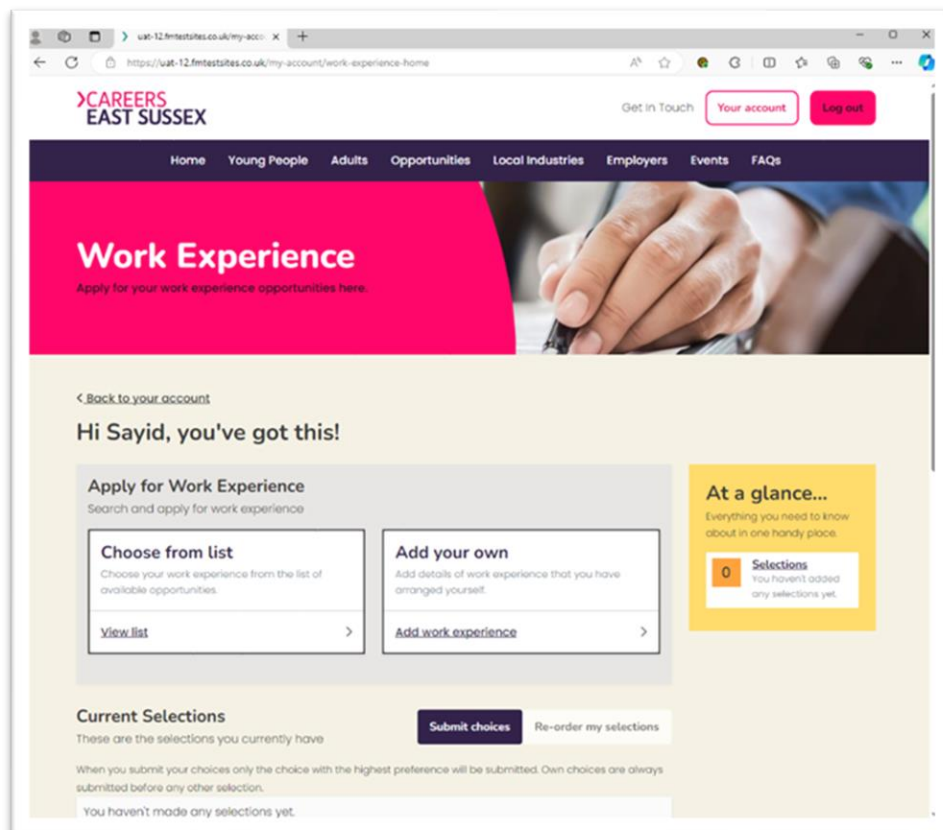# eprospectus

Work Experience Learner Guide

v1.2

Introduction

This document provides an overview of the steps required to apply and choose your work experience opportunities.
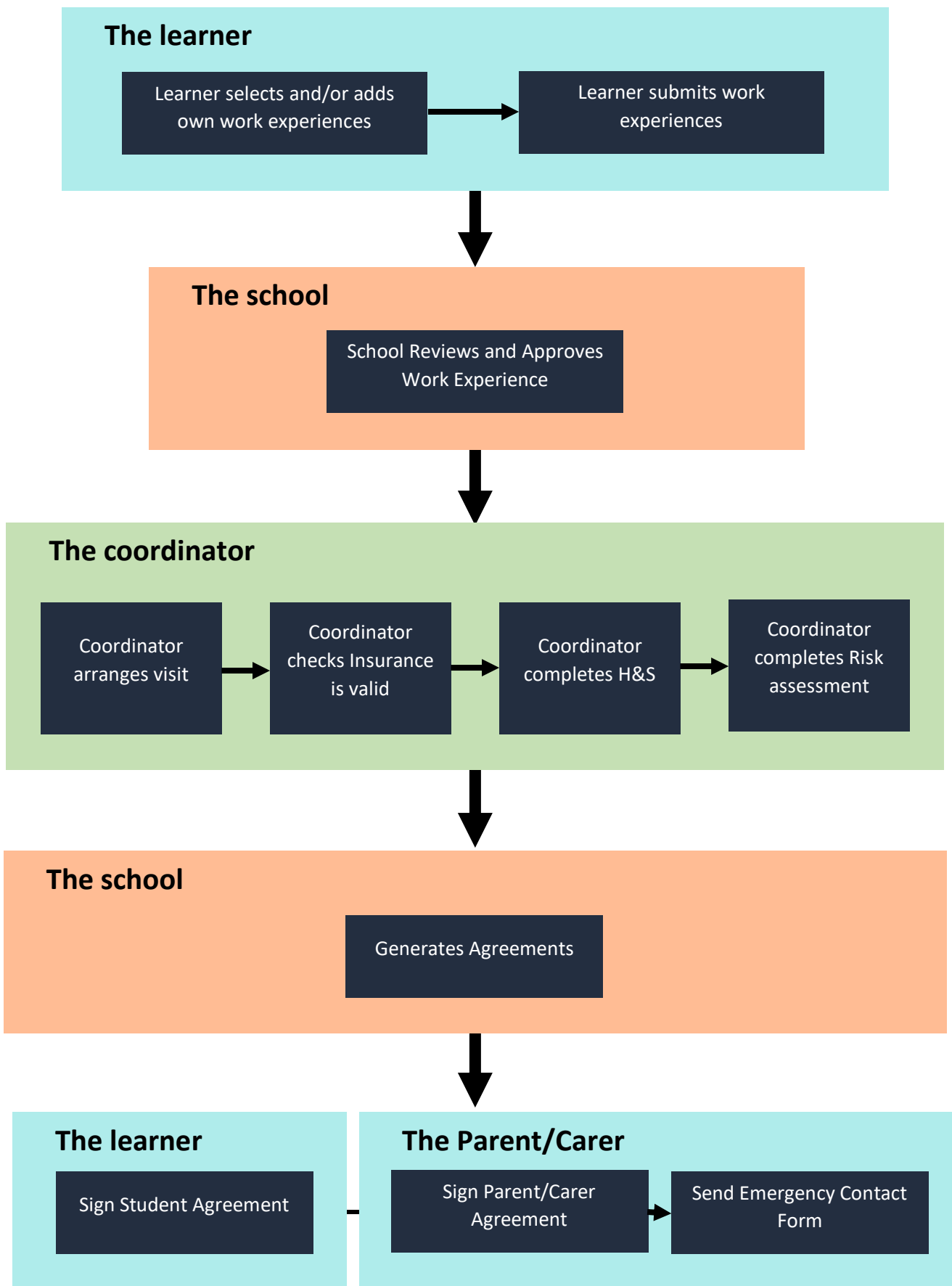
A learner's account will need to be set-up correctly by your school administrators. If you do not see the work experience link on your account page please get in touch with your school to make the appropriate changes to your account.
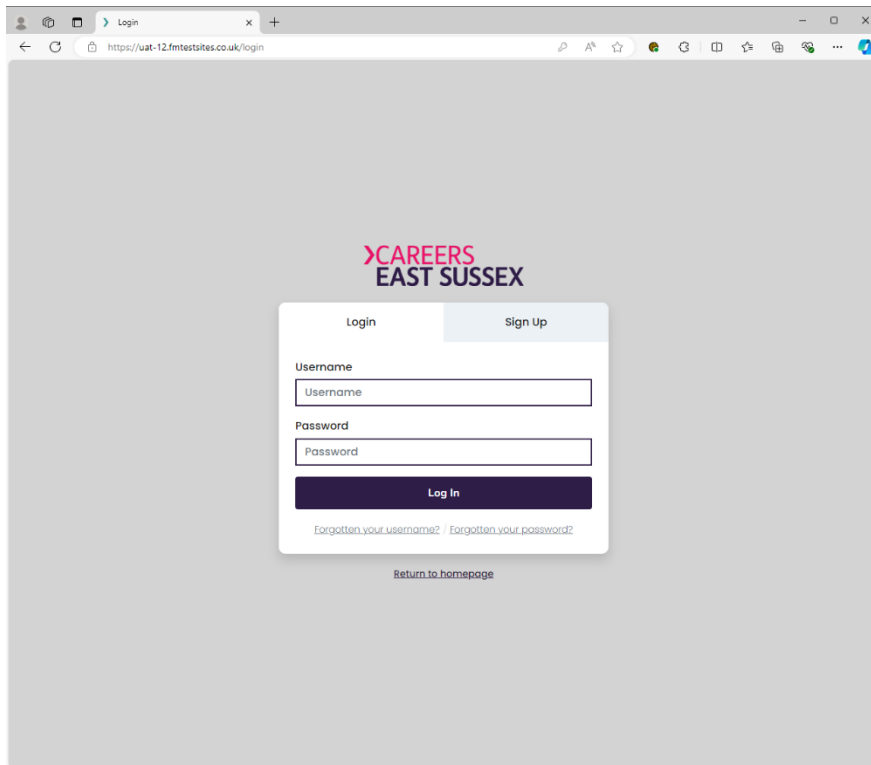
Contents

The Process

This diagram provides an overview of the Work Experience process;

The learner

Learner selects and/or adds own work experiences → Learner submits work experiences

The school

School Reviews and Approves Work Experience

The coordinator

Coordinator arranges visit → Coordinator checks Insurance is valid → Coordinator completes H&S → Coordinator completes Risk assessment

The school

Generates Agreements

The learner

Sign Student Agreement

The Parent/Carer

Sign Parent/Carer Agreement → Send Emergency Contact Form

Work Experience and How to Submit

Firstly, Log into your account with your username and password.

If you can't remember your details, either use the **Forgotten your username?** or **Forgotten your password?** Links to retrieve this.

If you've never received details please contact your school to create your account and give them to you.
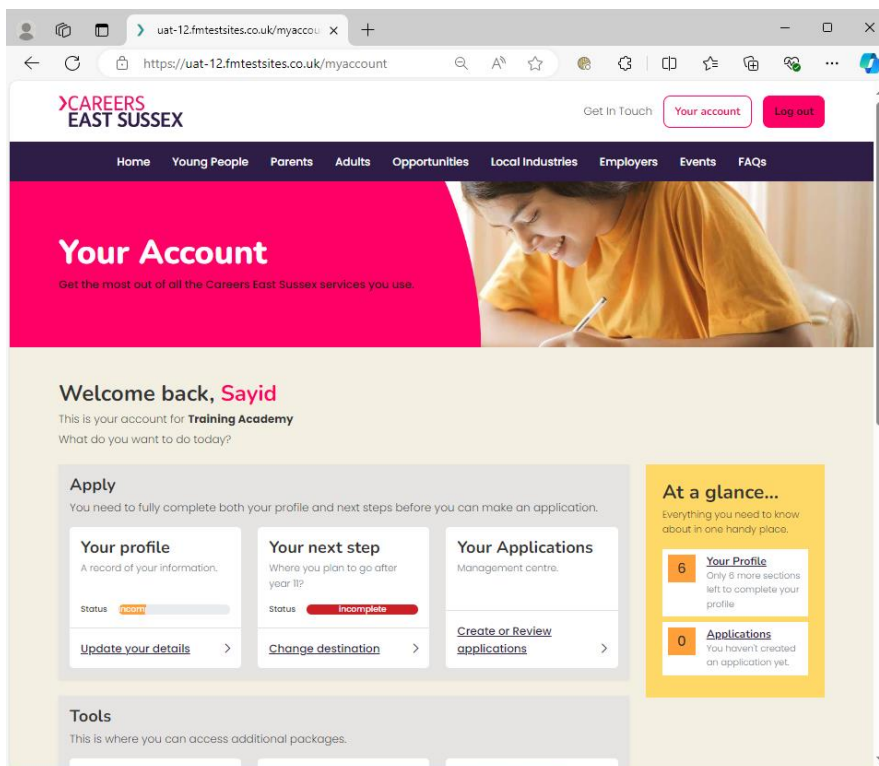
Before we start selecting our work experience, first we need to add our parental details to your profile.
This will be needed later down the line when your parent/carer needs to do their bit.

Click **Update your details**.

Now click **Update Details** in the Parental Information section.

Now fill in your parent/carer details here and click **Save and continue**.

You can now return to the accounts page.
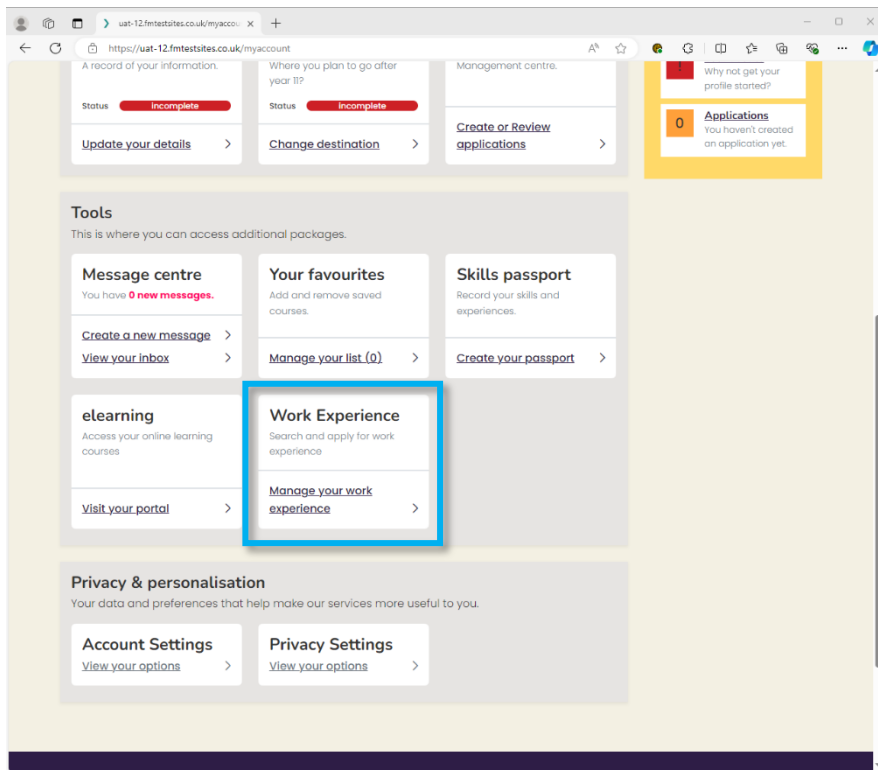
Once back on the accounts page, scroll down to the Tools section and locate the Work Experience panel.

Note: *if you do not have this then contact your school to make the appropriate changes.*
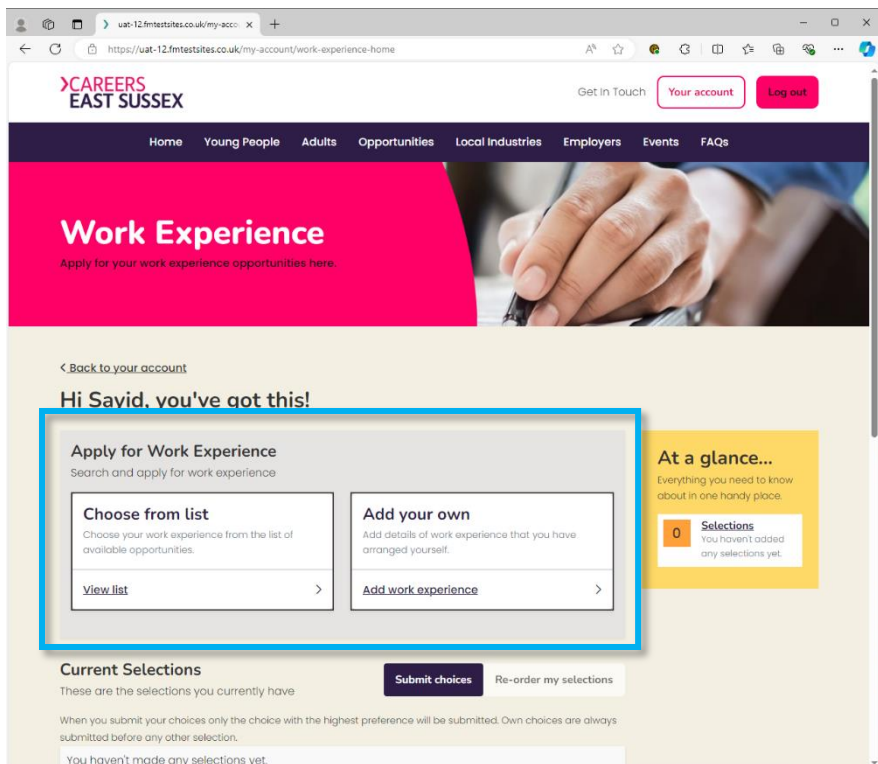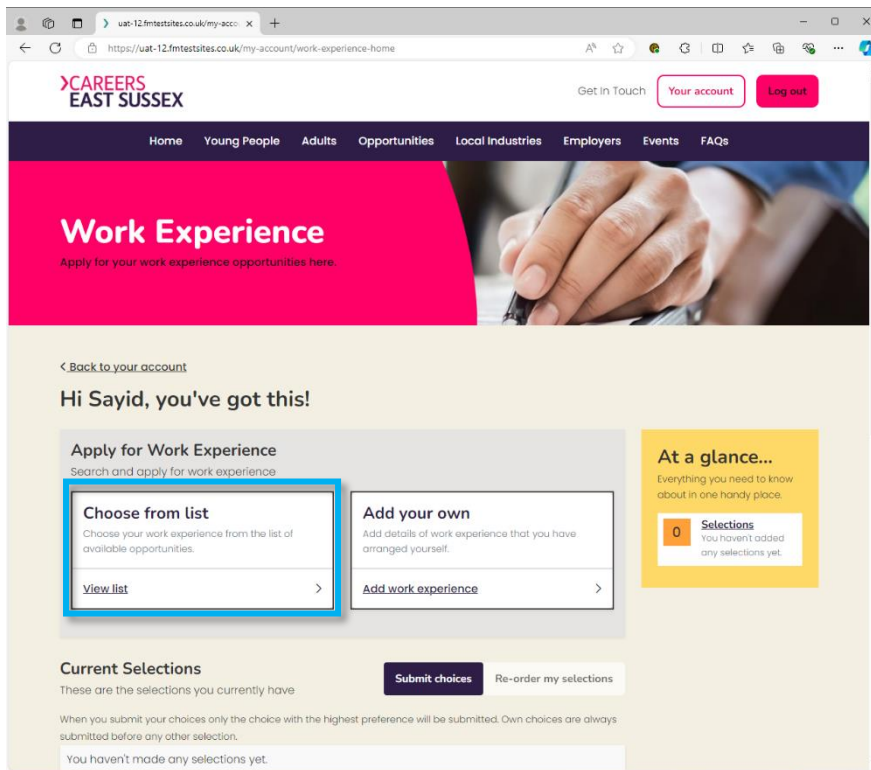
Click **Manage your work experience**.

On this page you will find 2 options to add work experience opportunities to your account.

The first way is to choose a pre-existing opportunity from our list.

The second way is to add your own. Use this option if you have managed to find work experience and yourself and need to add the details of this to your account.

This guide will first cover how to add a work experience opportunity from our list of opportunities.

Find the **Choose from list** panel and click **View list**.
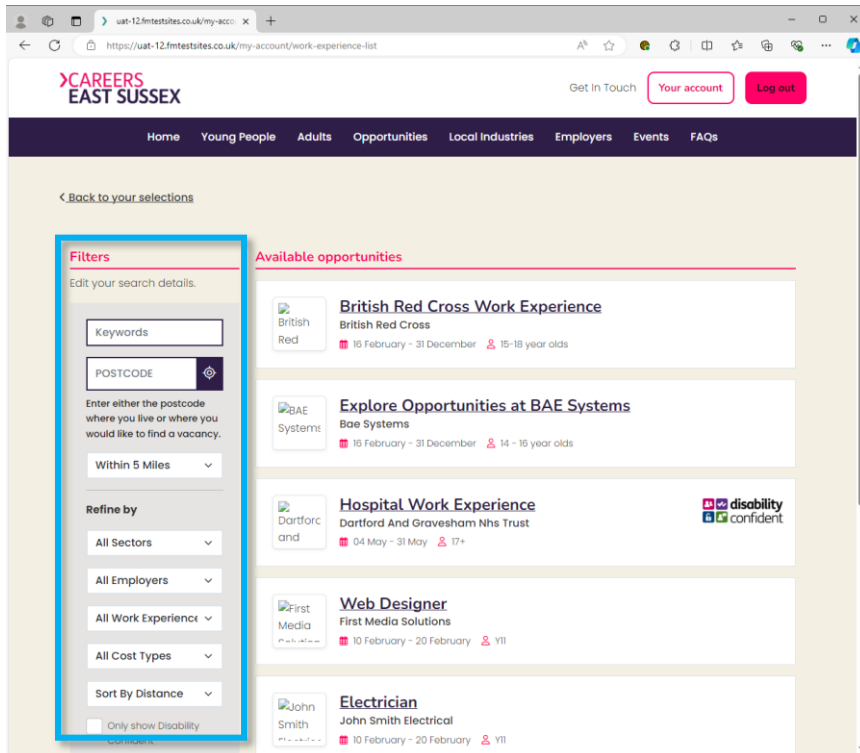
On this page search for a work experience you would like to apply to.

You can use the filters on the left-hand side to refine your search.

Click the name of the opportunity you want. In this guide we will click "British Red Cross Work Experience"
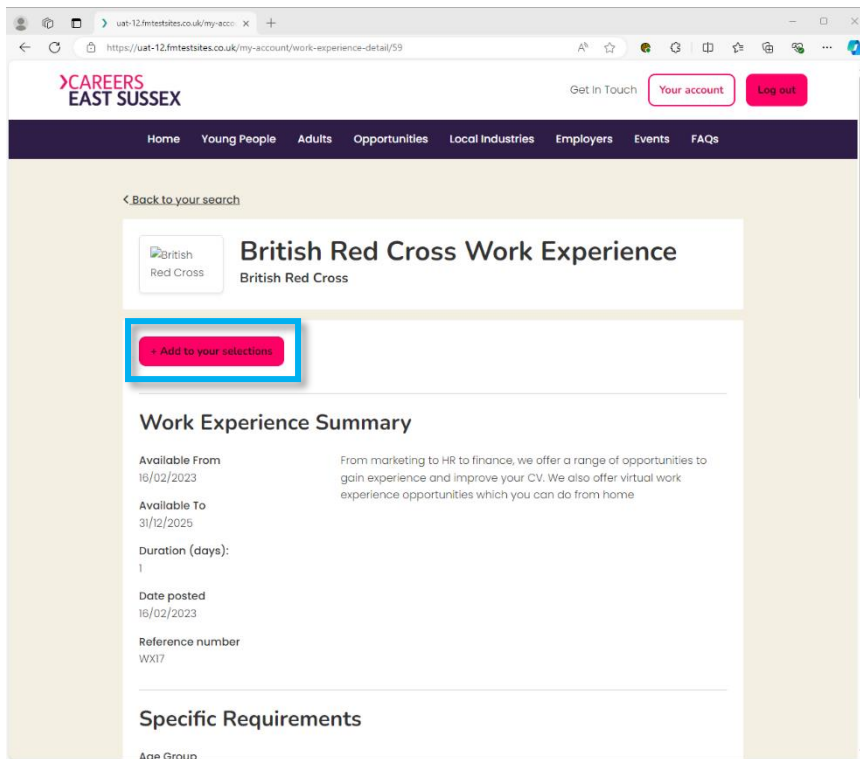
Once you have clicked into your work experience option you can see all the details of it on this page.
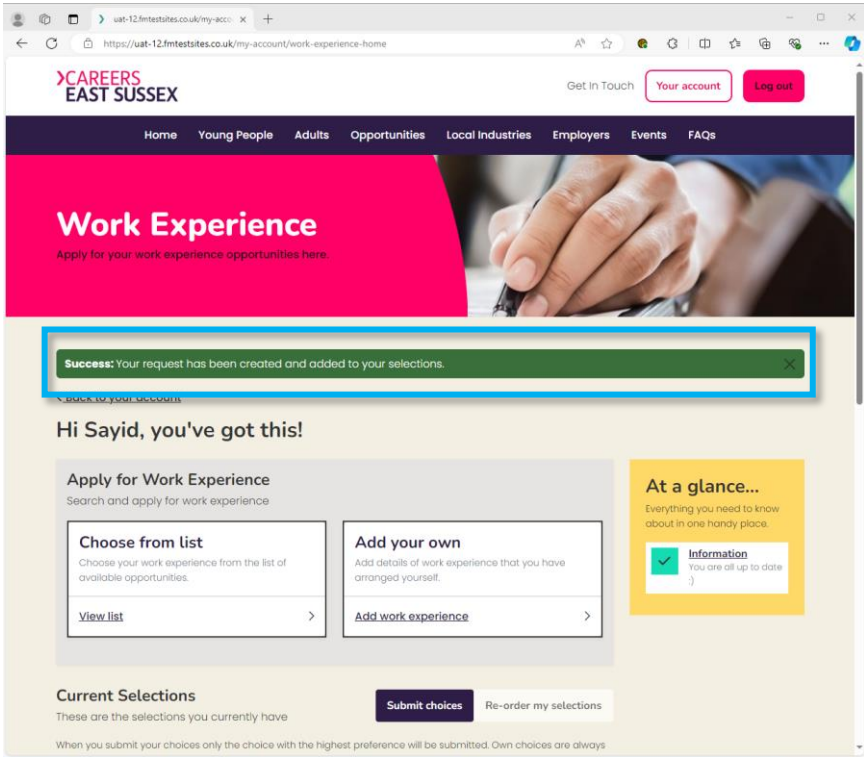
If you would like to add this opportunity then click **+ Add to your selections.**
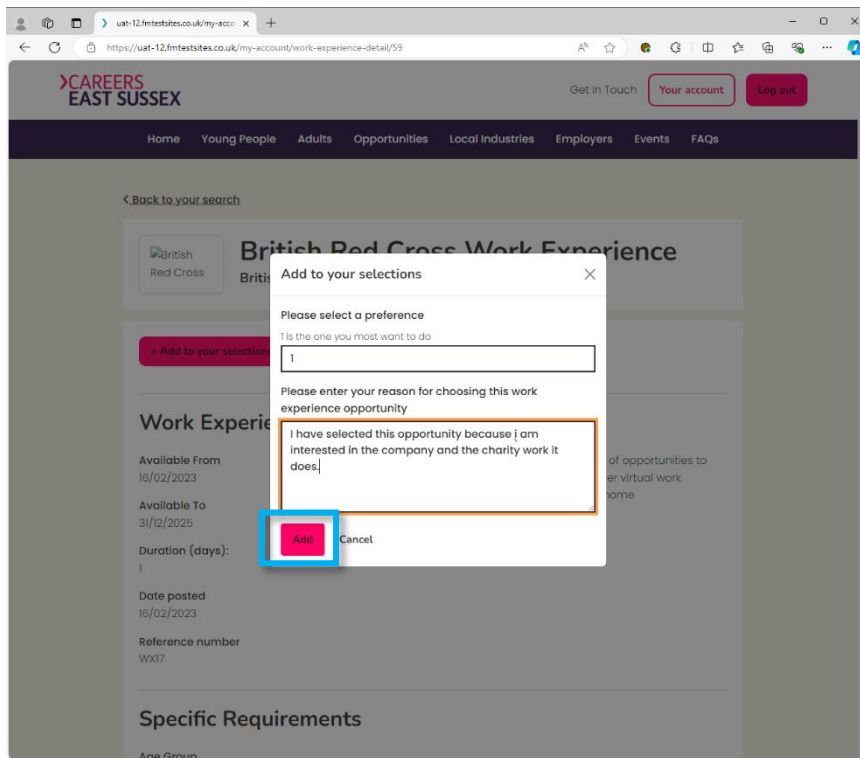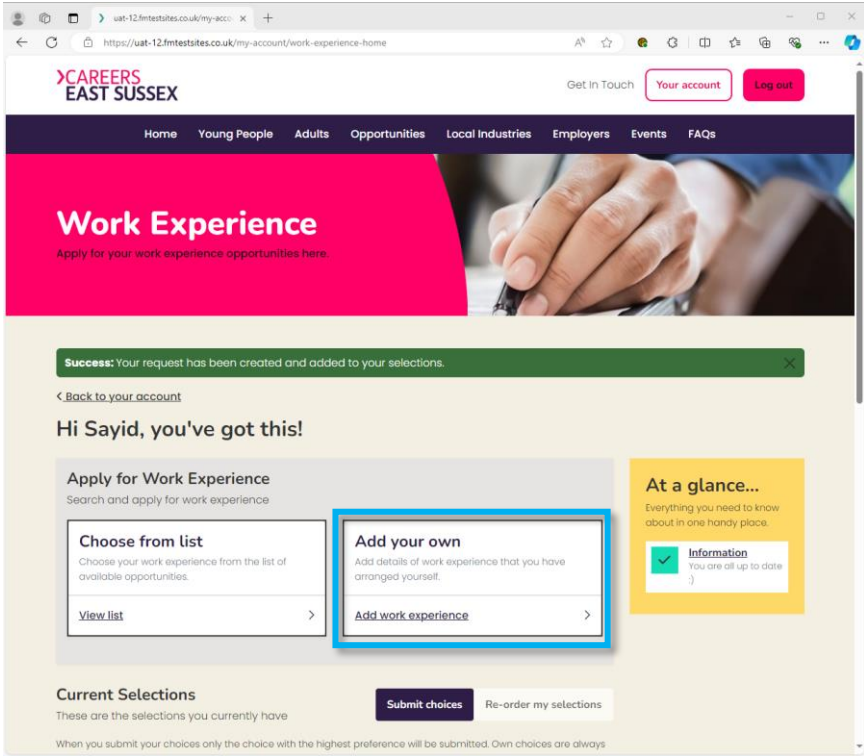

Now select a preference position for this opportunity. 1 being the one you most want to do.

Then add a few sentences to explain the reasons behind why you have selected it.

Once you have done that click **Add**.

You will then be taken back to the Work Experience page and will find a green "success" banner towards the top and your selected opportunity will show in your list.

If you have found your own work experience and would like to enter the details for your school to approve, click **Add work Experience**.

Enter all the details of your work experience in this section here. All fields with the (*) are mandatory fields and must be completed.

Once you have filled in all the appropriate fields and you are happy with the content inside them. Click **Save and continue**.
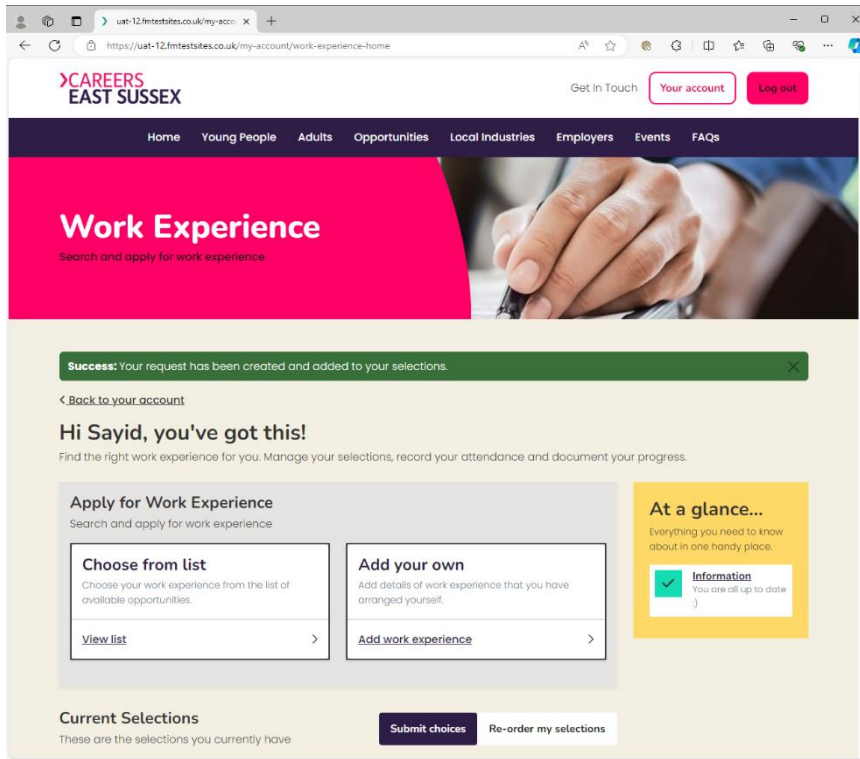
You will then be taken back to the Work Experience page and will find a green "success" banner towards the top and the item will be in your list.
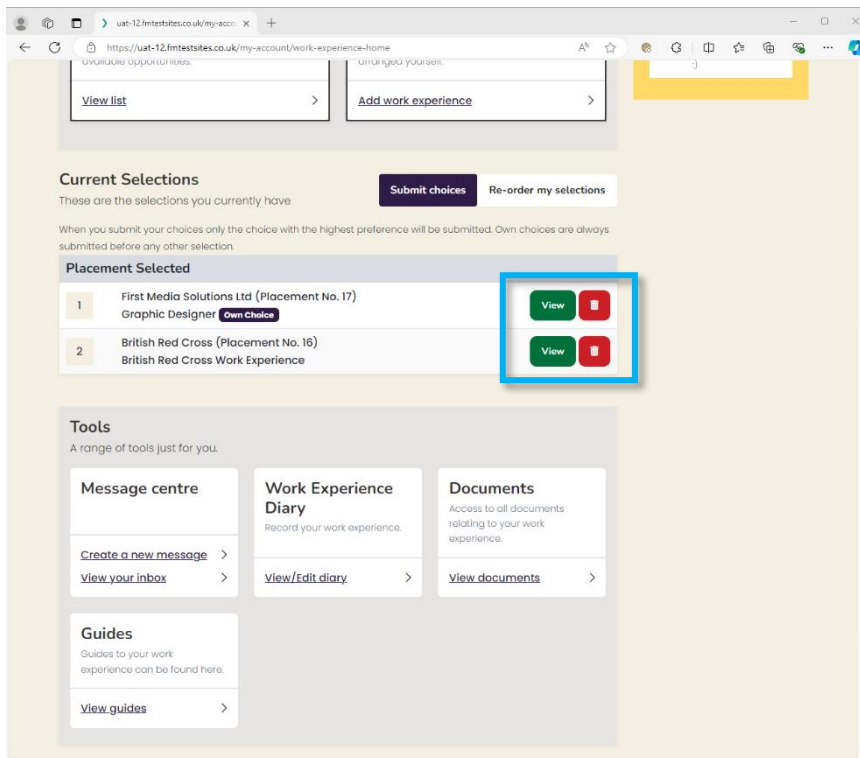
To view all your current selections scroll down to the **Current Selections** section and you will find them all here.

You can view them or delete them by clicking the appropriate buttons to the right of them.

If you would like to change your preference order, click **Re-order my selections.**
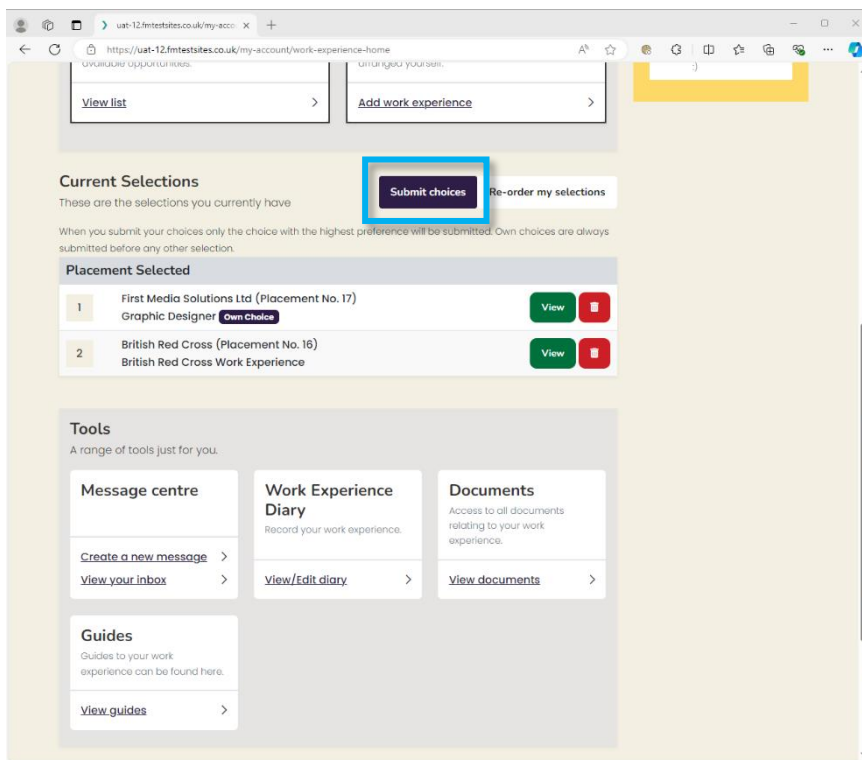
If you have added your own choice you only need to add that one in order to submit, if you have chosen from the list you need to add four choices.

Once you have selected all of your work experience choices and are happy, click **Submit Choices** to send them off to your school for approval.

Once you have submitted your selection/s, you will now need to wait until your school and the work experience coordinators have approved your selection and completed the necessary documentation.
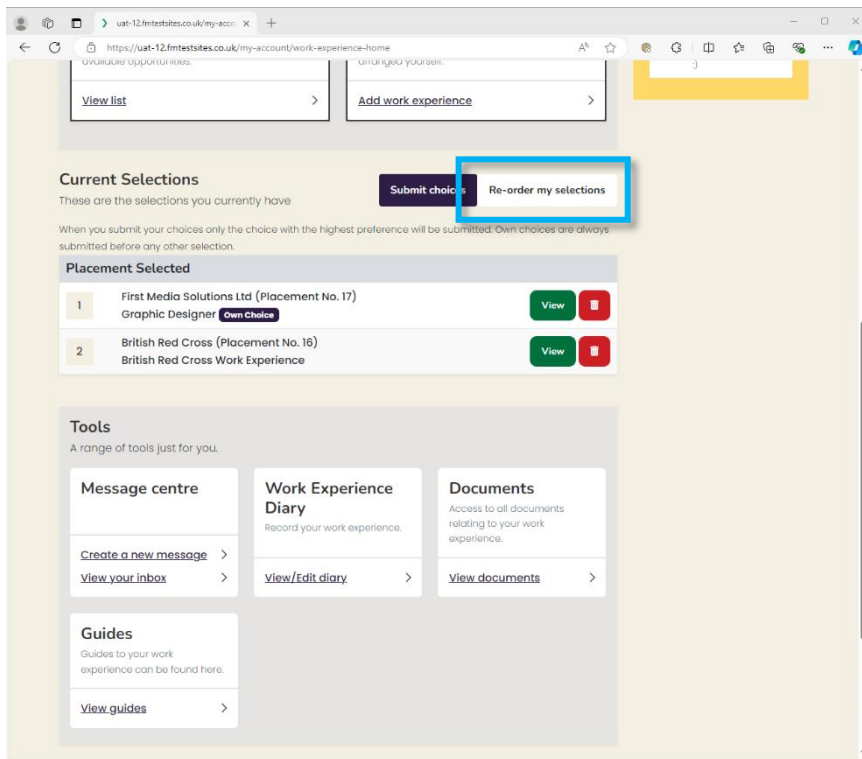
Once this has been done, you and your parent/carers will be sent an agreement to sign to complete the process. This should be emailed to you however the school can print this out for you or your parent/carer to sign.

Signing Your Agreement
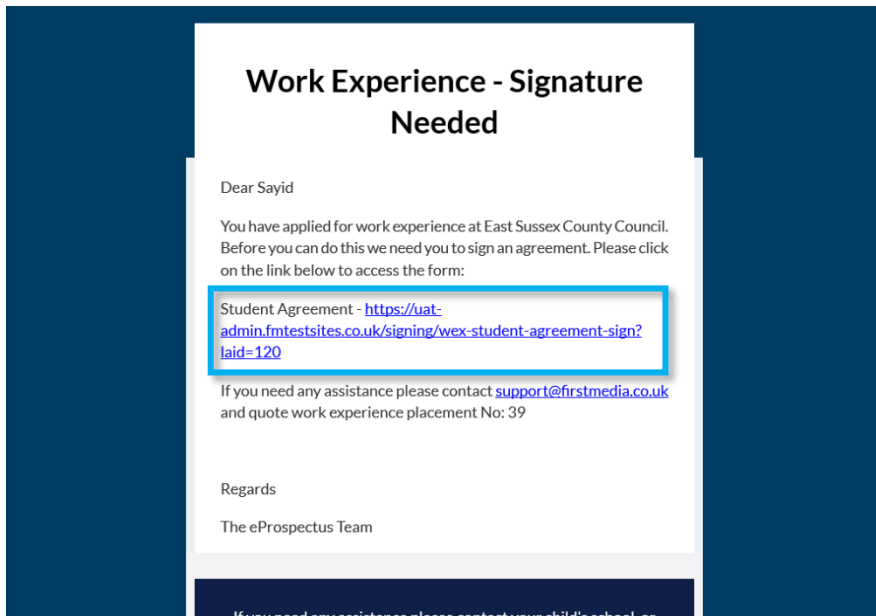
When your work experience has been approved and the documentation has been completed, your school will send you an email similar to this. This email will contain a link to an agreement form for you to sign.

Click the link in your email.

Alternatively you can sign it in the documents section of the work experience tool in your account on the website.

Note: If you do not have an email the school can print this out and get you to sign a hard copy. You do not need to do the following if this happens.
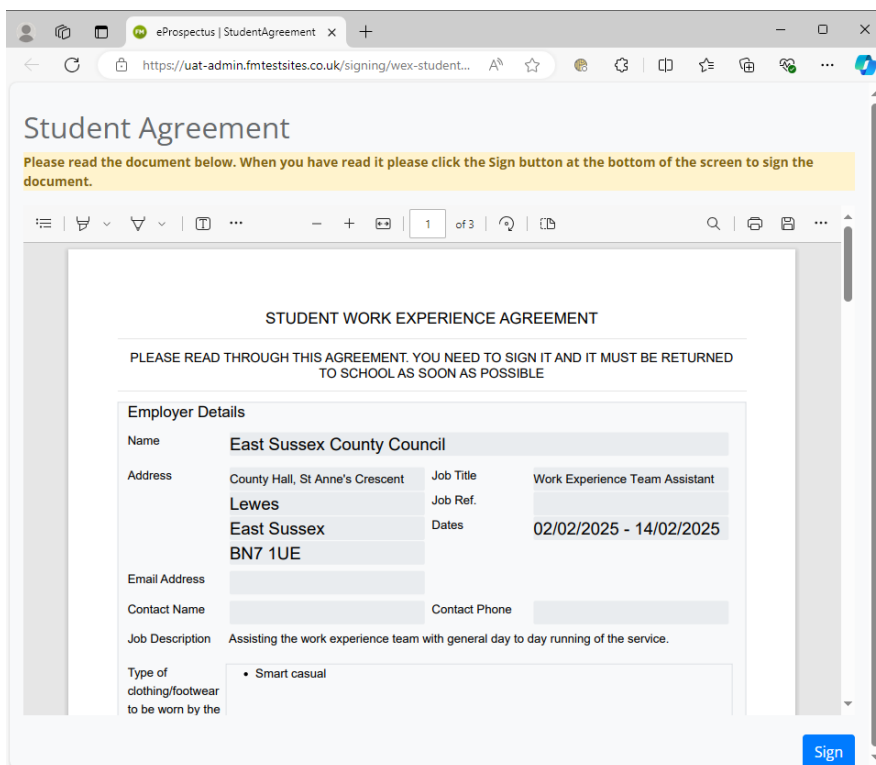
The link should open up a browser window with the form attached.

Please read through the form checking all information is correct and you are happy with what you are signing.
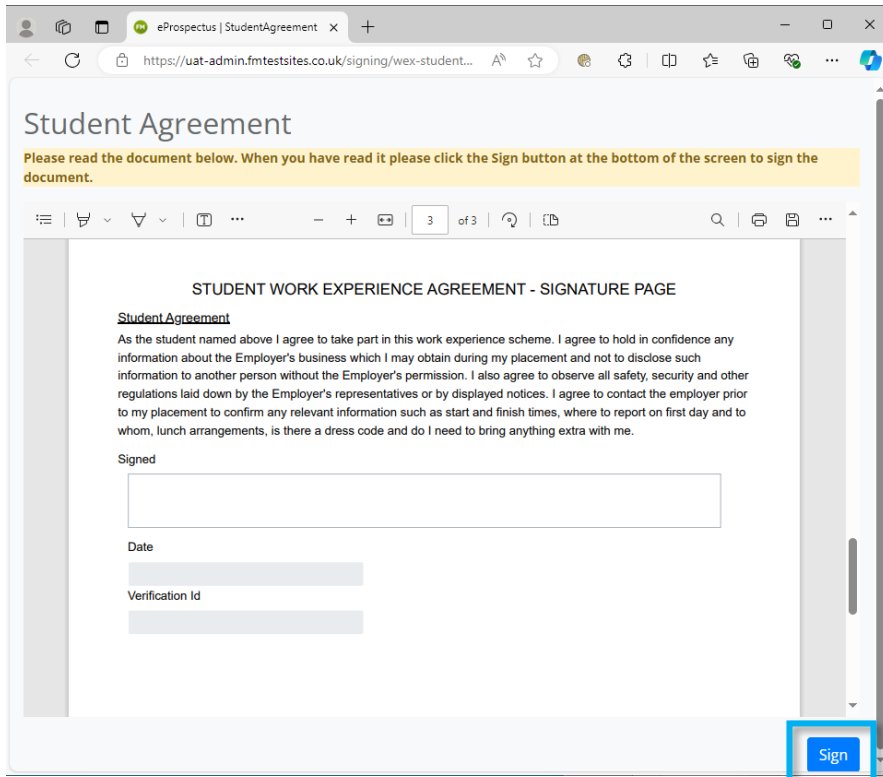
Once you have read through the agreement, scroll to the bottom to find where you need to sign. Then click the blue **Sign** button at the bottom right of your page.
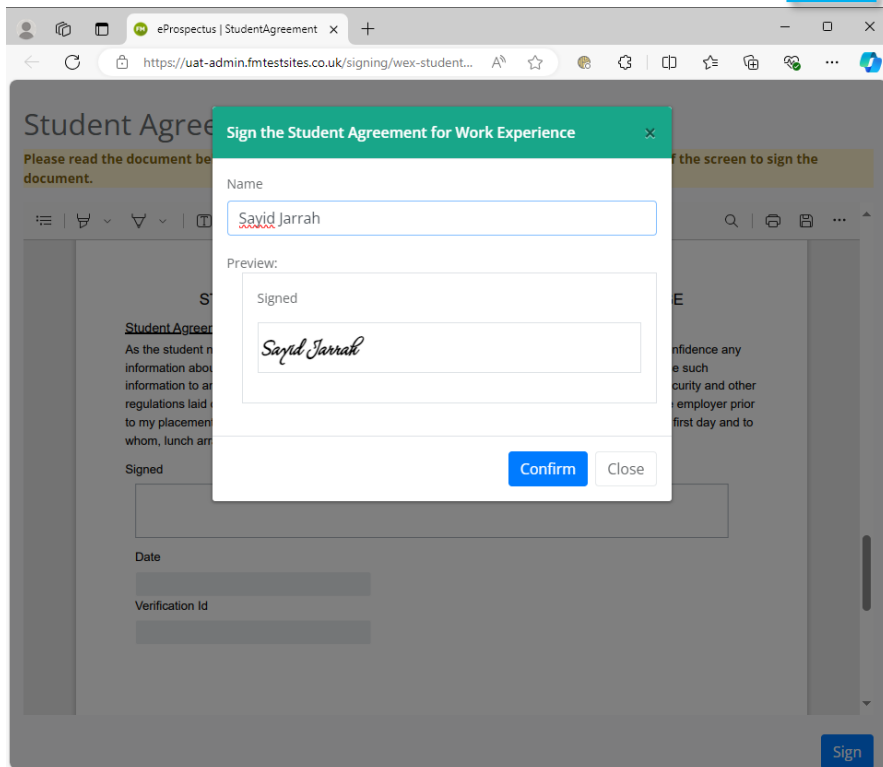
Type in your name in the top box and you will see an e-signature be created for you below.

Once you are done click **Confirm**.
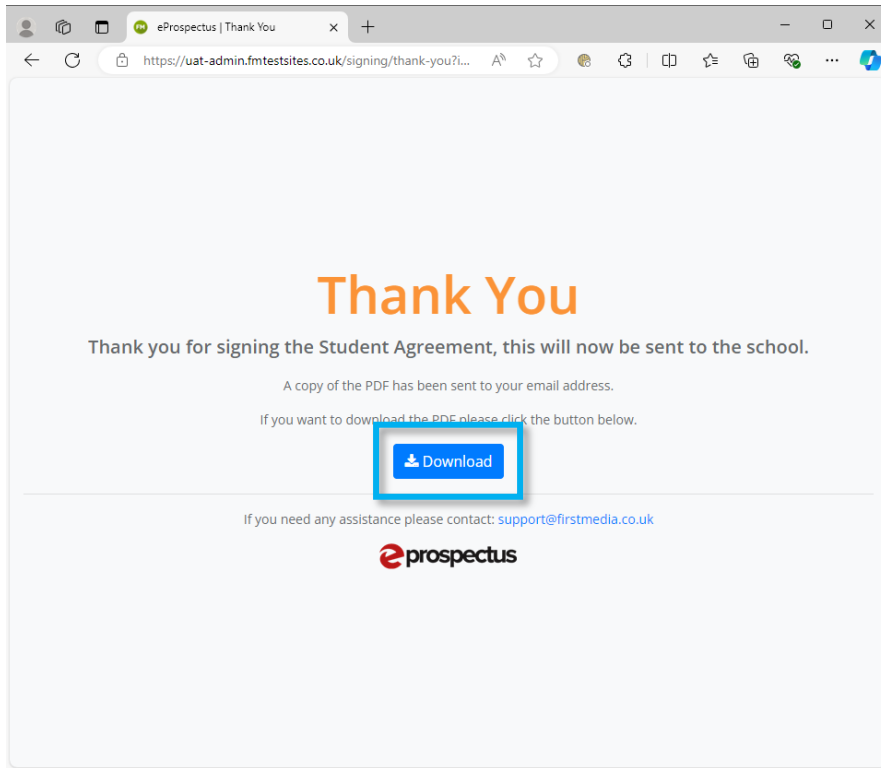
You will then be taken to this screen where you have now completed signing your agreement for the work experience you have applied for.

The completed agreement will be automatically emailed to you. However, you can download it now by clicking the **Download** button too.

Parent/Carer agreements and Emergency Medical information

Work Experience - Signatures Needed

Dear Mr Jarrah

Your son/daughter has applied for work experience at East Sussex County Council. Before they can do this we need your consent and some contact details. Please click on the links below to access the forms:

Parent/Carer Agreement - https://uat-admin.fmtestsites.co.uk/signing/wex-agreement-sign?paid=121

Medical and Emergency Contact Form - https://uat-admin.fmtestsites.co.uk/signing/wex-emergency-contact-fill?ecid=122

If you need any assistance please contact support@firstmedia.co.uk and quote work experience placement No: 39

Regards

Your Parents/Carers will also get a similar email to you however, they will be given 2 links that they will need to follow, fill in and sign.

The Parent/Carer Agreement is similar to the student agreement process so follow the student agreement instructions above to complete this.

Note: If your Parents/carers do not have an email the school can print this out and get them to sign a hard copy that they can scan back in for them.

Work Experience - Signatures Needed

Dear Mr Jarrah

Your son/daughter has applied for work experience at East Sussex County Council. Before they can do this we need your consent and some contact details. Please click on the links below to access the forms:

Parent/Carer Agreement - https://uat-admin.fmtestsites.co.uk/signing/wex-agreement-sign?paid=121

Medical and Emergency Contact Form - https://uat-admin.fmtestsites.co.uk/signing/wex-emergency-contact-fill?ecid=122

If you need any assistance please contact support@firstmedia.co.uk and quote work experience placement No: 39

Regards

Your Parents/Carers will need to fill in and sign the Medical and Emergency Contact form.

Click the second link to complete this.

They will then be sent to this page here to fill in the form.

If any fields aren't applicable to the learner, then please leave these empty.


Once all fields have been completed, provide your contact details at the bottom of the page and the click **Next**.

This will then generate a new form with all the information they have entered within it.

Click **Sign** to sign the Emergency Medical contact form.

Your Parent/Carer will then need to type in their name to create an e-signature to attach to the form.

Click **Confirm** to submit this.
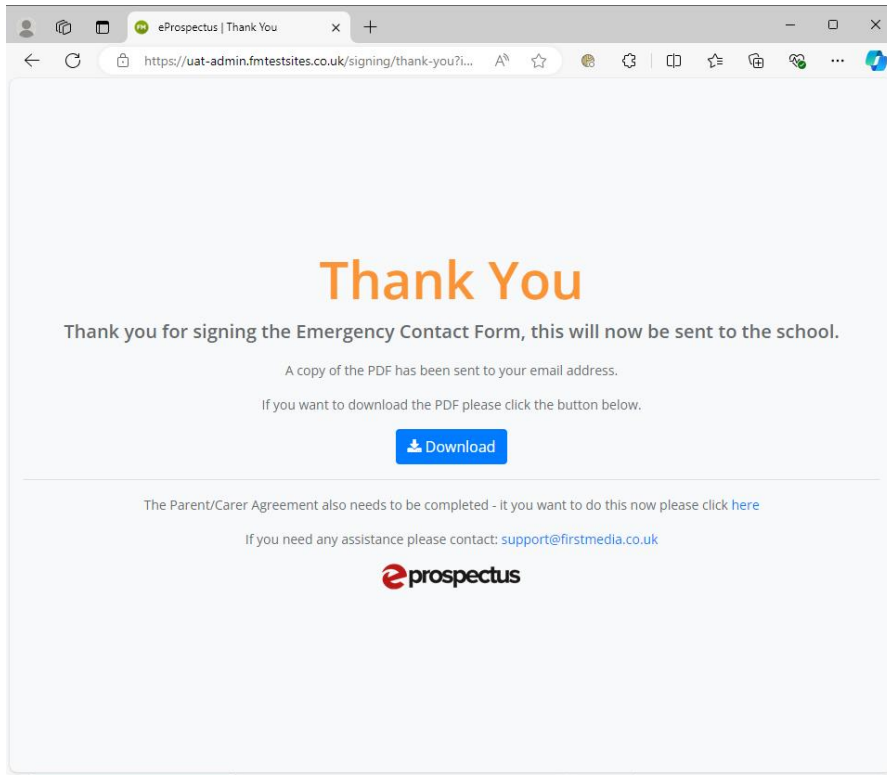
The completed agreement will be automatically emailed to them. However, you can download it now by clicking the **Download** button too.

Their part in now complete.