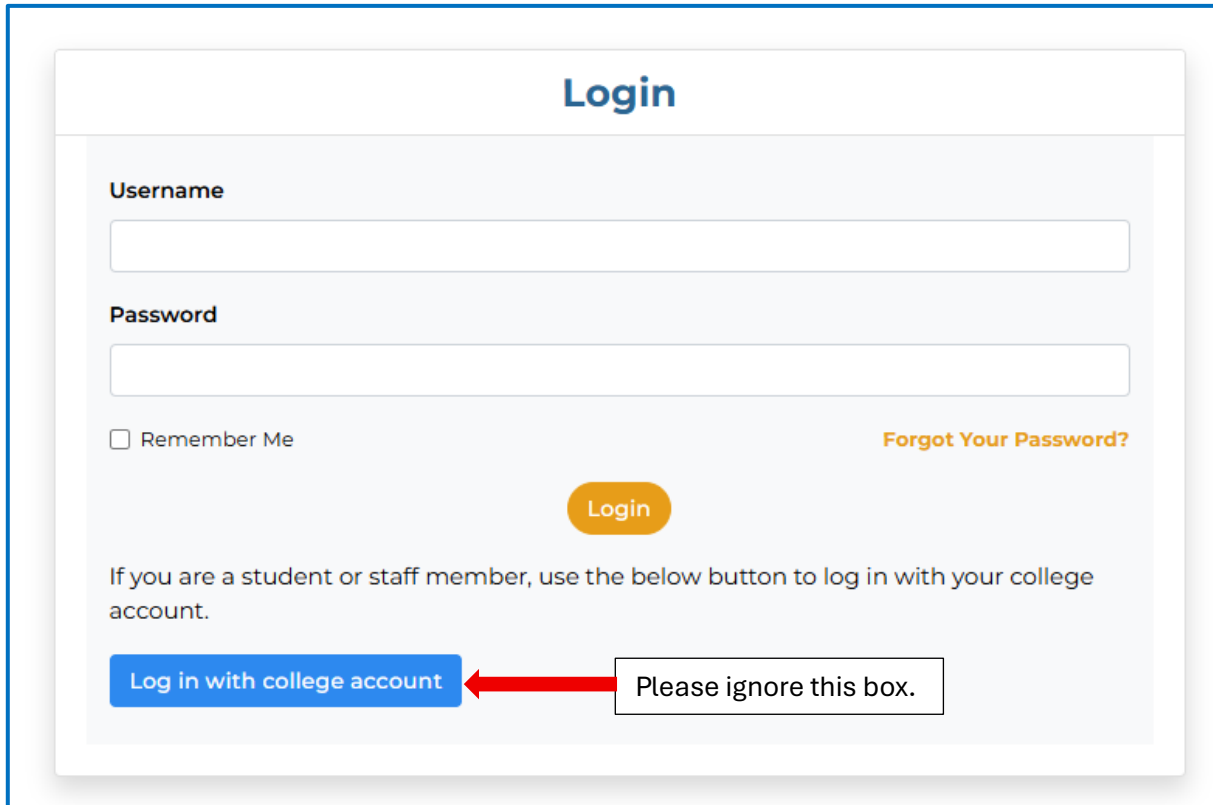


## **How to Enter an Own Placement Online (For Students)**

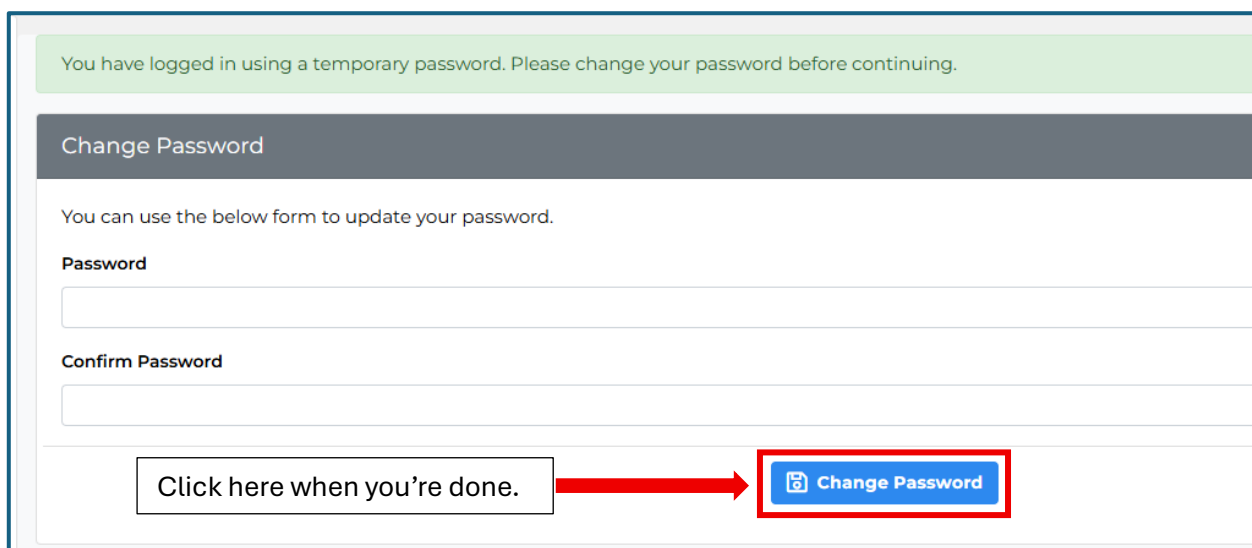
1. Log in to the online platform using this URL: <https://www.collsys.co.uk/login>  
You will be taken to this page:

Your username and password will be provided to you by your Work Experience Coordinator.



The screenshot shows the login page for Collsys.co.uk. It features a 'Login' heading, input fields for 'Username' and 'Password', a 'Remember Me' checkbox, and a 'Forgot Your Password?' link. An orange 'Login' button is present. Below the login fields, a blue button labeled 'Log in with college account' is highlighted with a red arrow pointing to it from a text box that says 'Please ignore this box.'.

2. The option to change your password will show. Please choose a password that you will remember.  
**Note: Passwords must be AT LEAST 12 characters long.**



The screenshot shows the 'Change Password' page. At the top, a green message states: 'You have logged in using a temporary password. Please change your password before continuing.' Below this is a 'Change Password' header. The page instructs the user to use the form to update their password. It includes input fields for 'Password' and 'Confirm Password'. At the bottom, a text box says 'Click here when you're done.' with a red arrow pointing to a blue button labeled 'Change Password'.

3. Once you have logged in your dashboard will appear. Click on the box that says 'Create Placement'.

The dashboard shows a sidebar on the left with navigation links: 'Add App Shortcut', 'Change Password', 'Help Tutorials', 'Your Web App', 'Dashboard', and 'LOGOUT'. The main area is titled 'Work Experience' and displays progress bars for 'Self Placement Submitted', 'Initial Placement Checks Completed', 'Employer Checks Completed', 'H&S and Insurance Checks Completed', and 'Placement Ready to Start'. Below this, a text block instructs the user to use buttons to manage their journey. Two large buttons are shown: 'Create Placement' (highlighted with a red box) and 'Opportunities' (with a red notification badge showing '7').

4. Once clicked, this page will appear. You will need to complete each of the questions in the three tabs listed. Make sure all the information you enter is accurate.

**Please enter information in all boxes with an asterisk (\*). Any information you are unsure about, please either contact the employer to confirm or write 'Unsure'.**

The 'Create Placement' form has three tabs: 'Start Process' (highlighted with a red box), 'Select Company', and 'Signatures'. A welcome message states: 'Welcome to the Self Placement Registration System. This will take you through the steps to registering for a placement at a company of your choosing. Remember that you need to have contacted the company to agree a placement before entering the details in here. The first step is to verify and input your basic details.'

**School Information:**  
School Name: Test School  
School Telephone:  
Placement Dates: \*  
None

**Student Information**  
First Name: Tom  
Last Name: Young  
Date of Birth: \*  
08/07/2001  
Age at Placement: \*  
Form / Tutor Group: \*

Do you have any Medical or Other Conditions that may effect placement? \*  
☐ Yes ☐ No

**Parent / Carer / Guardian Information** ← It is important that you complete this section accurately!

Name: \*  
Relation: \*  
Email Address: \*  
Phone Number:

Click 'Save' and 'Next' after you have completed each section.

At the bottom, 'SAVE' and 'NEXT' buttons are highlighted with a red box, with a red arrow pointing to them from the instruction box.

5. When filling out the 'Select Company' section, please do not use the autofill function as this will not work. We recommend typing out all the information yourself. It is important you include the Employers contact information, including telephone number and email address.

Create Placement

Start Process **Select Company** Signatures

The second step is to let us know where you are going. When you type into the Company Organisation Name Field, you can select details from our existing records to help prefill some of the form. If the company does not come up, you will need to fill in all of the details yourself.

Company Organisation Name: \*

Business Type (Construction / Sport / Retail / Animal Care etc): \*

Please Select

Address 1: \*

Address 2:

Town:

County:

Postcode: \*

Point of Contact at Company that Confirmed Placement: \*

Contact Email: \*

6. Once you have entered in all the details and are happy to submit, please read and sign the 'Student Declaration'. Then, click the blue box at the bottom of the page that says 'Send for parent/guardian/carer signature.'

Create Placement

Start Process Select Company **Signatures**

The Final step is to sign it and get your parents permission.

### Student Declaration

As the student named, I can confirm that I have secured my own placement and that the Employer has agreed to help support this placement. I can confirm that I agree to take part in this work experience programme, I agree to hold in confidence any information about the Employer's business which I may obtain during this work period and not to disclose such information to any other person without the Employer's permission. I also agree to observe all safety, security and other regulations laid down by the Employer and made known to me, either by the Employer's representative or by the displayed instructions. I will pass on to my parent or carer any information, given to me by my employer, which may affect my personal health, safety or welfare.

Click 'Use Signature' when you are happy with your signature.

**Use Signature** Clear Undo

### Parent Signature

As parent / carer of the student named above on this application, I confirm that the information is accurate and that I agree to the student named taking part in the Work Experience programme and that they will observe the conditions set out by the employer. I confirm that the student does not suffer from any medical or other condition which could result in unnecessary risk to their health or safety, or to the safety of another person. (Should there be any doubt, I will contact the Employer to discuss further and notify the teacher responsible).

Once the placement commences, I will discuss the arrangements for lunch and break periods with the named student to make sure they are suitable. I confirm that if the named student leaves the Employer's premises during lunch or break periods, no liability can be accepted by the employer or the school for any incident that may occur.

No Signature Provided

**SEND FOR PARENT / GUARDIAN / CARER SIGNATURE**

7. After you have submitted your details, EBP South will receive your completed form. We will then check the details, contact the employer and your parent/carer for their consent to confirm the placement. The placement will then appear on your dashboard.