

Your Guide to Securing a Work Placement

Step-by-Step Application Process

Overview

Welcome to your work placement journey! This guide will help you navigate the application process step by step.

Step 1: Logging In

Access the Portal via the website: <https://mploy.workexperiences.co.uk/>

Or by scanning the QR Code:



Use the username and password provided by your school to log in to the placement portal.

Section 1: Initial Information

1. **Confirm Your Placement**
 - Reach out to your employer to confirm your placement and ask your employer for: Company address, their contact information, a brief overview of your job title, duties and your working hours
2. **Create Your Placement**
 - Locate and click the “Create Placement” button to begin your application.
3. **Complete Required Fields**
 - Fill in important information such as dates, personal details, and any medical conditions.
4. **Enter Parent/Guardian Information**
 - Provide the details of your parent or guardian and ensure to save your progress.

Section 2: Company Information

1. **Company Details**
 - Input the company name, address, and the contact person you will be working with.
2. **Specify Placement Tasks**
 - Clearly describe the tasks and responsibilities expected during your placement.
3. **Save and Proceed**
 - Once you’ve entered the details, save your work and continue to the next step.

Section 3: Declaration and Approval

1. **Sign the Placement Declaration**
 - Review and sign the placement declaration to confirm your commitment.
2. **Send for Parent/Guardian Approval**
 - Submit your application to your parent or guardian for their approval.

Section 4: Check Application Status on Dashboard

Keep checking on your dashboard to see when all Health and Safety checks have been completed and your placement says, ‘Ready to Start’.