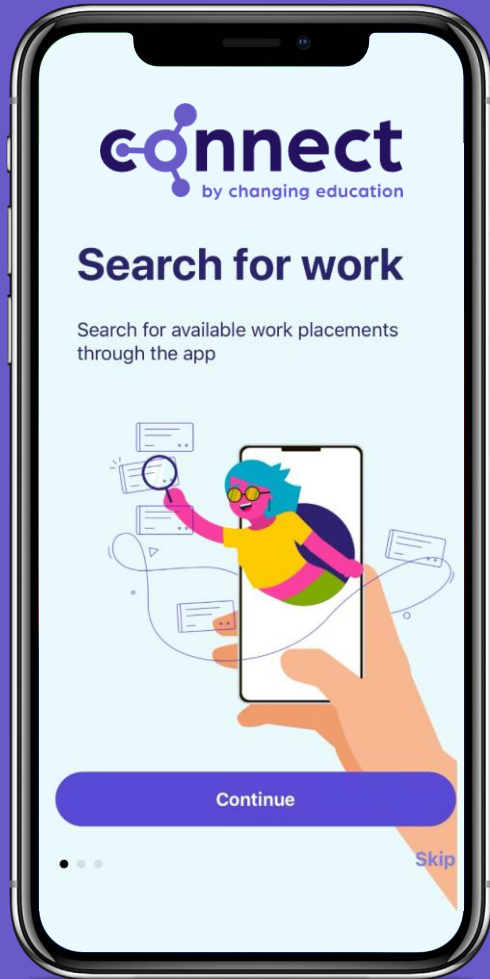
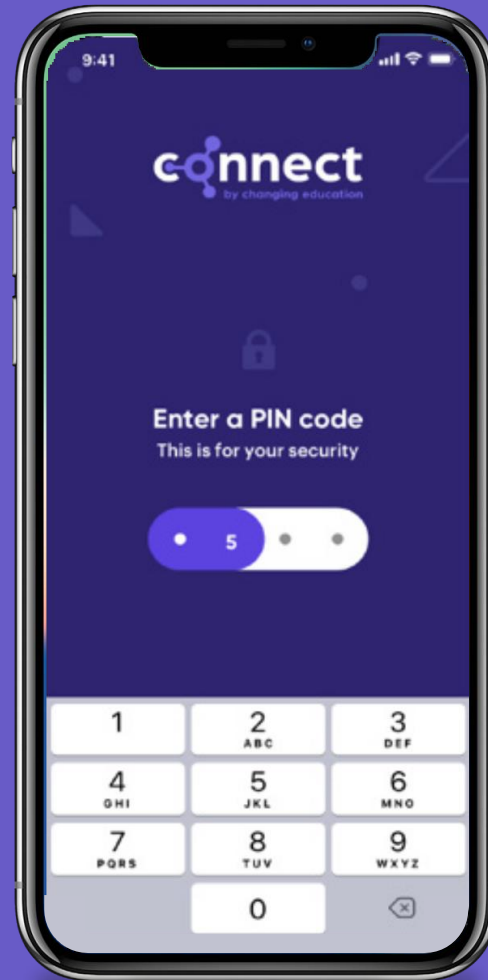
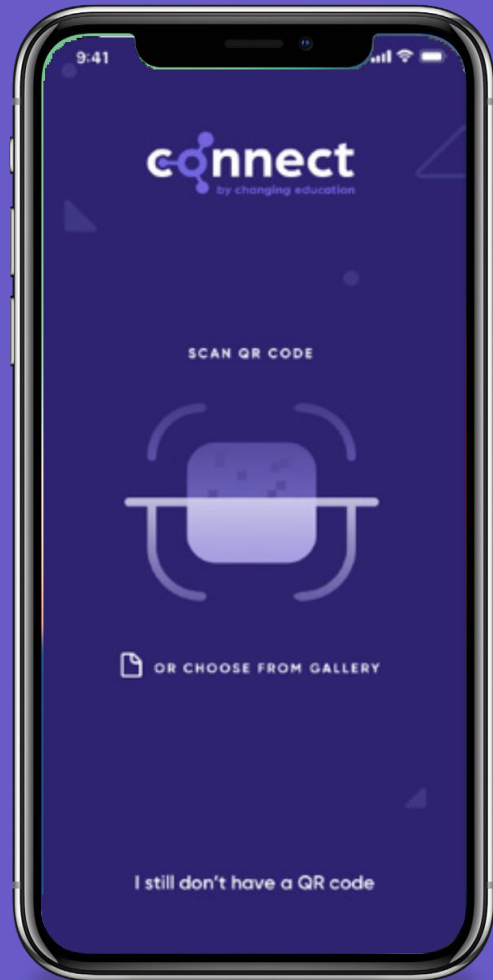


# Step 1: Download the app



Type in **Connect Careers Manager** into your Apple or Google Play store and download the app.

## Step 2: Log into the App

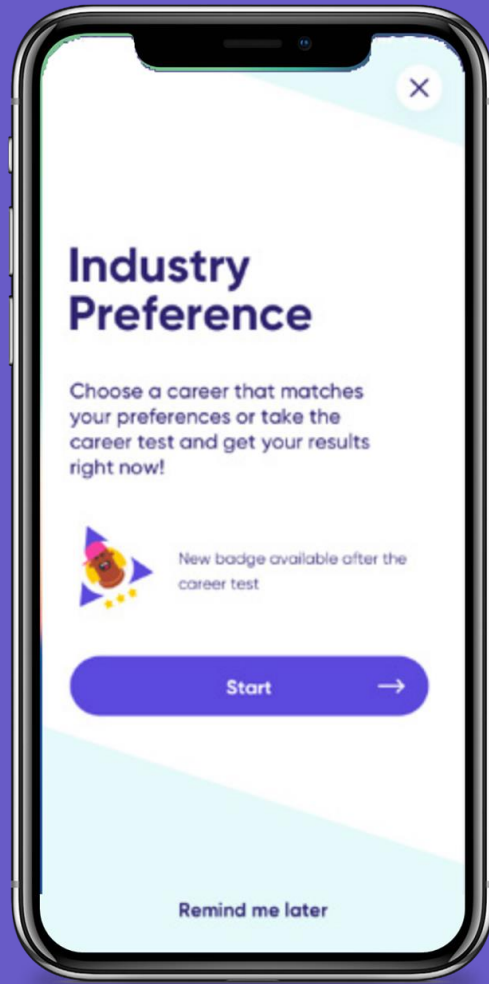


Scan your unique QR Code or click the link in your invite email and create your own password.

**Remember your pin code – school staff cannot see or reset it**

Do not share QR codes with friends, these are unique to you!

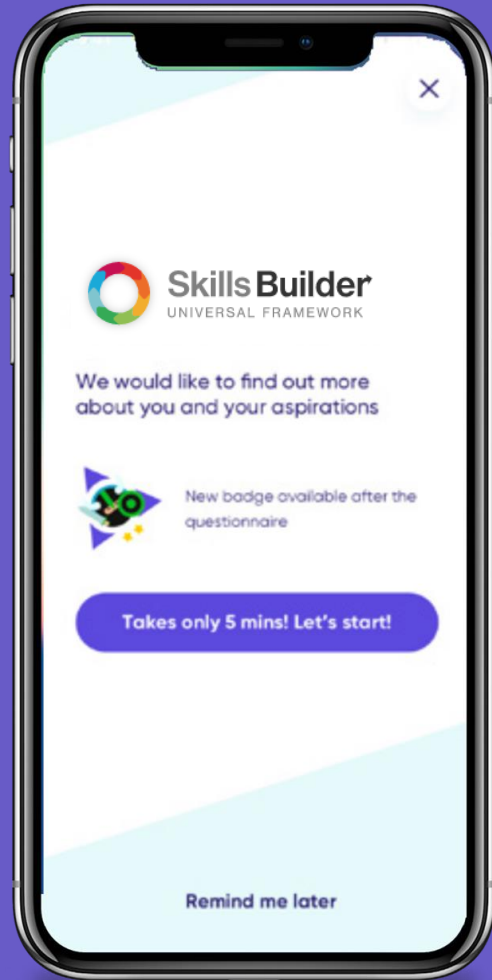
# Step 3: Select Your Industry Preference



**You are prompted to input your industry preferences to help school understand which career paths you are considering.**

**It is also helpful for you to log your industry preferences during the pre-placement phase to reflect back on post-placement to see if your preferences have changed or remained the same.**

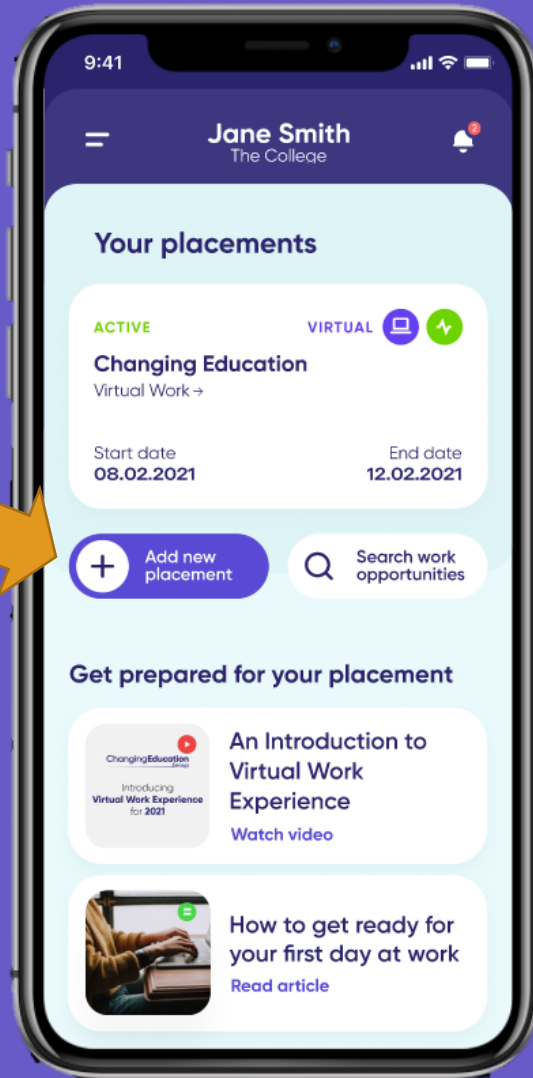
## Step 4: Skills Builder



**The Skills Builder tool will allow you to develop and reflect on your skills as an individual.**

**This is a key part in preparing you for your work placement as this tool will give you building blocks to improve your listening, speaking, problem solving, team working and many more skills before your placement starts.**

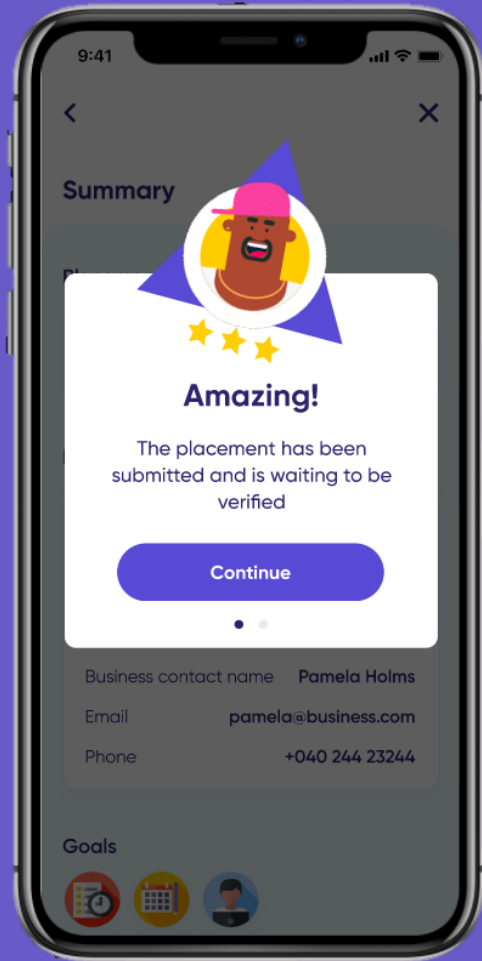
# Step 5: Inputting your placement



Once you have found your own placement you will need to **input the employer details into the app** so that we can help the employer complete the risk assessment process.

This youtube clip shows how to create a placement in more details  
[How Students Submit Self Placements \(youtube.com\)](https://www.youtube.com/watch?v=...)

# Step 6: Placement Verification



**West Hill School staff will then verify or deny your placement based on whether or not they are satisfied with your chosen employer and their details.**

**If verified, the details will be sent via the App to Positive Steps for risk assessment and appropriate checks with the employer.**

**You can track the verification progress on the App**

**If your placement is denied, at any point in the process there will be a comment from your school contact telling you why your placement is not suitable to go ahead.**