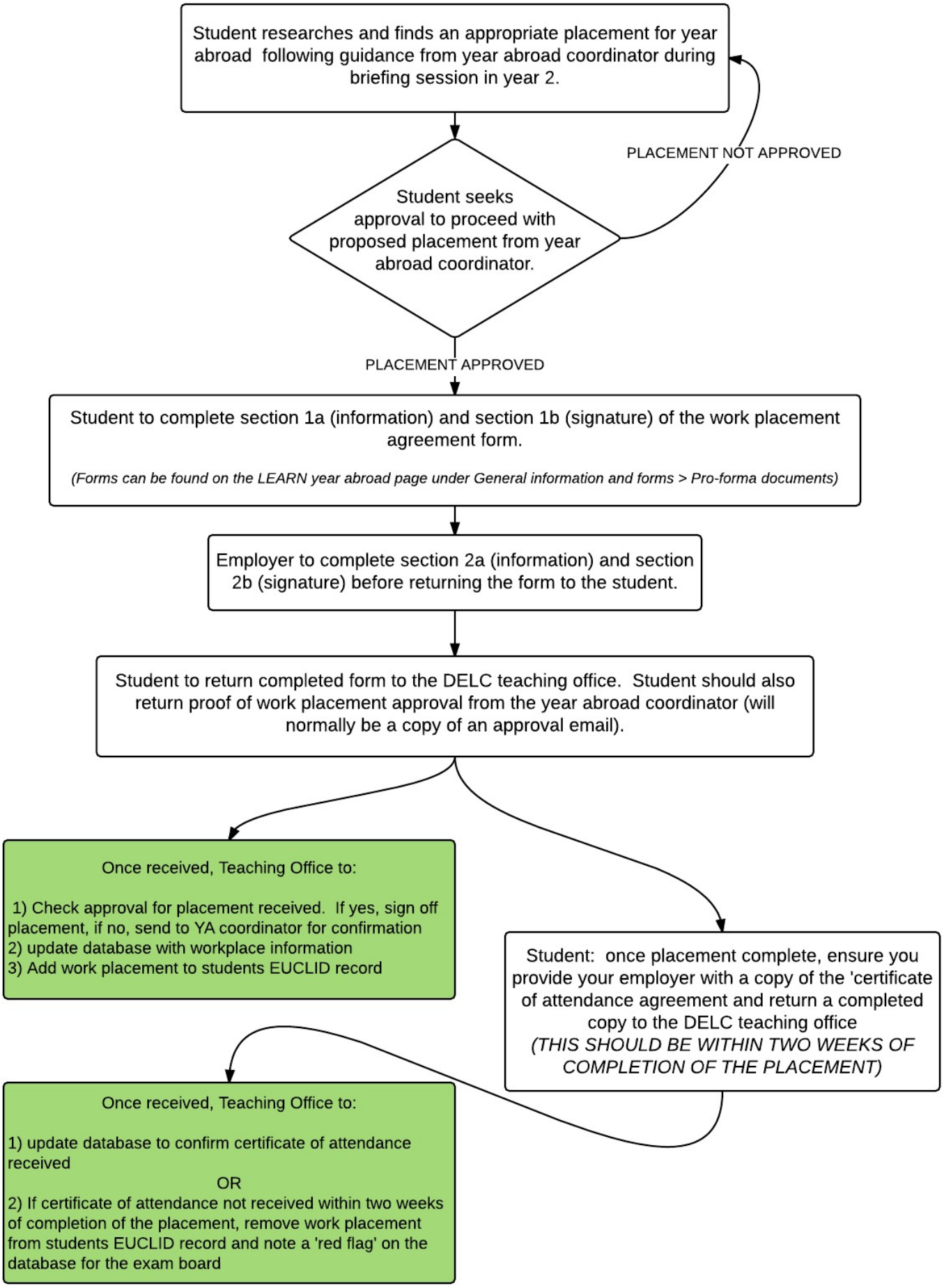WORK PLACEMENT PROCESSING FOR STUDENTS AND STAFF