

## **E-Placements - How to Book Your Place**

**Step 1:** Follow the link and sign up to the Talent Academy Work Experience Portal (or if you already have an account please sign in) <u>nhs-lincs.work-</u> <u>experience.co.uk/login/</u>

Step 2: Once you have filled out all your registration forms. Click on 'Search' and search 'E-Placement' in the job title section. Please note you must search the full word or else it won't show up in the search results. Also, please ensure all the other search columns are empty. Then click 'Search'. You should see the result at the bottom.

Placements	Search Details				2		
i lacemento	Job Title	e e-placem	nent	Helpfu	Il Hints!	U	
Looking for a placement?	Employe	r			Remember to spell the words correctly!		
Use the search facility opposite to find your ideal job or employer	Category	y Pleas	e Select 🗸	mondo et	inoouy:		
	Address	5	Distance Any V miles		Search for placements near to where you live - use the employer and postcode		
	Postcode	e 🦳					
	Start Date	e 🗌		fields to refine your search			
	End Date	End Date			Search the whole database by leaving the search fields		
	Limi	Limit 50 Results per page					
	Clear Search			empty or refine using search fields			
	Results Displaying 1 to 3 of 3						
	A Employer	Emp ID	Job Title	Job ID	Postcode		
	NHS Talent Academy	49	E-Placement - Introduction to NURSING	1439	Virtual	٩,	
	NHS Talent Academy	49	E-Placement - Introduction to OCCUPATIONAL THERAPY	1440	Virtual	٩,	
	NHS Talent Academy	49	E-Placement - Introduction to PHYSIOTHERAPY	1441	Virtual		

**Step 3:** Click on your chosen E-Placement and scroll down to the bottom of the page and click 'Apply Now'.



**Step 4**: On the 'Apply Now' page you will need input your preferred placement dates. Please put the start and end date as today's date. (The date will not matter as the E-Placement can be accessed at any time). You will need to fill out your reason for requesting the placement. Once this is complete, click 'Apply Now'.

**Step 5**: You will also need to accept the terms and conditions page. Then click '**Apply Now**'. Once this is complete The Talent Academy will then contact you with your E-Placement link.

If you have any issues whilst applying, please email <u>nhs.talent@ulh.nhs.uk</u>