

## HOW TO ACCESS THE WORK EXPERIENCE PORTAL

## Using the mobile app:

- 1. Download the ConnectED Careers Manager app either
  - a. Here for Android devices: https://play.google.com/store/apps/details?id=com.chent
  - b. Or here for iOS and iPhones: <u>https://apps.apple.com/gb/app/connected-careers-manager/id1438096196?ign-itscg=30200&ign-itsct=apps\_box\_badge</u>
- 2. Students log in to Morrisby using their normal login details. Progress tutors can reset passwords for students if needed.
- 3. From the home screen, they go to 'Progress' and then 'Work Experience'.
- 4. They will see a QR code, which they scan with the app.
- 5. There is an initial skills assessment that they can complete, or they can skip that.

## Through the online portal:

- 1. Students log in to Morrisby using their normal login details.
- 2. From the home screen, they go to 'Progress' and then 'Work Experience'.
- 3. Above the QR code, there is a button that says 'Open Online Portal'.

## Adding placement details:

Instructions should be fairly self-explanatory – the mobile app is definitely more user-friendly than the online portal, however.

This video guide is useful for both methods, but doesn't include the box that asks for health/SEND information. <u>https://www.youtube.com/watch?v=8n7hf\_Uslog</u>

Action Plan	X1 Activities	Work Experience	Essential Skills
What is work experience or experience is a valuable opportuu tt-hand insights into what it's like to v ise available within their organisation iew weeks, you may be introduced to mpany and help you settle in. They n mal. You might shadow or observe e sponsibilities. u can find out more about work expet d Great Alternatives insight post. Alter and the statement of the stateme	? Nity to immerse yourself in a profess work for a specific employer and ex buring your work experience, while an employee who will show you ar night give you a timetable for your mployees to find out what they do rience and how to find your own or rinatively, your school or college me	lional environment, and gain slore the diverse range of h could last from one day to ound, tell you about the sime there or it may be less or take on specific tasks and h our Finding work experience ay arrange it for you.	Accessing your work experience You can access your work experience in two ways: Use you have been aline work facement portal Open online portal (?) Download the ConnectED Careers Manager app to your phone
<ul> <li>Why is work experience</li> <li>How to make the most of</li> </ul>	important? f your work experience		Commonate on the Coogle Play



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