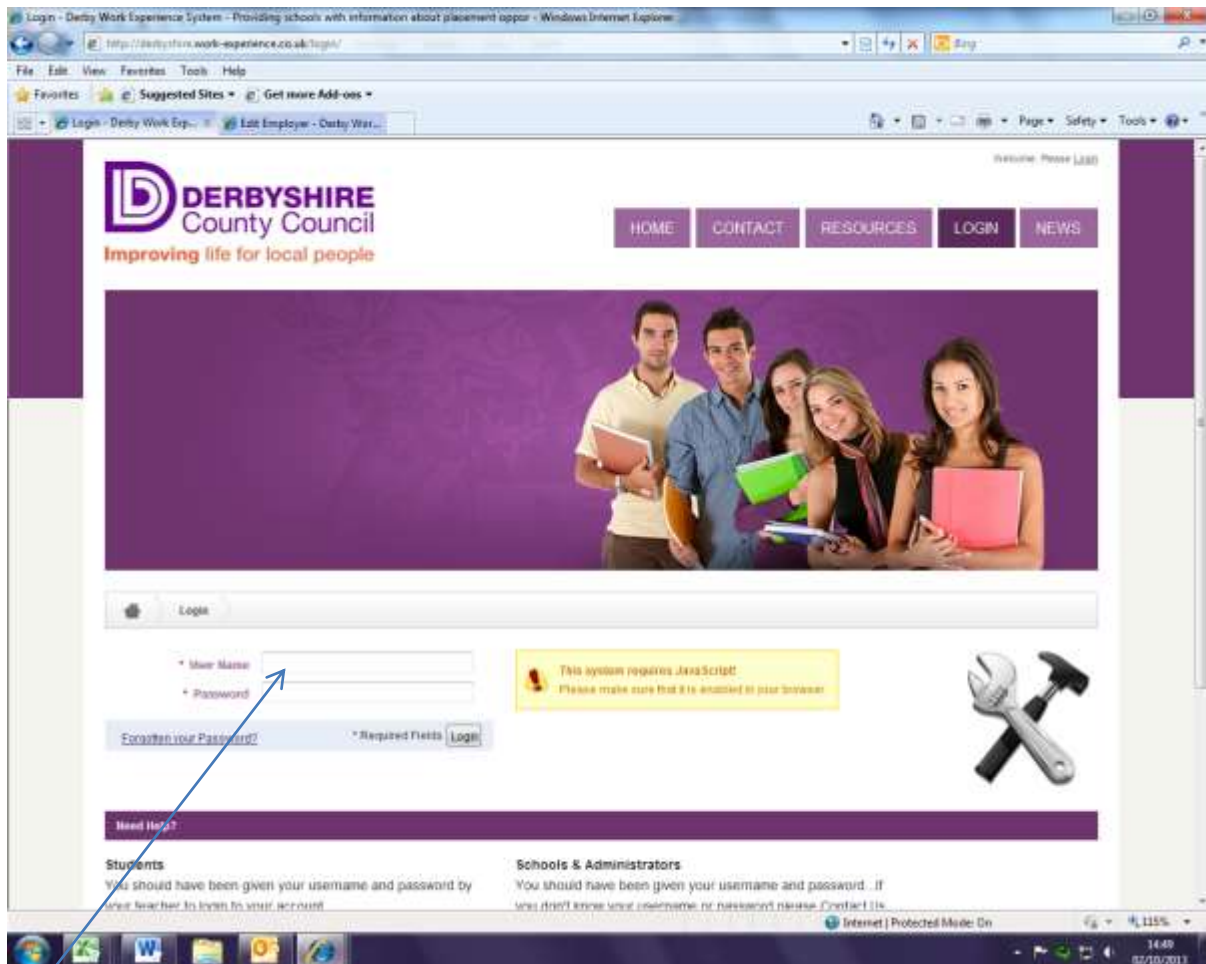


Using the Work Experience Database

Location and Access

<http://derbyshire.work-experience.co.uk>



Log in here, using the log in details given to you by your work experience coordinator.

Username: pingle

Password: wex

If you have problems logging in, speak to your Work Experience Coordinator.

Click on **Resources** and **News** tabs to read any important messages or updates from the Work Experience Team.

The screenshot shows a web browser window displaying the Derby Work Experience System. The browser's address bar shows the URL: <http://derbyshire-work-experience.co.uk/mvwd/Student/Default.aspx>. The page header features the Derbyshire County Council logo with the tagline "Improving life for local people" and a navigation menu with buttons for HOME, SEARCH, RESOURCES, and LINKS. A user is logged in as "Student 0" with a session duration of 01:58:52. The main content area includes a "Welcome" message, a prominent "Search for Placements" button with a magnifying glass icon, and an "Announcements" section that currently shows "There are no announcements". The Windows taskbar at the bottom indicates the system is in Protected Mode On, with a battery level of 115% and the date 03/10/2013 at 14:55.

This is the home page. To begin searching, click on **Search for Placements**.

The screenshot shows a web browser window displaying the Derby Work Experience System search page. The page has a purple header with the text 'Placements'. Below the header, there is a search form titled 'Search Details'. The form includes the following fields and options:

- Job Title: Text input field
- Employer: Text input field
- Category: Drop-down menu with '- Please Select -'
- Address: Text input field
- Postcode: Text input field
- Distance: Drop-down menu with '- Any -' and 'miles'
- Accepting Applications: Only Show Jobs Accepting Applications
- Types of Tasks: Multiple checkboxes for various task types:
 - Involve desk-based work
 - Involve outdoor work
 - Involve using computers a lot
 - Involve skilled practical work
 - Be a creative role
 - Involve interaction with the public
 - Involve group-work/team skills
 - Involve working with animals
 - Involve working with adults in a caring role
 - Involve physical activity
 - Involve working with children in a caring role
 - Be in a medical health related environment
 - Requires a good level of fitness
 - Be out of the ordinary
- Level: Drop-down menu with '50 Results'

On the right side of the search form, there is a yellow box titled 'Helpful Hints!' with a question mark icon. The text inside reads: 'Remember to spell the words correctly!' and 'Search for placements near to where you live - use the employer and postcode fields to refine your search'. At the bottom of the search form, there are 'Clear' and 'Search' buttons.

You can search for employers using:

- Job titles (for example - Mechanic)
- Employer names
- Categories (use the drop down box to see available categories)
- By area or within so many miles of a certain area (enter the postcode and choose a distance from that postcode)
- By the type of tasks that may be involved in the job if you are unsure of what you would like to do.

Derby Work Experience System - Providing schools with information about placement opportunities - Windows Internet Explorer

http://derbyshire-work-experience.gov.uk/road_students/Search.aspx?Results

RESULTS DISPLAYING 1 TO 47 OF 47

Employer	Emp ID	Job Title	Job ID	Postcode	Distance (Miles)
(OOC) Motormot Garage	11152	(OOC) Mechanics Assistant	10548	NG16 5HA	3.74
(OOC) Premier Service Centre	5248	(OOC) Trainee Mechanic	5204	NG17 9FW	4.82
A A Motors	2356	Mechanics Assistant	2543	DE55 8BP	3.24
Albatross	19533	(OOC) Trainee Mechanic	10978	NG17 2PD	3.75
Alfred Street Garage	2572	Mechanics Assistant	2793	DE55 7JD	0.66
Area 52	13618	Assistant Mechanic	14132	NG17 9LE	4.03
Autotech	12109	Mechanics Assistant (WRL)	12578	DE5 3AS	2.49
Balle-Taylor Haulage	8248	(OOC) Mechanic	8587	NG16 6GR	3.81
BK Auto	12448	Trainee Mechanic	12918	DE5 8HX	3.55
Blackwell MOT & Tyre Centre	755	Assistant Mechanic	791	DE55 9GX	2.50
Boomer and O'Malley	599	Trainee Mechanic	542	DE56 2BW	3.84
Brinsley Garages Ltd	3079	(OOC) Assistant Mechanic	3263	NG16 5BY	4.1
Burton Coach Hire	4726	Trainee Mechanic/Restorer (WRL)	4958	DE55 7HL	3.83
Car Tac Garage	11901	(OOC) Assistant Mechanic	11428	NG16 6HT	2.47
Crafts Vehicle Services & MOT Centre Ltd	13201	Mechanics Assistant	13688	NG16 6HT	2.47
CI Automotive	1227	Trainee mechanic	1253	DE5 3EH	2.82
Cyclorama	391	Cycle Mechanic/ Retail Assistant	408	DE55 7DD	1.07
Derbyshire County Council	4880	Apprentice Mechanic	5138	DE55 2ER	4.43
Erewash Garage	11751	(OOC) Mechanic Assistant	12218	NG16 6HW	2.78
Ernest Spiers and Company Limited (OOC)	737	(OOC) Assistant Mechanic	778	NG16 6LS	2.33
F & M Auto Services Ltd	11478	Trainee Mechanic	12144	DE 4 8TV	2.88

Internet | Protected Mode On | 15:01 03/10/2013

A list of search results will be shown as in the example above. Click on the **job title** to see more information about the placement and employer.

The screenshot shows a web browser displaying the Derbyshire County Council Work Experience System. The page is titled 'JOB DETAILS - WORK EXPERIENCE ASSISTANT (13149)'. The 'Job Details' table contains the following information:

Employer	Derbyshire County Council
Website	Not Specified
Job ID	13149
Job Title	Work Experience Assistant
Job Description	Student will be involved in the following activities/tasks: General clerical work - filing, faxing, photocopying Sorting the post Computer work - data input/wordprocessing Answering the telephone Sitting in on meetings Observing the work of others Possible offsite visits with H&S advisors
Job Address	Godwin House, 7 Park Road RIPLEY Derbyshire DE5 3EE
Department	Not Specified
Name	Miss Melissa Hatley Tel: 01773 747238
Job Supervisor	Not Specified
Directions	Get Derbyshire via Transport Direct

On the left side of the page, there is a 'Placements' section with a 'Journey Planner' button. A blue arrow points from the 'Job ID' field in the table to the 'Journey Planner' button.

You can use the **Journey Planner** to plan your journey to and from the placement or click on the postcode to see the exact location of the employer on Google maps.

If you would like to apply for this placement, print this page and take it to your Work Experience Coordinator or give them the Job ID number.