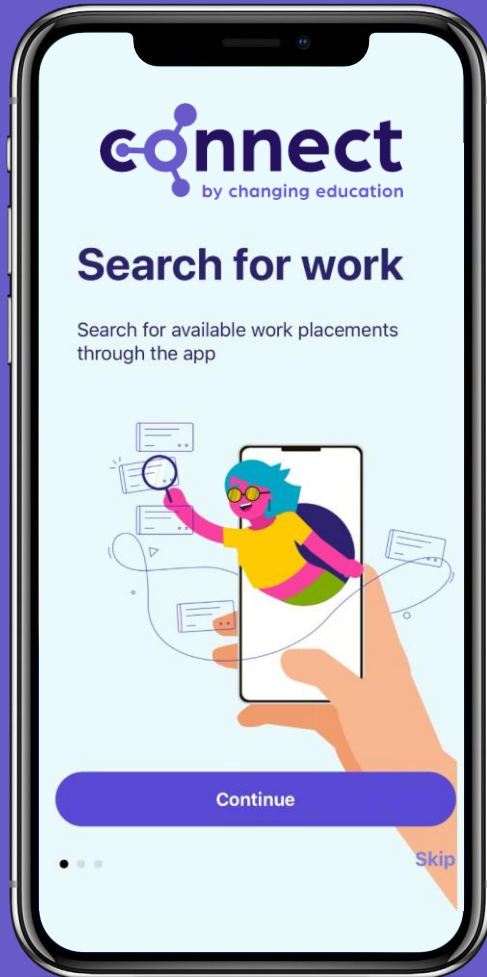


# ConnectED® App User Guide

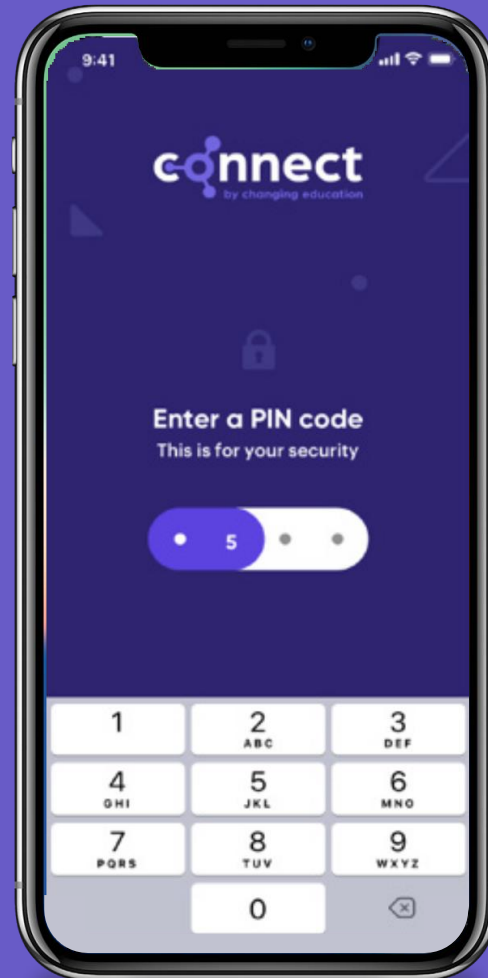
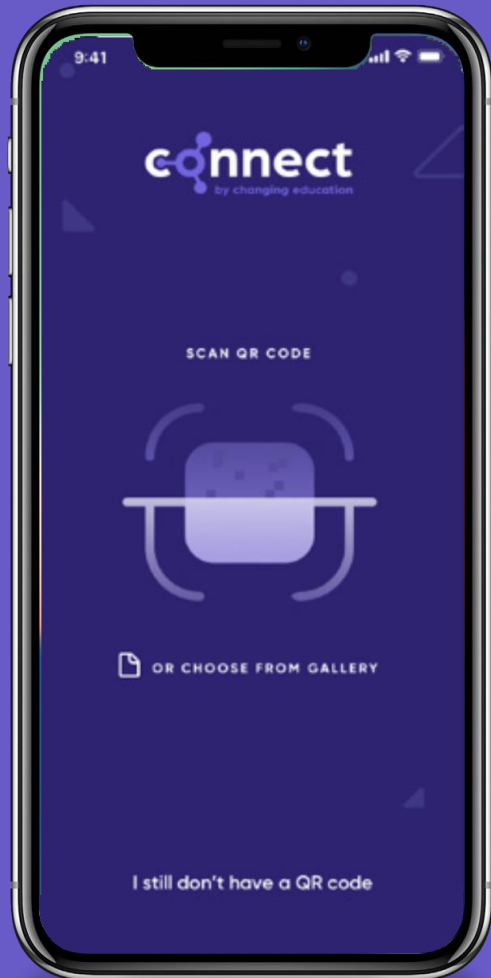
## Student Guide

# Step 1: Download the app



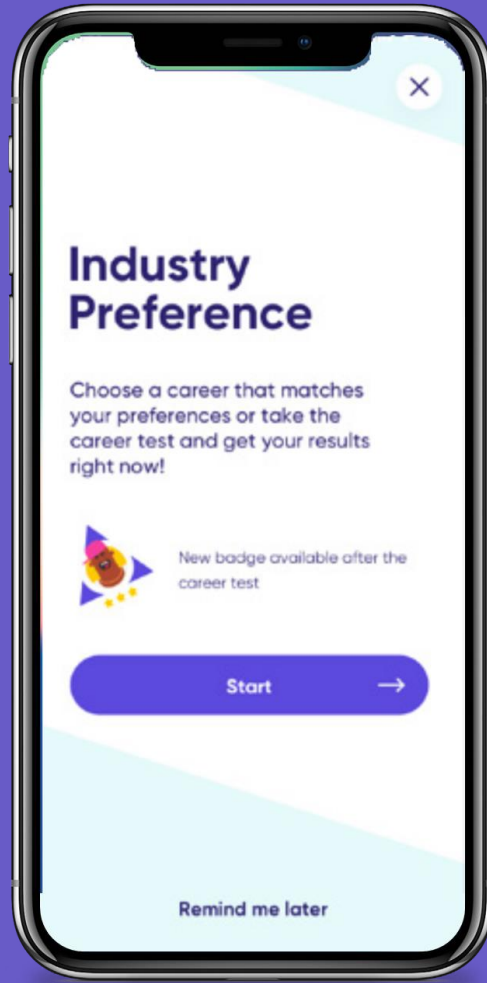
Type in **Connect Placement Manager** into your **Apple or Google Play** store and download the app.

## Step 2: Log into the App



**Scan your unique QR Code or click the link in your invite email and create your own password.**

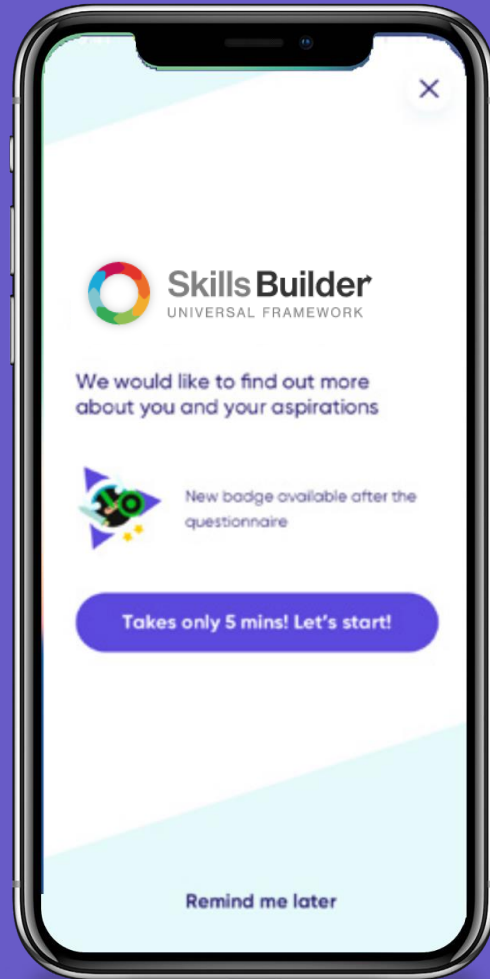
## Step 3: Select Your Industry Preference



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

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

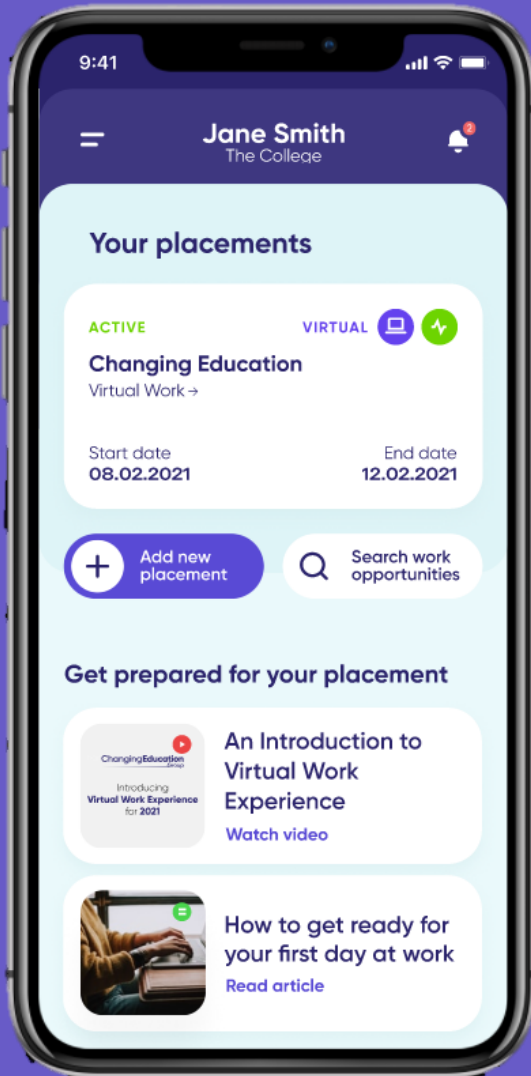
## Step 4: Skills Builder



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

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

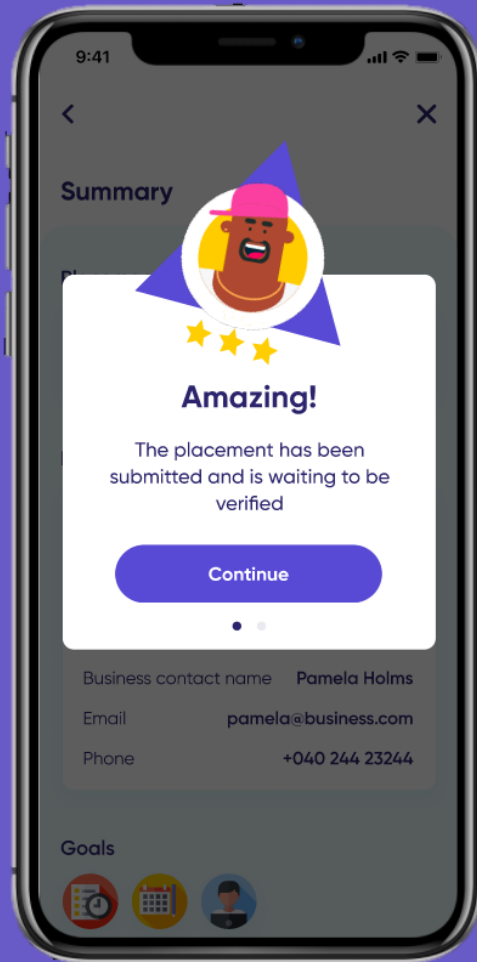
# Step 5: Inputting your placement



Once you have found your own placement you will need to **input the employer details into the app** so that we can help the employer complete the risk assessment process.

You will need to input your 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 your school will then **verify or deny your placement** based on whether or not they are satisfied with your chosen employer and their details.

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