

# HOW TO REGISTER AND APPLY FOR WORK EXPERIENCE

In this guide, we give you detailed step-by-step guidance on how to register and create a Speakers for Schools student account, how to apply for work experience with our employers and include some top tips and FAQs to answer some of the questions you might have about your work experience journey.



## HOW TO REGISTER

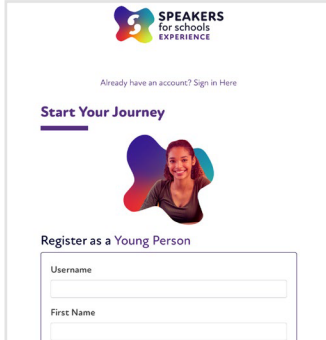
1



Use the following link to register and fill in your details:

<https://www.s4snextgen.org/students/Take-Part>

✓ **TOP TIP:** If your school is not on the list, please contact [experience@speakersforschools.org](mailto:experience@speakersforschools.org) for help.

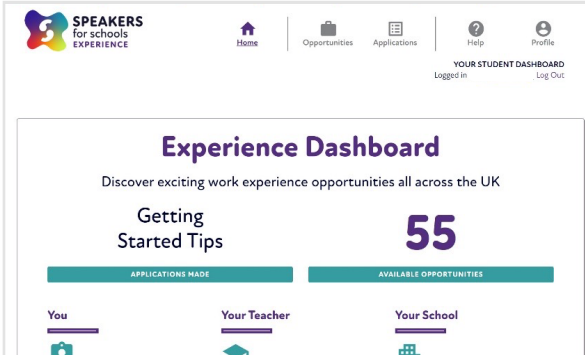


2



Once successfully registered, you will receive a confirmation email from Speakers for Schools to log-in to your dashboard. Please do check your spam folder as well as your inbox.

Your dashboard will then be your gateway to all experience opportunities available to you. Note down your username and password, so that you can log in and out to check new opportunities and the status of your applications.



✓ **TOP TIP:** When you log in, check that the school displaying in the bottom right corner is your school. This is very important because if you are linked to the wrong school, your teachers will not have access to your applications. If the teacher section on your dashboard is blank, you will need to ask a teacher from your school to register, before you can submit an application.

# HOW TO APPLY FOR WORK EXPERIENCE

1



Log in to your Dashboard and complete your profile by filling in more information about yourself.

## 1. Complete 'Your Profile'

## 2. Complete the 'Interests and Experience' section

✓ **TOP TIP:** The information on 'Interests and Experience' section will be saved and will display automatically as the first page of every application you start. Therefore, if you take the time to fill it out with as much detail as possible, this will save you time in the future.

2



Once your profile is complete, it is time to look for interesting work experience opportunities and apply.

Click 'Opportunities' on your dashboard to access a list of all available opportunities, scroll through and read through the adverts that catch your attention.

✓ **TOP TIP:** Do not forget that there might be numerous pages of opportunities, checking only the first page might mean that you miss some great opportunities on the following pages.

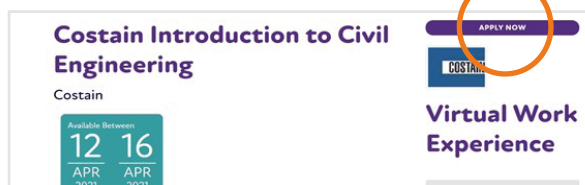
Ensure to check the dates and that you are available for all the dates of the opportunity that you are applying for. Attendance on all days of the opportunity is obligatory if you are successful.

✓ **TOP TIP:** Note that there is a closing date in the information box. This means that all applications for an opportunity must be submitted by this date. However, for popular opportunities, the closing date can change. If you like an opportunity it is worth applying as soon as possible.

3



Click on 'Apply Now' in the top right corner. This will open an application form.



**1st page** of the application form is your 'Interests and Experience'.

**2nd page** of the application are the questions set by the employer. It will also ask you about your preferred start date, please note that for online experience this must be the date set by the employer.

**3rd page** will then give you the chance to proofread your answers and submit them.

✓ **TOP TIP:** As with any online form, it is worth writing your answers down in a word document first and copying and pasting them across in the form. In case of any technical issues, this ensures that you have your answers saved and you do not have to write them again.

4



Once you have submitted your application, it will be displayed as 'Awaiting Teacher Confirmation'. Your teacher will then have to approve your application (they will be notified by Speakers for Schools) but it is always a good idea to tell them yourself.

Once your teacher has approved your application, the application will then be sent to the employer for the selection process. Selections are usually made two weeks prior to the opportunity start date, but this can differ depending on the employer. If you are ever unsure, you can reach out to us at [experience@speakersforschools.org](mailto:experience@speakersforschools.org). We cannot guarantee that your application will be successful, therefore, it is a good idea to submit more than one application.

If you are successful, you will receive an email notification and further details with the Get Set for Success guide, which will help you understand more about joining your work experience.

If you are not successful, do not be too disheartened. There are many more opportunities available to you, so keep applying and we look forward to seeing your applications.

# FREQUENTLY ASKED QUESTIONS

Even after reading all of this, you may have some more questions. Here is a list of the most frequently asked questions:

## Is the programme free of charge?

Yes, the work experience programme is free for state secondary schools, colleges and students.

## My teacher has not approved my application what do I do?

It is the student's responsibility to follow up with teachers. Check who the teacher on your profile is and send an email/or speak to your teacher directly about your application. If they still do not approve your application, please speak to another teacher about registering and completing your cover note for you.

## I have changed my email address, what do I do?

To change your email address login to your portal, click on 'My Profile' and edit your email address.

## I have signed up but I have not received any emails, what do I do?

First, check your spam/junk folders to ensure they have not been sent there.

Then double check that your email address is correct.

If you are using a school email address, firewalls may block external emails. Try changing your email to a personal one and reset your password to check if this email address works.

If you are still having issues, contact [experience@speakersforschools.org](mailto:experience@speakersforschools.org)

## How does virtual work experience work?

Our employers deliver virtual experiences using Google Classrooms. If you were successful with your applications, you will receive login details to a virtual experience Gmail account which you will use to access the Google Classroom. It is important for all students to read their emails carefully to not miss any information.

## Do I have to be available for all days of the placement?

Attendance for all days of placement is compulsory, unless there are special extenuating circumstances which must be communicated with the Experience Team ([experience@speakersforschools.org](mailto:experience@speakersforschools.org)) in advance.

## CONTACT US

We are here for you. If you need anything at all to ensure you are at your best for your virtual work experience, contact us at [experience@speakersforschools.org](mailto:experience@speakersforschools.org)



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