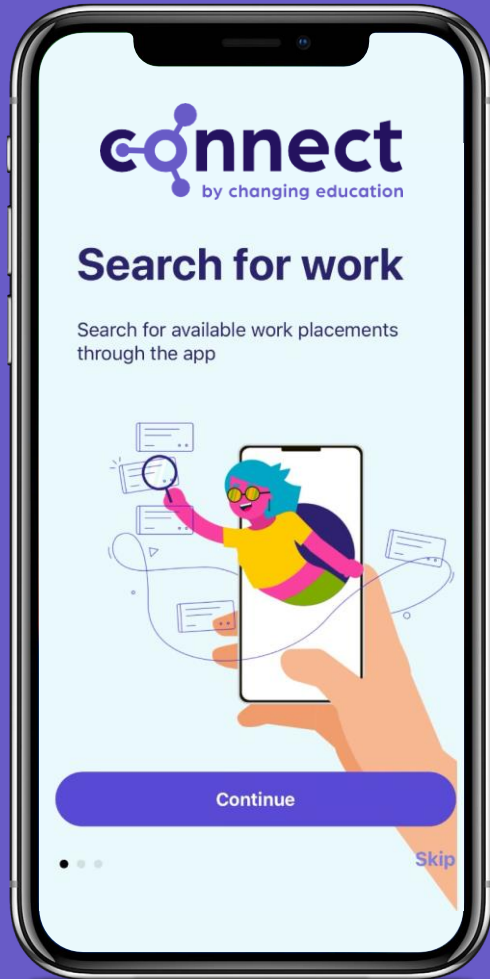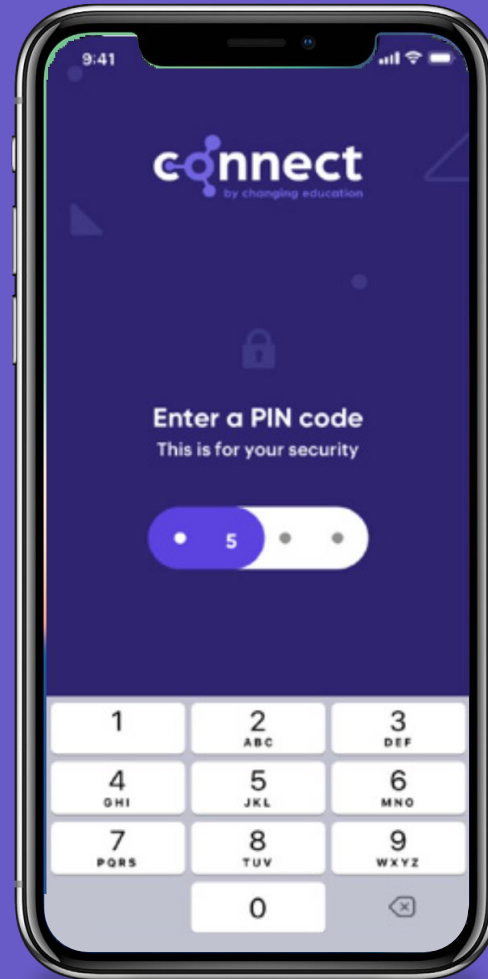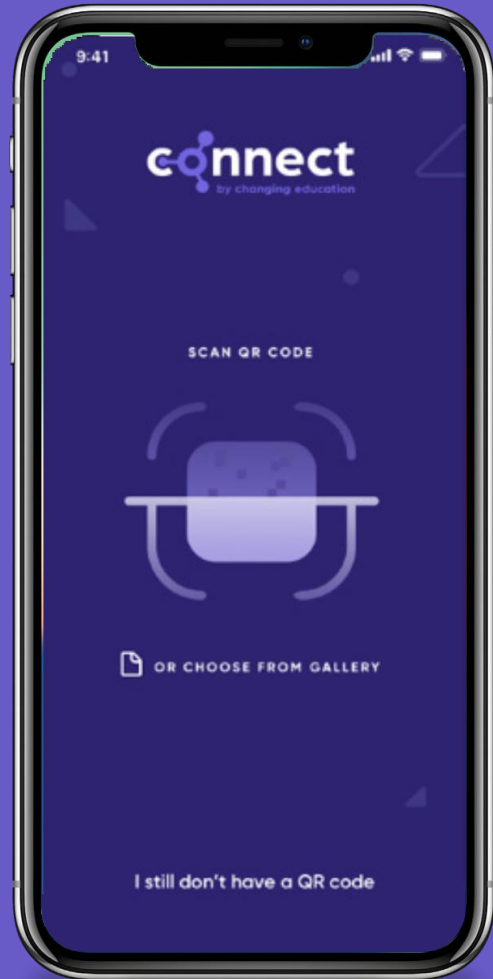**How does my child use the ConnectED placement to log their work experience placement?**

Step 1: Student downloads the app

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Download on the **App Store**

GET IT ON **Google Play**

Type in **Connect Placement Manager** into your **Apple** or **Google Play** store and download the app.

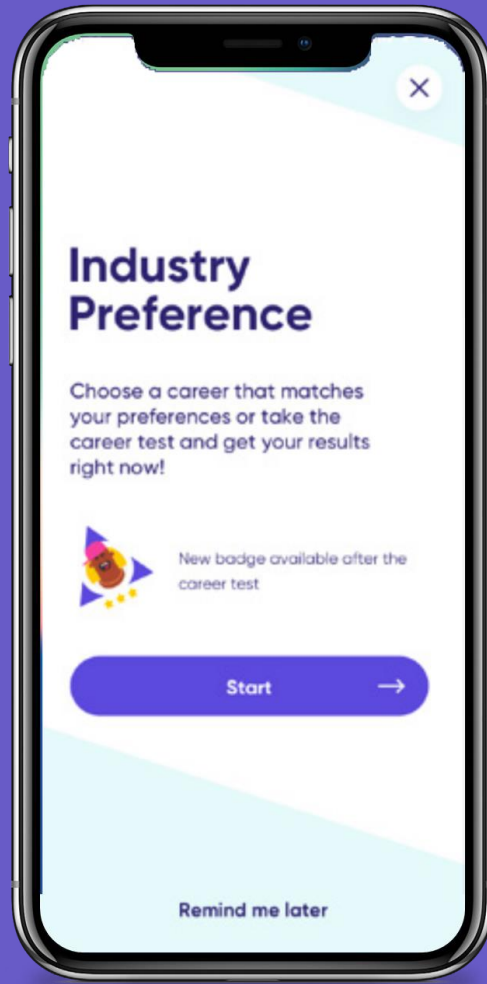# Step 2: Logging into the App

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Each student is sent a unique QR Code via their school email address which they can scan via the app to gain access.

Alternatively they can click the link in their invite email.

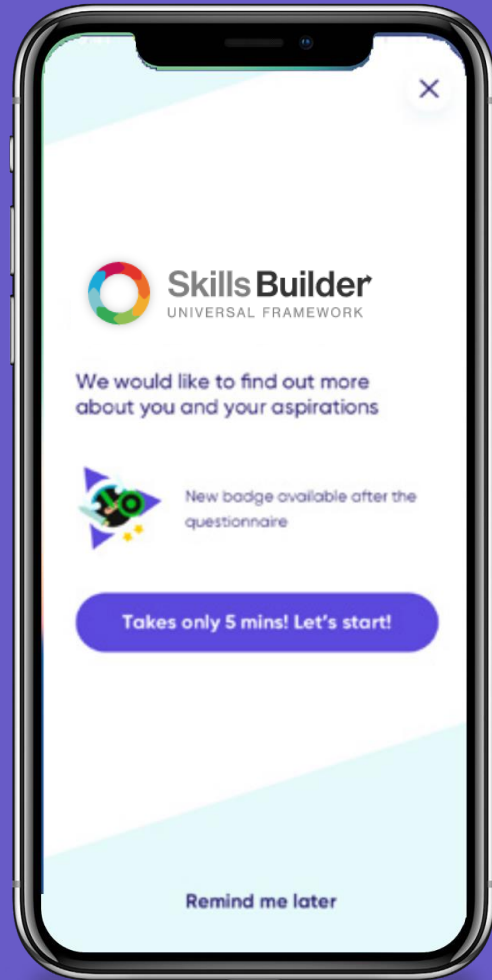**Once done, students will create a 4-digit pin log in.**

Step 3: Student selects Industry Preference

We prompt students to input their industry preferences to **help school understand** which **career paths** students are considering.

It is also helpful for them to log your industry preferences during the pre-placement phase to **reflect back** on post-placement to see if their preferences have changed or remained the same.


Industry Preference

Choose a career that matches your preferences or take the career test and get your results right now!

New badge available after the career test

Start →

Remind me later

Step 4: Skills Builder

Our new **Skills Builder** tool will allow students to **develop and reflect** on their skills as an individual.

This is a **key part** in preparing students for their work placement as this tool will provide them with building blocks to **improve their listening, speaking, problem solving, team working and many more skills** before their placement starts.

Step 5: Students input their placement

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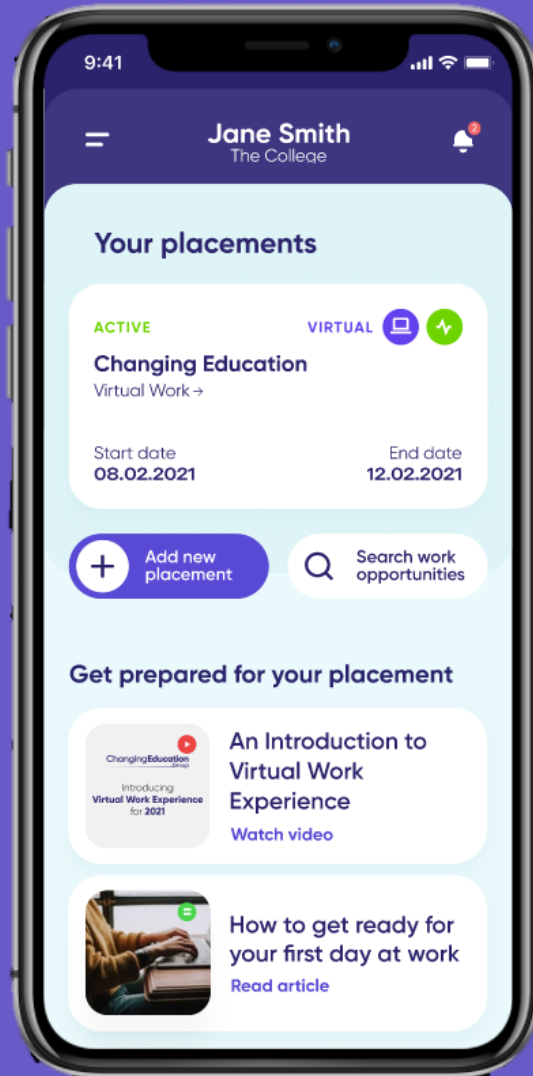
Once a student has found their own placement they will need to **input the employer details into the app** so that we can help the employer complete the risk assessment process.

They will need to input their self-found placement on the app at **least 6 weeks before your placement start date.**

Step 6: Placement Verification
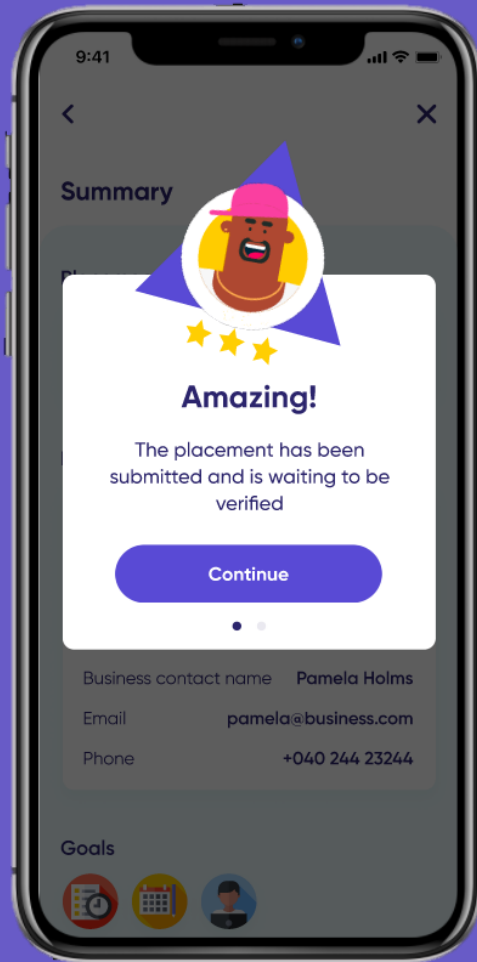
The teacher or staff member in charge of work experience at the school will then **verify or deny your placement** based on whether or not they are satisfied with the chosen employer and their details.

If the placement is denied, there will be a comment from the school contact telling the student why their placement is not suitable to go ahead.