

Welcome to your Connect Learner Portal

This is your space to manage everything about your work experience journey. Here's what you can do inside the portal:

- Tell us about your career interests, sector choices and skills you'd like to build
- Find your way around using the simple menu at the top of every page
- Complete Skills Builder (if your school has asked you to)
- Submit your own placements
- Browse live opportunities from employers
- View and download all your placement documents
- Record attendance and feedback
- Keep a daily and programme journal
- Build the first draft of your CV
- Look back and review all the experiences you've had

👋 Hi Jon!

Welcome back to your work placement portal.

Here you can easily manage your work placement, submit self placement applications, and track your progress all in one place!

Actions

⚠️ You have 2 placements that need to be risk assessed. Please speak to your work placement provider.



My Work Experiences (6)

View and manage your placements. Check key details, track progress and upload your own.

Select



Submit Self Placement

Found your own placement? Fill in the details here so your school can check and approve it.

Select



Browse Opportunities

Search for work experience opportunities and apply directly to the ones that match your interests.

Select



Attendance / Feedback

Let your school know if you can't attend today. You can also view feedback and placement appraisals.

Select



Placement Documents

Access all your key documents in one place - including certificates, employer feedback and more.

Select



Journal

Look back on your work experience and complete reflections to show what you've learned and achieved.

Select



My CVs

Build, edit and save different CVs to get ready for job applications and future opportunities.

Select



Skills Builder

Complete your skills self-assessment and see how your experiences are helping you grow.

Select



Career Learning Resources

Access your enrolled programmes or track ones you've completed.

Select



My Career Preferences

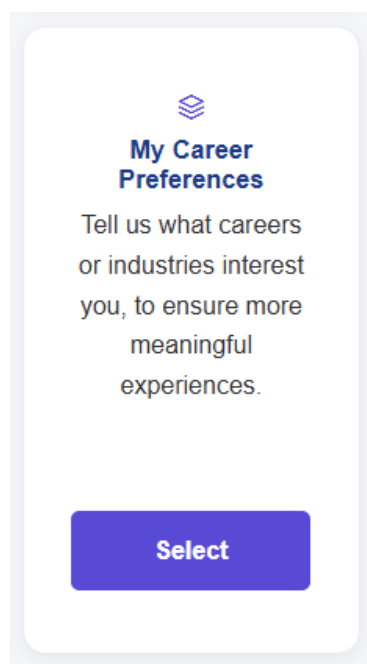
Tell us what careers or industries interest you, to ensure more meaningful experiences.

Select

Preferences

When you log in for the first time, start by updating your preferences. This means selecting the sectors, careers, employers and skills that interest you most. Think about your future ambitions, not just this year's placement. Your choices will help shape your opportunities and show how your ideas develop over time.

To do this, you need to select the following card:



You will then be presented with the screen shown on the next page:

Preferences

Sector Interests

Current Sector Preferences

Agriculture, environment and animal care
Catering and Hospitality
Creative and media
Hair and beauty
Legal, finance and accounting

Select Sector Preferences

☒ Agriculture, environment and animal care
☐ Business and finance
☐ Care services
☒ Catering and Hospitality
☐ Computing, technology and digital
☐ Construction and the built environment
☒ Creative and media
☐ Education and early years
☐ Engineering
☒ Hair and beauty
☐ Health and science
☐ Healthcare
☒ Legal, finance and accounting
☐ Manufacturing
☐ Protective services
☐ Sales, marketing and procurement
☐ Teaching and education
☐ Transport and logistics

Update Preferences

Career Interests

Current Career Preferences

No Career Preferences set.

Add Career Preference

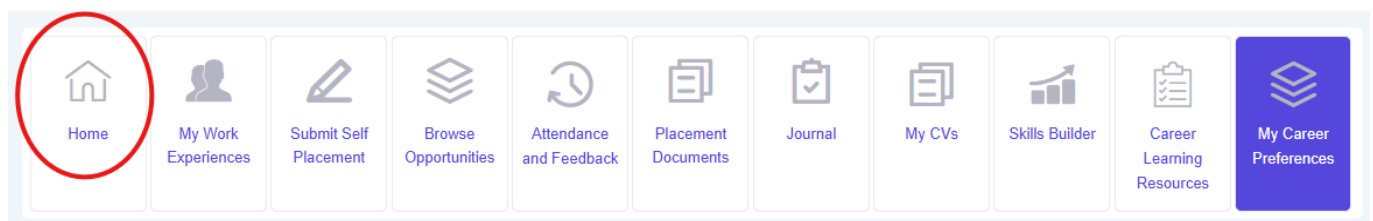
☐ Agriculture, environment and animal care
☐ Business and administration
☐ Care services
☐ Catering and Hospitality
☐ Construction and the built environment
☐ Creative and Design
☐ Digital
☐ Education and early years

Please navigate through the screen and select the items as appropriate. Please ensure that you press “Update Preferences” before moving on to the next section.

When you are being prompted to record employer preferences, please think about an employer that you may wish to eventually work for in the future, not just in relation

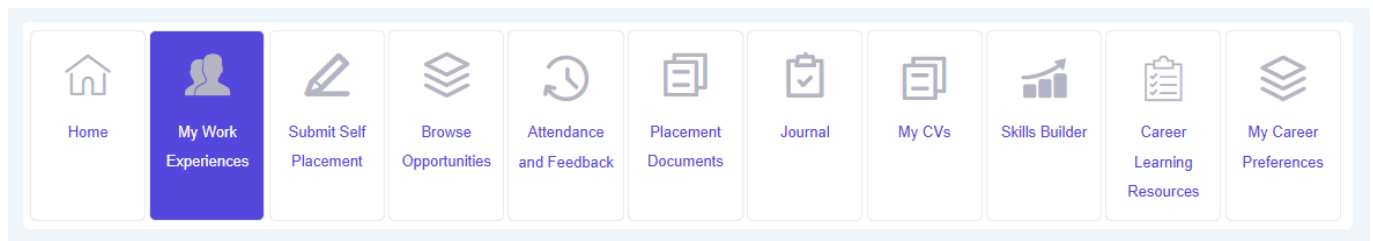
to your work experience. The reason this preferences section is important is because it will allow you to record your aspirations, and will serve as a base to show how your interests and preferences may change over time.

Once you have completed this section, you can click on “Home” at the top of screen, as shown below:



General navigation

Finding your way through the learner portal is really easy. Once you select any card from the front screen, you will always see the below navigation menu at the top of all other screens:



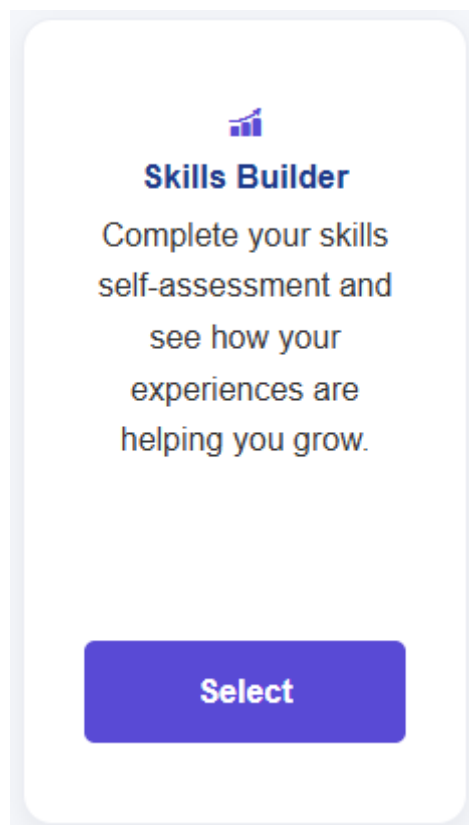
This means that you can easily jump to other parts of the portal, without returning to the homepage, but if you wish to any point, you can do this by selecting home.

To make it clear as to what part of the portal you are currently in, the appropriate section will be highlighted in purple as shown above.

Skills Builder

Skills Builder helps you focus on the eight essential skills that every employer looks for, like teamwork, problem solving and communication. If you have been asked to complete it, you'll find the activities quick and easy to follow. The aim is to help you see what you're already good at and where you can improve, so you feel more confident when you go into your placement and beyond.

You can access this by clicking on the following card from the home page:



There are 8 core sections that can be completed here:

Home

My Work Experiences

Submit Self Placement

Browse Opportunities

Attendance and Feedback

Placement Documents


Journal

My CVs

Skills Builder


Career Learning Resources

My Career Preferences

 **Skills Builder**
UNIVERSAL FRAMEWORK

Below is a summary of your Skills Builder progress. The 8 areas can be worked on in any order. Please view this video for an overview of the Skills Builder: [The Skills Builder Partnership](#)

LISTENING



The receiving, retaining and processing of information or ideas

View

0

1

2

3

4

5

6


7

8

9

10

BREAKING



The oral transmission of information or ideas

View

0

1

2

3

4

5

6

7

8

9

10

If we choose to “View” the first section, “The receiving, retaining and processing of information or ideas”, you will be presented with the screen shown on the next page:

...

Getting Started Listening to others		
Step 0 I listen to others without interrupting	0	Score myself Build my knowledge
Step 1 I listen to others and can remember short instructions	1	Score myself Build my knowledge
Step 2 I listen to others and can ask questions if I don't understand	2	Score myself Build my knowledge
Step 3 I listen to others and can tell someone else what it was about	3	Score myself Build my knowledge
Step 4 I listen to others and can tell why they are communicating with me	4	Score myself Build my knowledge
Step 5 I listen to others and record important information as I do	5	Score myself Build my knowledge


From here, you can select to score yourself on a particular skill, or press “Build my knowledge”, which will allow you to watch an informational video.

Skills Builder does not have to be completed in one session. Please take your time when going through this. Once you have finished, feel free to return to another part of the portal using the navigation menu.

Submitting placements

If you've arranged your own work experience, you can add the details here. This makes sure your school has all the information they need to check it's safe and ready for you to attend.

To access this section, please click on the appropriate card from the home page:



Submit Self Placement

Found your own placement? Fill in the details here so your school can check and approve it.

Select

You will then be provided with the following screen to allow you to record your placement in a clear, structured manner:

Submit Self-Placement Application ?

View your placements

1 Health Details
Your health details

2 Employer Details
The employer and job details

3 Placement Details
The details of your placement

4 Timetable/Hours
The hours you will attend

5 Review and Submit
Confirm all placement details

Step 1 - Provide your health details ?

Let us know if there's anything we should be aware of that might affect where you're placed, like if you need extra help with learning or any special arrangements.

Submit health details

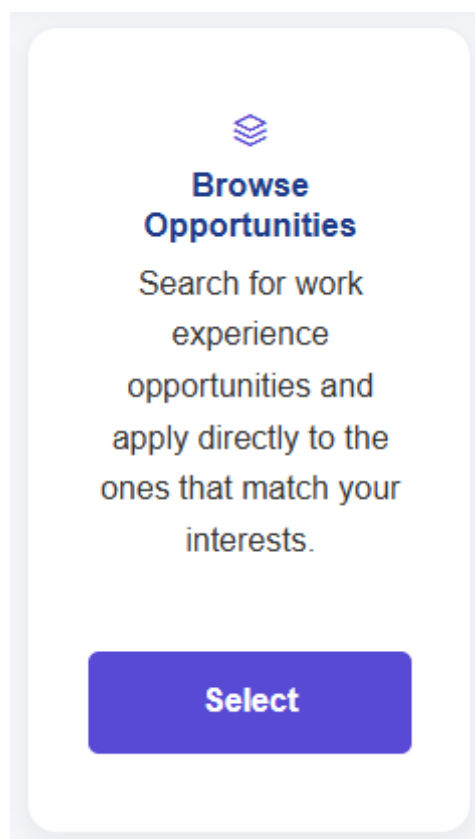
cancel

As you progress through this, it is particularly important that you record the employer details correctly, especially their email address and phone number. If you aren't sure of the employer details, please do not complete this section until you have all of the important information, as your Careers Leaders will review all of this information.

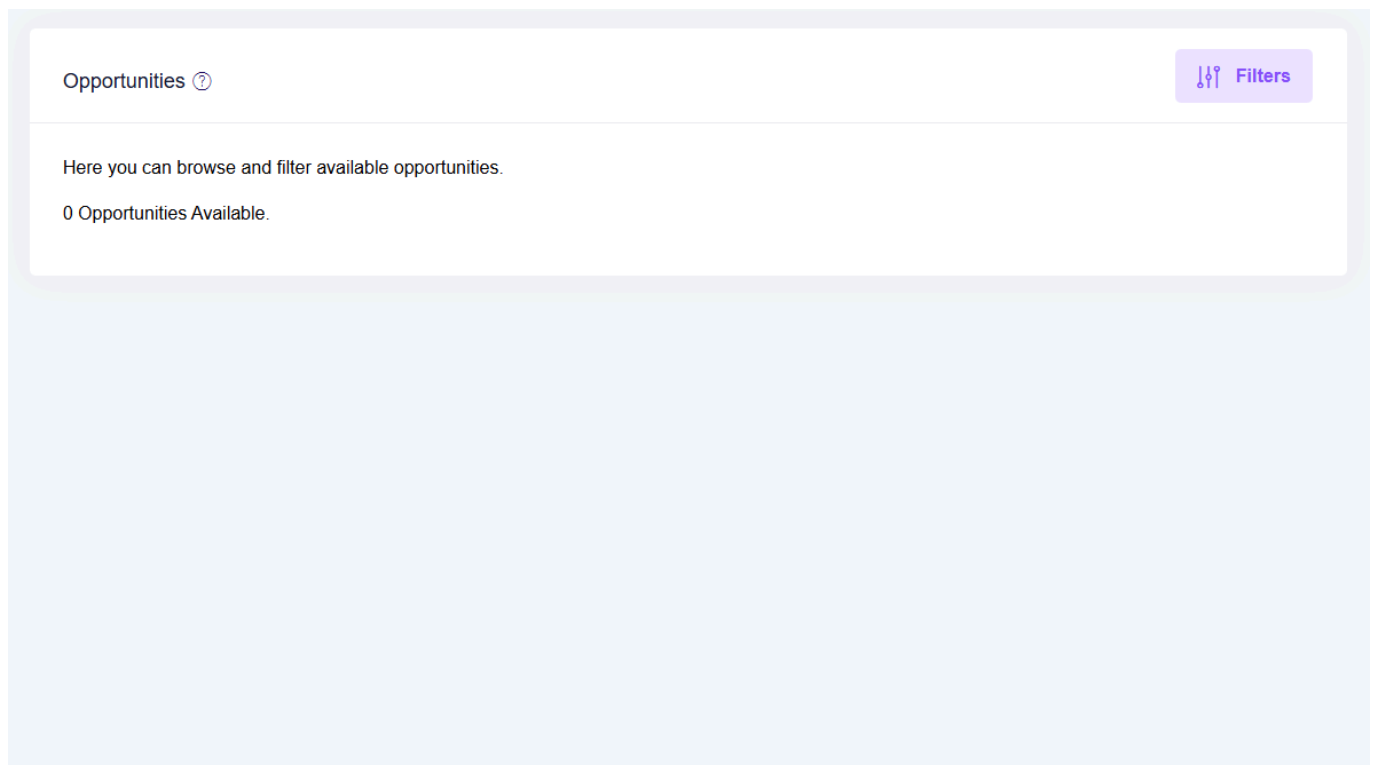
Browsing opportunities

Use this section to explore work experience opportunities already available. You can see what's on offer, read the details, and put yourself forward for the ones that interest you.

To access, you can click on the following card:




If there are work experience opportunities already present and setup for you, you will see them in the next screen:



Access placement documents

Here's where you'll find everything you need for your placement, like forms, agreements, or health and safety details. You can download and keep them safe for when you need them.

You can access this by selecting the appropriate card from the home page:



Placement Documents

Access all your key documents in one place - including certificates, employer feedback and more.

Select

This will show all documents related to any placement, past or present, as per the below:

Documents - These are all of your placement documents.

Your documents for your placement at Wags of Cranage

Placement Dates: 08/09/2025 - 12/09/2025

You can download your documents for your placement at Wags of Cranage below:

Work Placement Learner Contract

Student Work Placement Learner Contract For Your Placement At Wags Of Cranage

Pre Placement Letter

Student Pre Placement Letter For Your Placement At Wags Of Cranage

Placement Certificate

Download Placement Certificate for Wags of Cranage

Your documents for your placement at Wags of Cranage

Placement Dates: 08/09/2025 - 12/09/2025

You can download your documents for your placement at Wags of Cranage below:

Work Placement Learner Contract

Student Work Placement Learner Contract For Your Placement At Wags Of Cranage

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Student Pre Placement Letter For Your Placement At Wags Of Cranage

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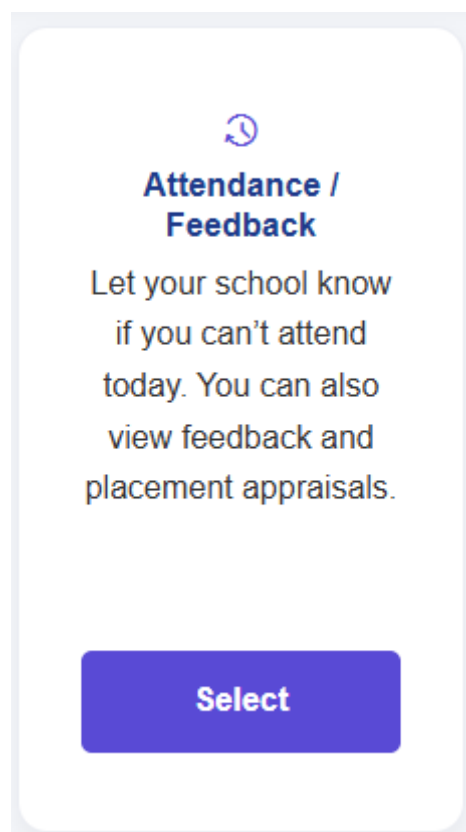
...

Here you can simply click on the type of document you want to view, and download it by clicking on it.

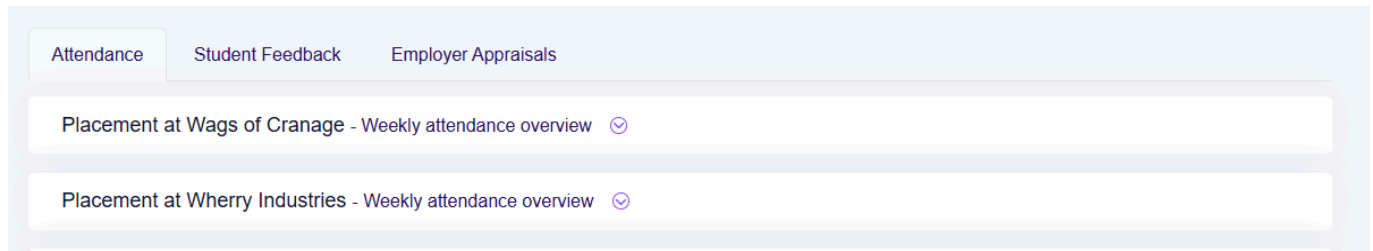
Manage attendance and feedback

During and after your placement, you'll be able to record your attendance and get feedback from your employer. This feedback is important because it shows the progress you've made and what you did well.

To access this, select the correct card from the home page:



You will then see the following screen:



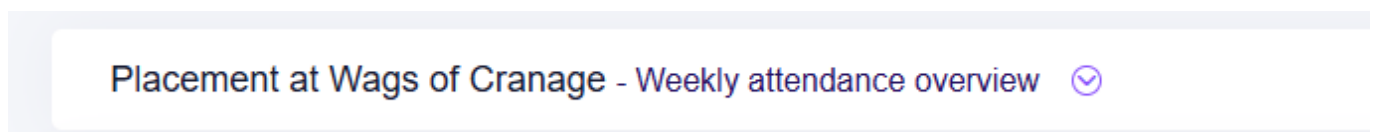
There are 3 key sections here:

- Attendance
- Student feedback
- Employer Appraisals

After the placement has finished, you can select the “Student Feedback” section to submit your feedback with respect to your work experience placement. Once your employer has completed it, you can view their feedback for you, on the “Employer Appraisals” section.

During a placement, the key section for you is “Attendance”.

Your placement will be displayed as follows::



Please click on the purple arrow to expand this section.

You will then be presented with an attendance screen where you can mark your attendance on the day:

Week Commencing 11 Aug 2025 

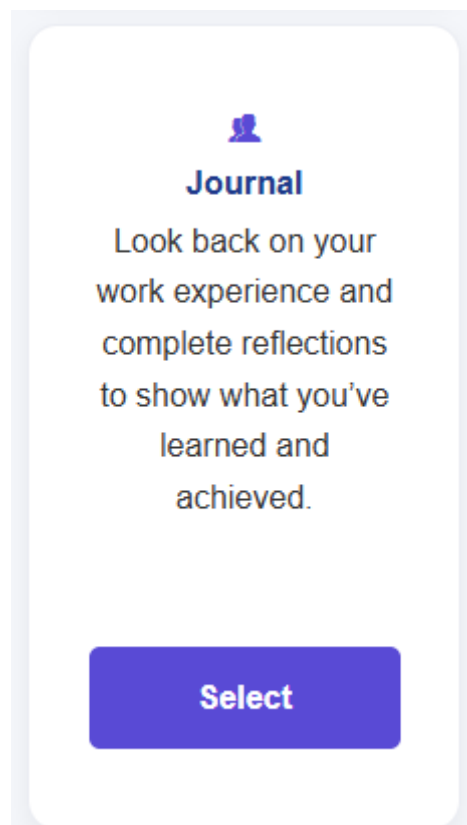
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
08:45 - 16:45 Present	08:45 - 16:45 <button>Present</button> <button>Absent</button>	08:45 - 16:45 <button>Present</button> <button>Absent</button>	08:45 - 16:45 <button>Present</button> <button>Absent</button>	08:45 - 16:45 <button>Present</button> <button>Absent</button>	—	—

You do this by simply clicking “Present”.

Journal

Your journal is your personal record of the experience. Use it to write about what you’ve done each day, what you’ve learned, and how you’ve developed. It’s a great way to look back and see your growth.

To access this, please select the correct card from the home page:



You can then select the appropriate placement by clicking on “Journal”:

Placements & Interactions - These are the placements that have been verified. Select a placement below to view your journal.

Placement: Wags of Cranage

Placement Dates: Mon 08-Sep-25 to Fri 12-Sep-25

WEX - Work Experience

Student - self placed on 02/09/2025

37.25 hours planned

Animals

11 cumber close Wilmslow, SK9 6ED

mark.hardy@changingeducation.co.uk

07794258126

Mark

Journal

Placement: Wags of Cranage

Placement Dates: Mon 08-Sep-25 to Fri 12-Sep-25

WEX - Work Experience

Student - self placed on 03/09/2025

40 hours planned

Animals

11 cumber close Wilmslow, SK9 6ED

mark.hardy@changingeducation.co.uk

07794258126

Mark

Journal

Placement: Changing Education Ltd

Placement Dates: Mon 25-Aug-25 to Fri 29-Aug-25

WEX - Work Experience

Student - self placed on

South Cheshire College Dane Bank Avenue, Crewe, Cheshire

Placement: MARK CO

Placement Dates: Mon 18-Aug-25 to Tue 19-Aug-25

WEX - Work Experience

Student

11 cumber close Wilmslow, SK9 6ED

You will then see this:

Wags of Cranage

Placement Dates: Mon 08-Sep-25 to Fri 12-Sep-25

Wags of Cranage

Placement Dates: Mon 08-Sep-25 to Fri 12-Sep-25

Role: Work Experience Student

Total Hours Planned: 37.25

Total Hours Attended: 0

Overview of the placement; such as: What were your main tasks and responsibilities, what new skills or knowledge did you gain, and how has this experience influenced your career plans?

Describe your placement...

Save

What are the top 3 things that you've learnt during this placement?

Describe the top 3 things you learnt during this placement...

...

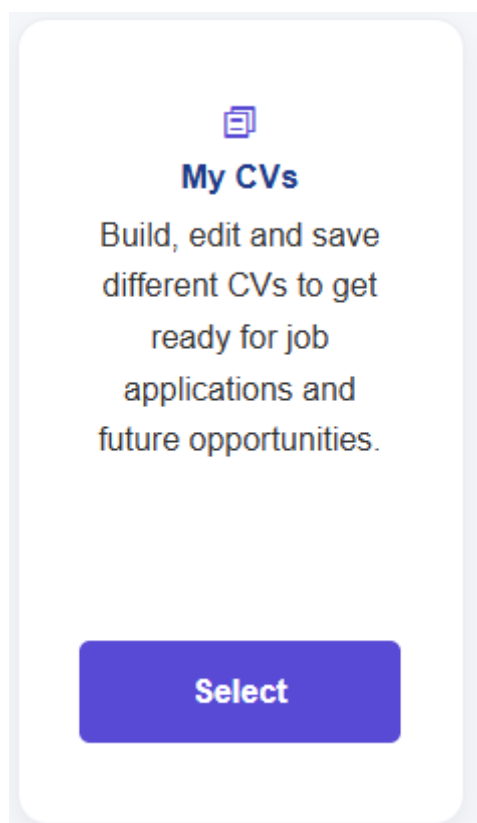
It's really important that you complete this at the end of every day. Please read all of the questions carefully, and then press "Save" before proceeding to the next section.

Once you have completed your placement, you will have the opportunity to fully reflect upon it, and record this information. Once again, please make sure you "Save" each section before proceeding.

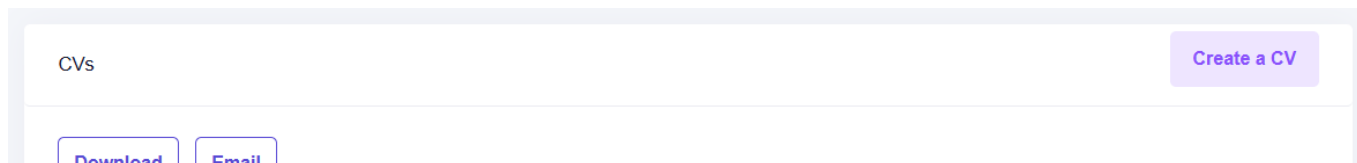
Your CV

Build and update your first CV here. The portal will guide you through the steps so you can create a document that shows off your skills, experience, and achievements.

To access this, click on the correct card:

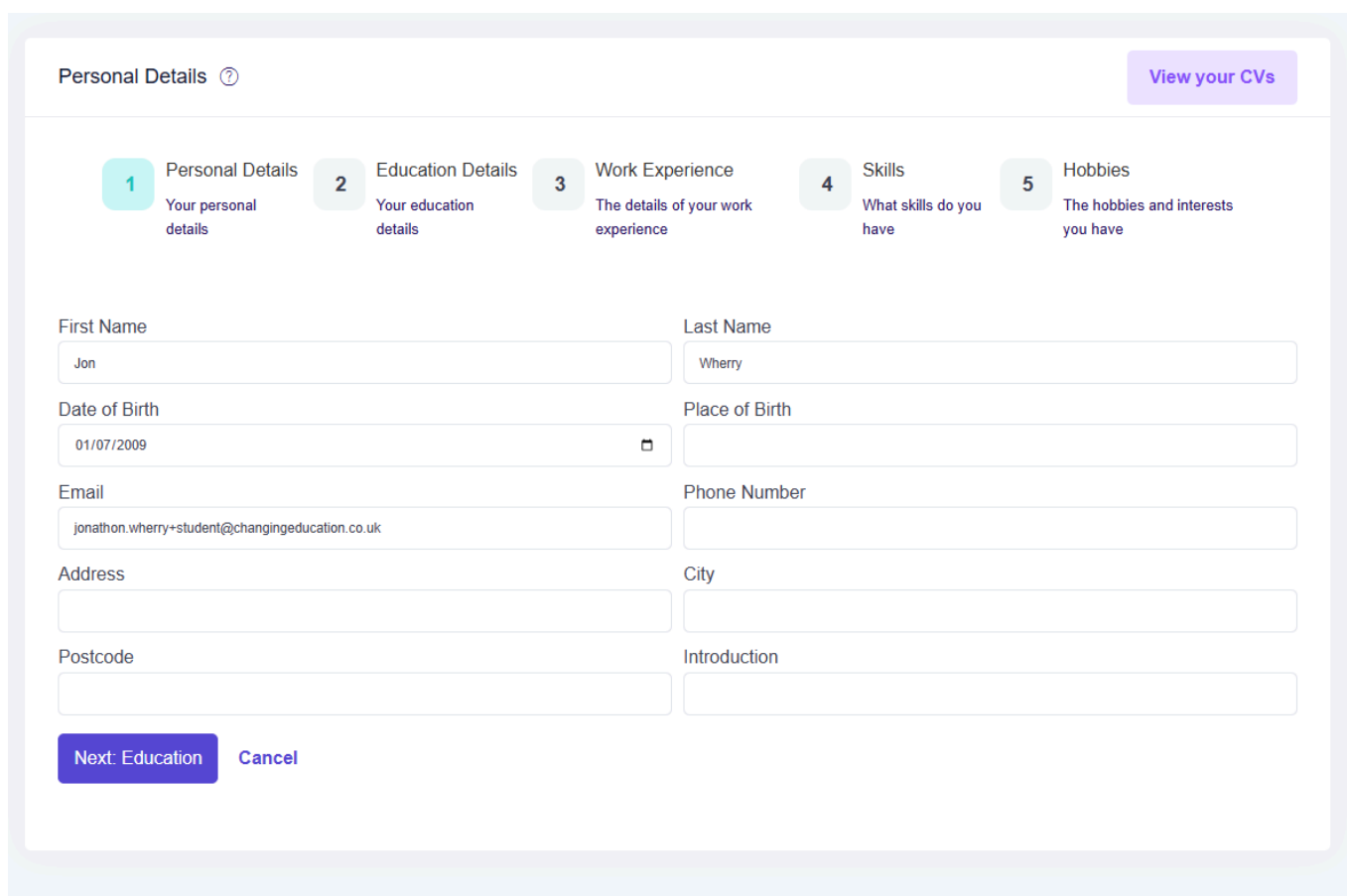


Once this new page loads, please press on "Create a CV":



The screenshot shows a web interface for managing CVs. At the top left, the text "CVs" is displayed. In the top right corner, there is a purple button labeled "Create a CV". Below the "CVs" text, there are two buttons: "Download" and "Email".

You will then be presented with the following screen:

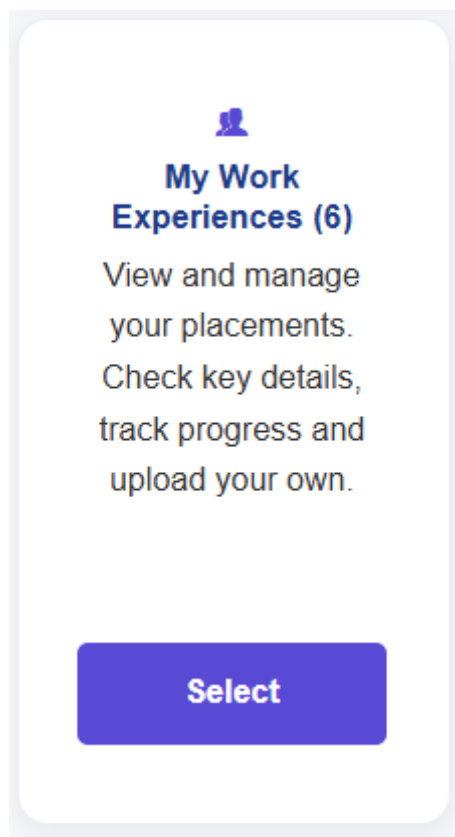


The screenshot shows a "Personal Details" form. At the top left, the text "Personal Details" is followed by a question mark icon. In the top right corner, there is a purple button labeled "View your CVs". Below the header, there is a progress bar with five steps: 1. Personal Details (Your personal details), 2. Education Details (Your education details), 3. Work Experience (The details of your work experience), 4. Skills (What skills do you have), and 5. Hobbies (The hobbies and interests you have). The first step, "Personal Details", is highlighted. The form contains the following fields: First Name (Jon), Last Name (Wherry), Date of Birth (01/07/2009), Place of Birth, Email (jonathon.wherry+student@changingeducation.co.uk), Phone Number, Address, City, Postcode, and Introduction. At the bottom left, there is a purple button labeled "Next: Education" and a blue button labeled "Cancel".

Please go ahead and complete the sections carefully. As you find yourself having gone through more work experience placements, you will be able to grow this CV.

Review all your work experiences and interactions

At any point, you may select the following card from the home page:



You will be able to view active placements, active work related interactions, completed work experience placements, completed work related interactions, and any unverified placements (i.e. placements that you have submitted, but not yet verified by your Careers Leader).

This will be presented as follows:

Active - (2)

Complete - (4)

Unverified - (0)

Complete - Verified placements you've finished.

Changing Education Ltd

View My Placement Actions

Placement Dates: Mon 25-Aug-25 to Fri 29-Aug-25

WEX - Work Experience Student - self placed on 19/08/2025

Verified by Mark Hardy on 19/08/2025

0 / 40 hours between 25/08/2025 and 29/08/2025

Education

South Cheshire College Dane Bank Avenue Crewe Cheshire Crewe

CW2 8AB UK, Cheshire East, CW2 8AB

info@changingeducation.co.uk

01625 837309

https://changingeducation.co.uk/

MARK CO

View My Placement Actions

Placement Dates: Mon 18-Aug-25 to Tue 19-Aug-25

WEX - Work Experience Student

Created by Mark Hardy on 07/08/2025

0 / 12 hours between 18/08/2025 and 19/08/2025

Administrative and Clerical

11 cumber close Wilmslow, SK9 6ED

mark.hardy@changingeducation.co.uk

07794258126

Mark

Here you can navigate through the tabs and sections as appropriate, and see all relevant information.