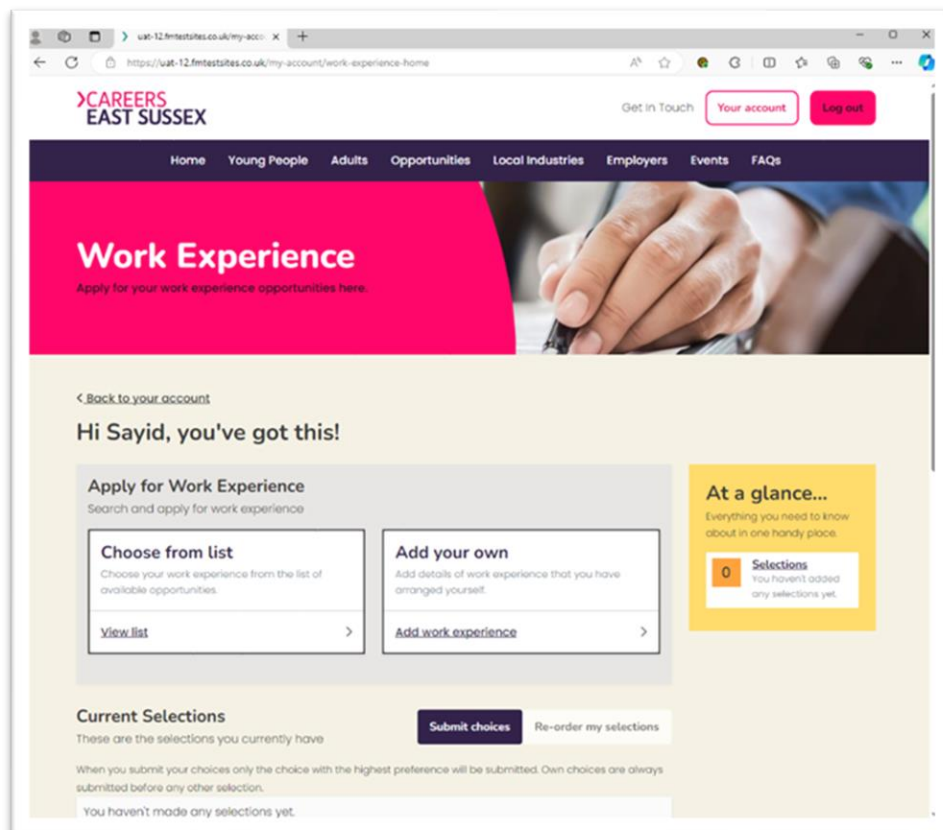




Work Experience Learner Guide

v1.2



Introduction

This document provides an overview of the steps required to apply and choose your work experience opportunities.

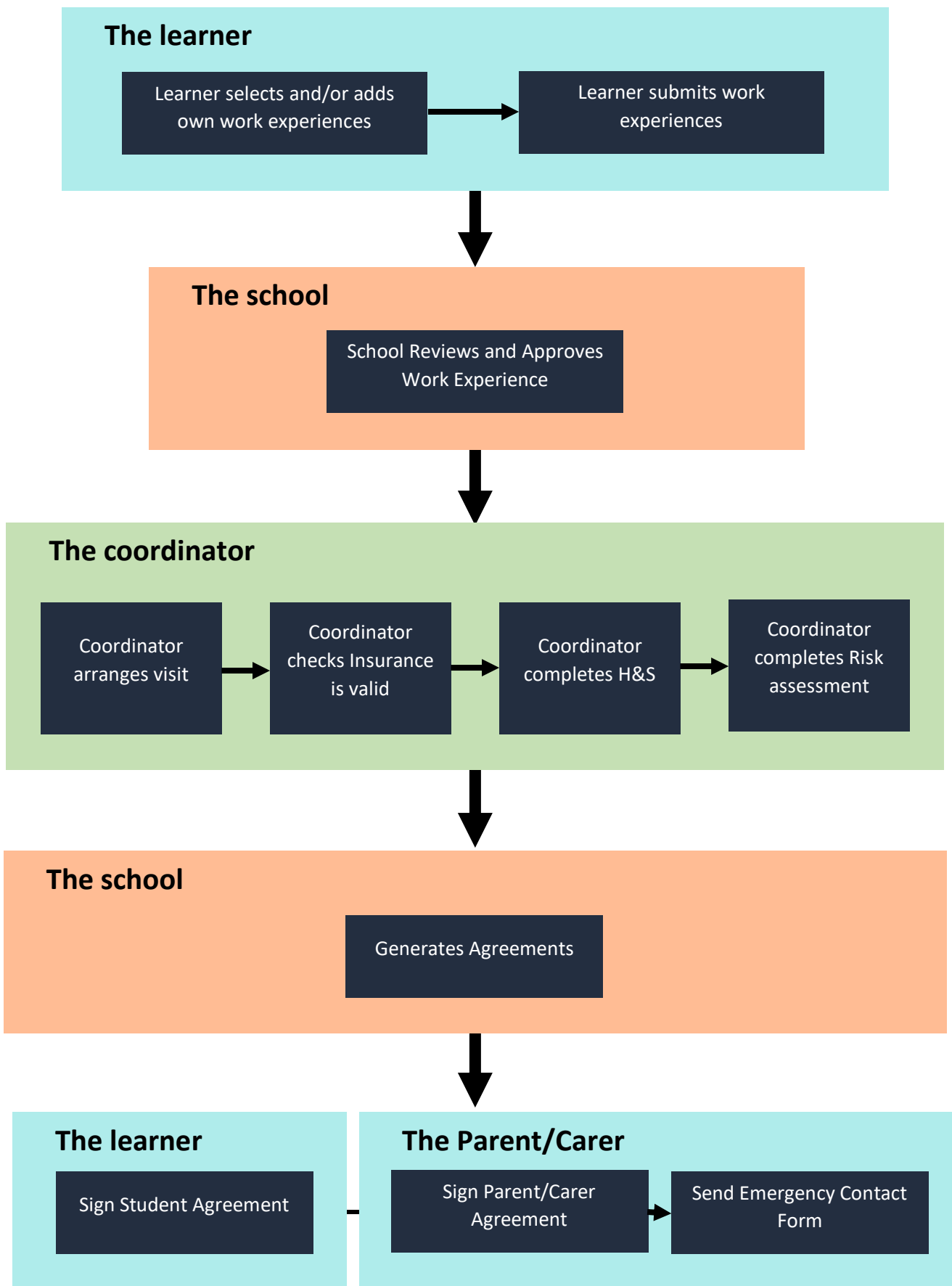
A learner's account will need to be set-up correctly by your school administrators. If you do not see the work experience link on your account page please get in touch with your school to make the appropriate changes to your account.

Contents

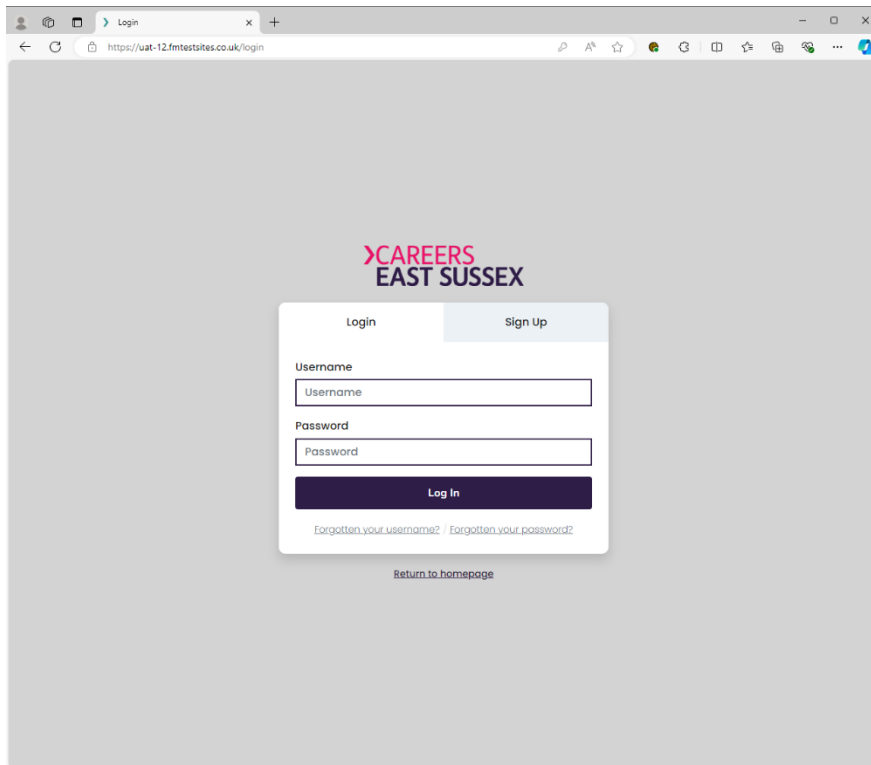
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Work Experience and How to Submit	4

The Process

This diagram provides an overview of the Work Experience process;



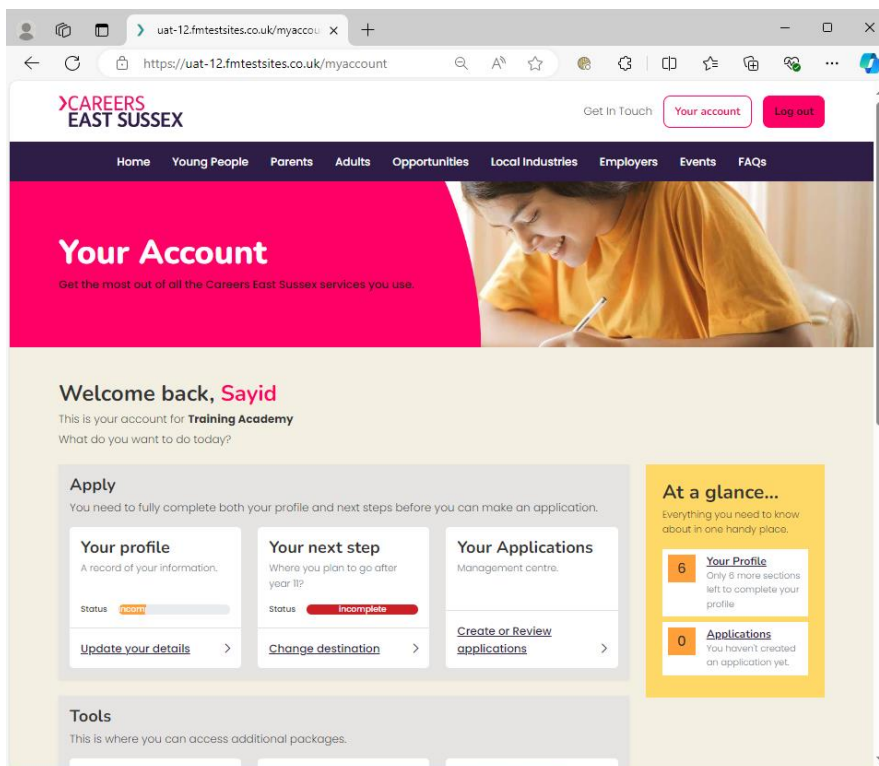
Work Experience and How to Submit



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**.

uat-12.fmtestsites.co.uk/my-acco... x +

https://uat-12.fmtestsites.co.uk/my-account/profil... A ☆

CAREERS EAST SUSSEX Get In Touch Your account Log out

Home Young People Parents Adults Opportunities Local Industries Employers Events FAQs

Your profile

Your individual user information that is used for creating your applications.

< Back to your account

This is all about you, Sayid.

In order to complete your profile, please work through and complete each of the sections.

<h3>Personal Details</h3> <p>Information about you.</p> <p>Status: complete</p> <p>Update details</p>	<h3>Address</h3> <p>Information about where you live.</p> <p>Status: incomplete</p> <p>Update details</p>	<h3>Health</h3> <p>Information about your health.</p> <p>Status: incomplete</p> <p>Update details</p>	<h3>Parental Information</h3> <p>You should be living with this parent, unless special circumstances apply.</p> <p>Status: complete</p> <p>Update details</p>
<h3>Your qualifications</h3> <p>List all your qualifications from secondary education onwards.</p>	<h3>Work Experience</h3> <p>This section is all about the work experience you have had, including any part time jobs, and references.</p>	<h3>Your personal statement</h3> <p>This personal statement will go on all the applications you send, so make it about you and</p>	<h3>Equality and Diversity</h3> <p>This section is all about who you are and what you believe.</p>

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

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https://uat-12.fmtestsites.co.uk/my-account/pare... A ☆

< Back to your profile

Parental Information

Contact details of your parent, carer or guardian.

Title *
Mr

First Name *
Gary

Last Name *
Jarrah

Relationship of Parent (or carer/guardian) *
Father

Contact No.1
07770 099989

Contact No.2

Email address *
luke.symons@firstmedia.co.uk

Do you live with this parent?
 Yes No

[Save and continue](#) [Cancel](#)

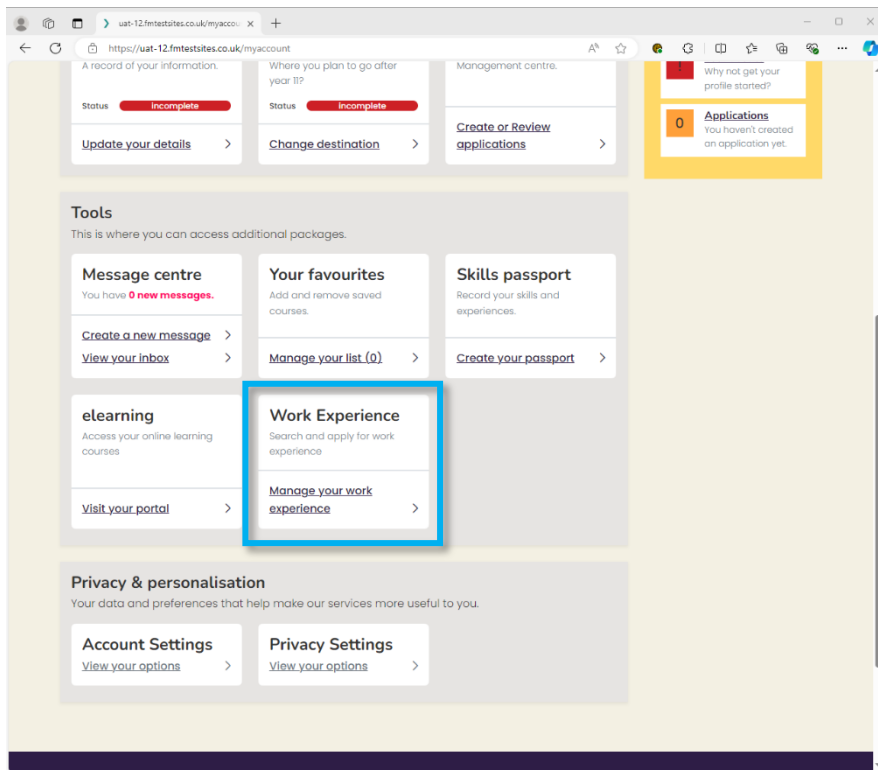
At a glance...

How much have you completed?

- Personal Details
- Address
- Health
- Parental Information
- Your qualifications
- Work Experience
- Your personal statement
- Equality and Diversity

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

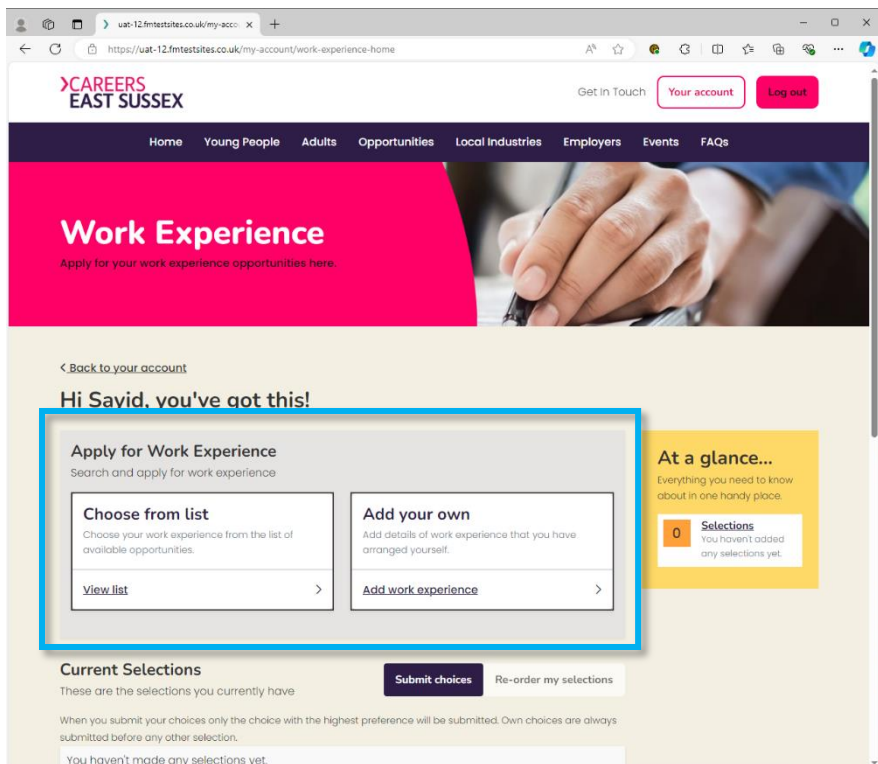
You can now return to the accounts page.



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.

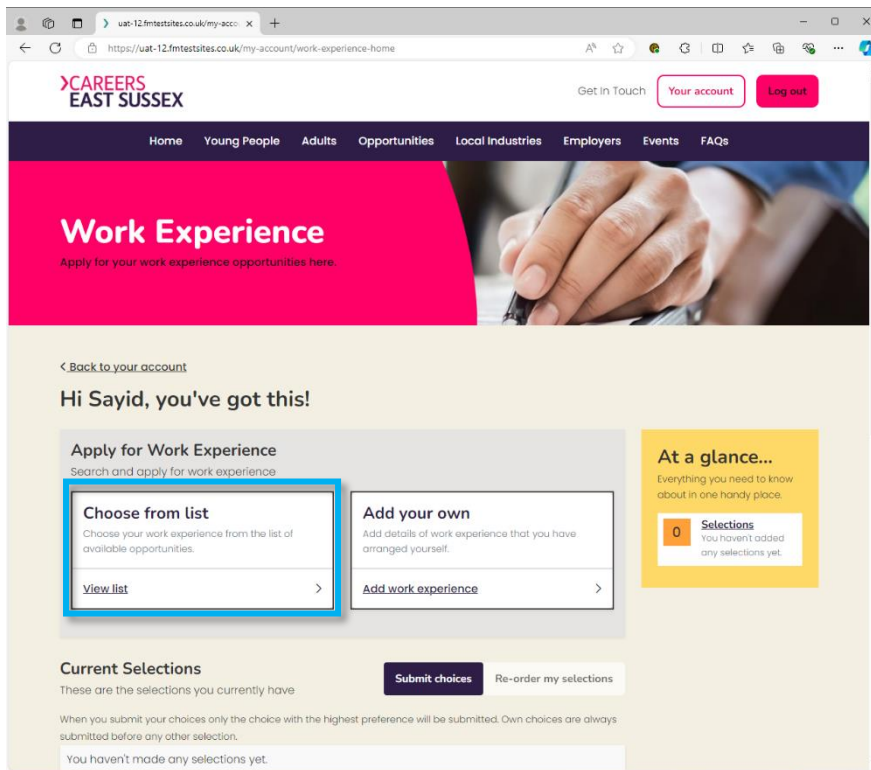
Click **Manage your work experience**.



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

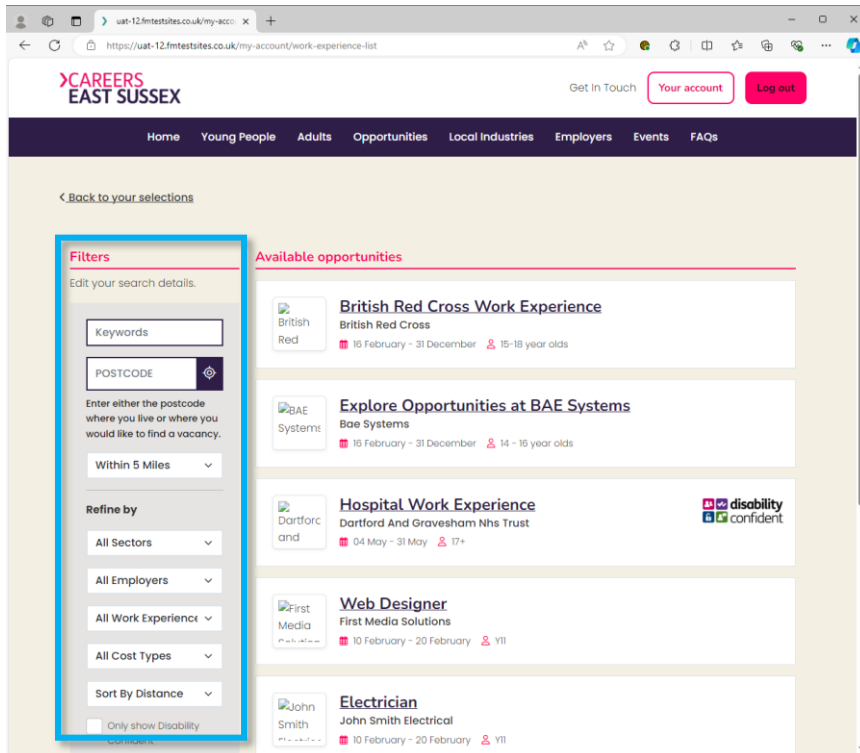
The first way is to choose a pre-existing opportunity from our list.

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.

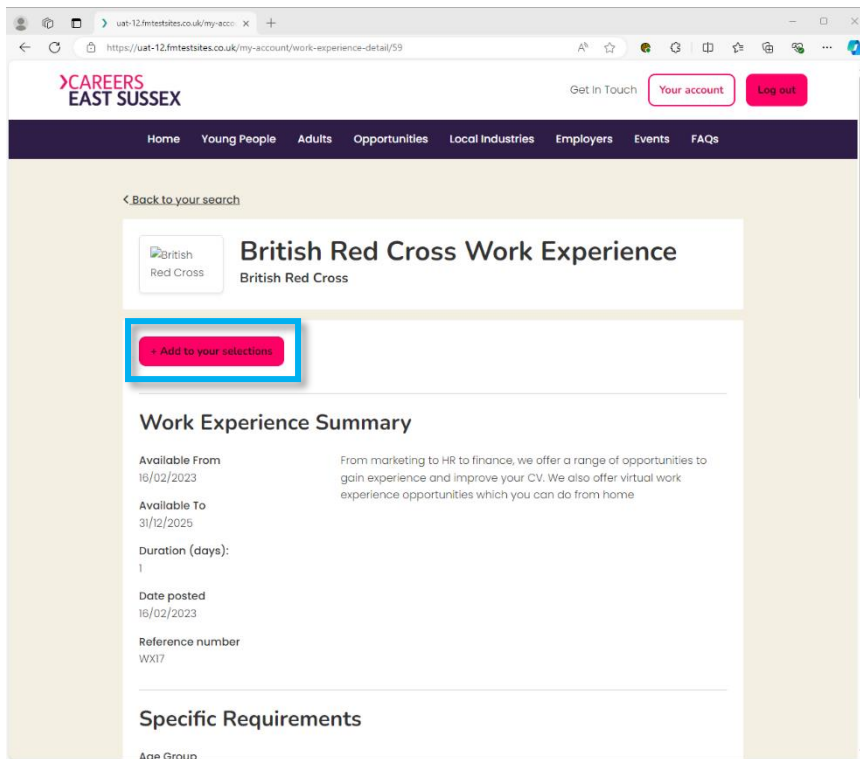
Find the **Choose from list** panel and click **View list**.



On this page search for a work experience you would like to apply to.

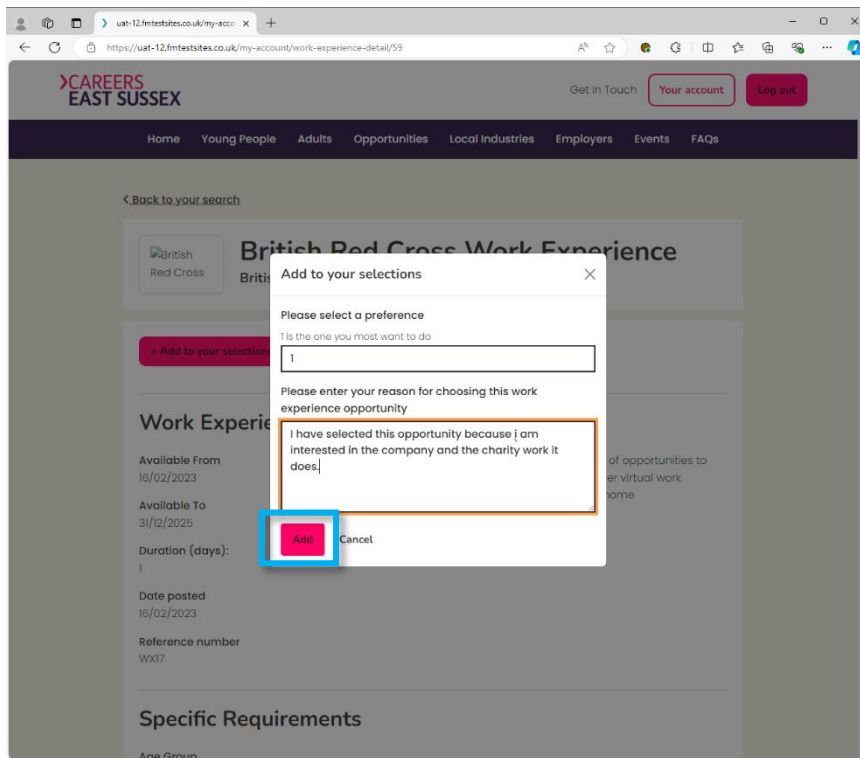
You can use the filters on the left-hand side to refine your search.

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.

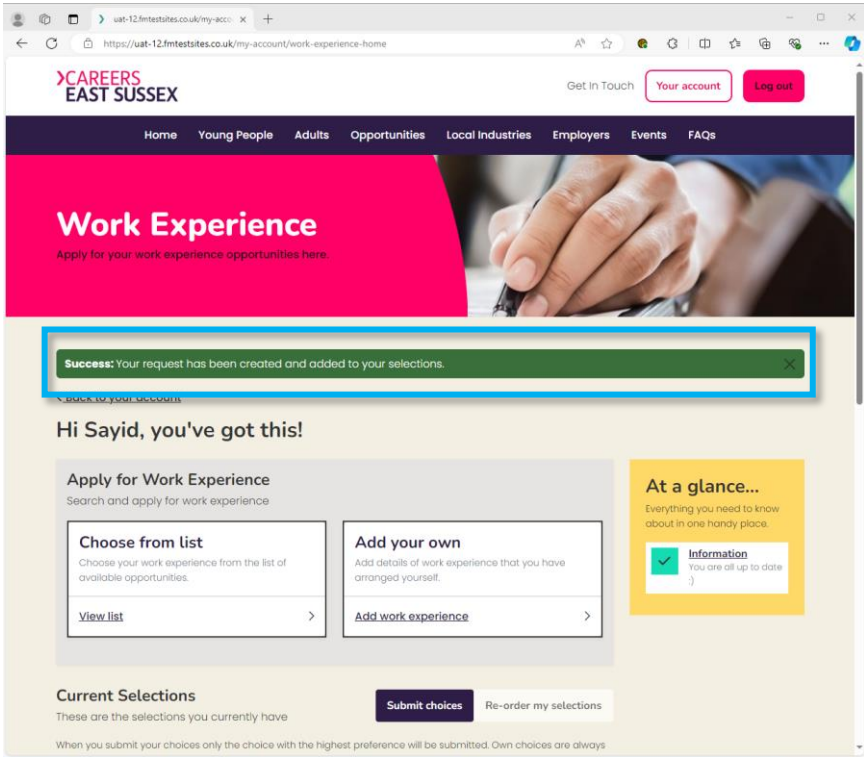
If you would like to add this opportunity then click **+ Add to your selections**.



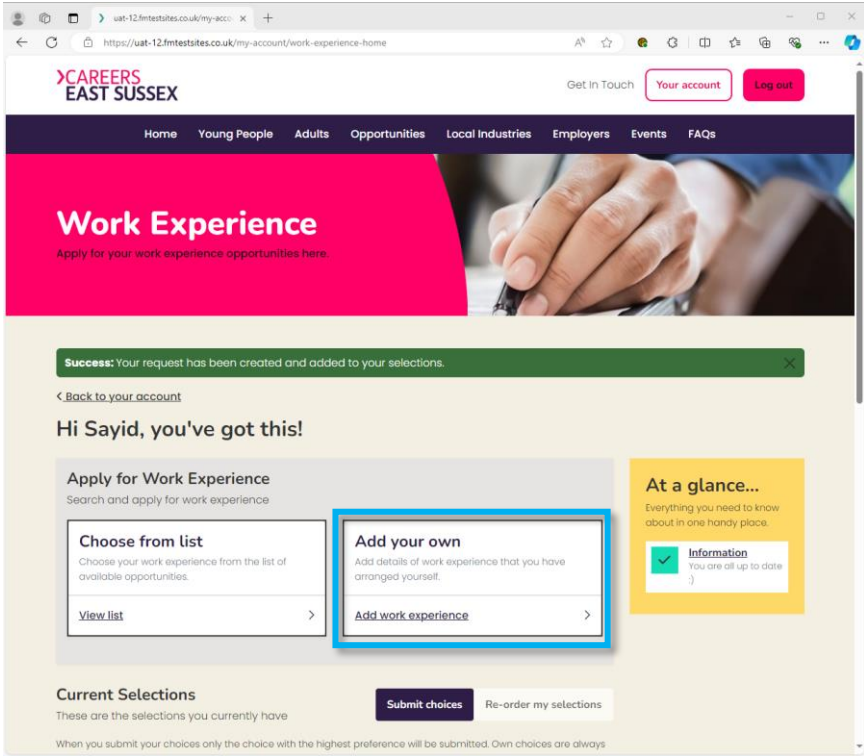
Now select a preference position for this opportunity. 1 being the one you most want to do.

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**.

uat-12.fntestsites.co.uk/my-acco... X

https://uat-12.fntestsites.co.uk/my-account/work-experience-request-create

CAREERS EAST SUSSEX Get in Touch [Your account](#) [Log out](#)

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[← Back to your selections](#)

Please enter full details of the work experience that you have arranged:

Company/Business name*

Address line 1*

Address line 2

Town*

County*

East Sussex

Postcode*

Contact name*

Contact's Job title

Contact's Telephone

Contact's Mobile

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

uat-12.fntestsites.co.uk/my-acco... X

https://uat-12.fntestsites.co.uk/my-account/work-experience-request-create

Opportunity description*

Their duties include:
Meeting with clients to establish their needs.
Using design software to complete projects.
Revising projects based on client feedback.
Creating visual concepts for logos, brochures, websites, packaging, and other promotional materials

Any other information

Preference*

1

Please enter your reason for requesting this work experience opportunity

I have a keen interest in graphic design.

[Save and continue](#) [Cancel](#)

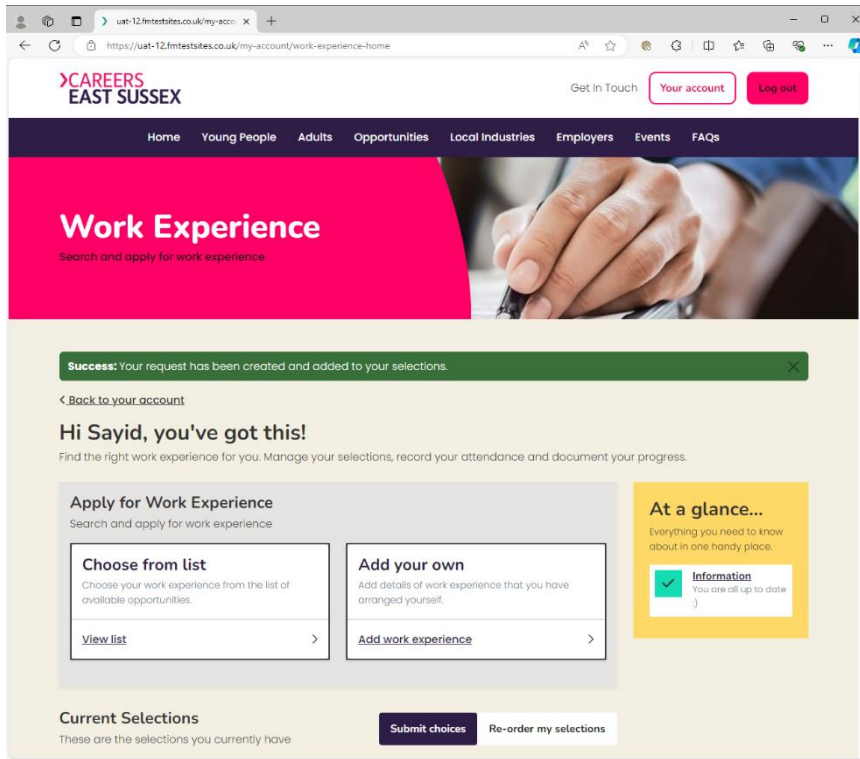
Your Local Online Careers Gateway
We know it can sometimes be difficult to find what you are looking for, so if you have any questions or suggestions just ask and get in touch with us!
info@eprospectus.co.uk

Useful links
[FAQs](#)
[Opportunities](#)
[Get in touch](#)

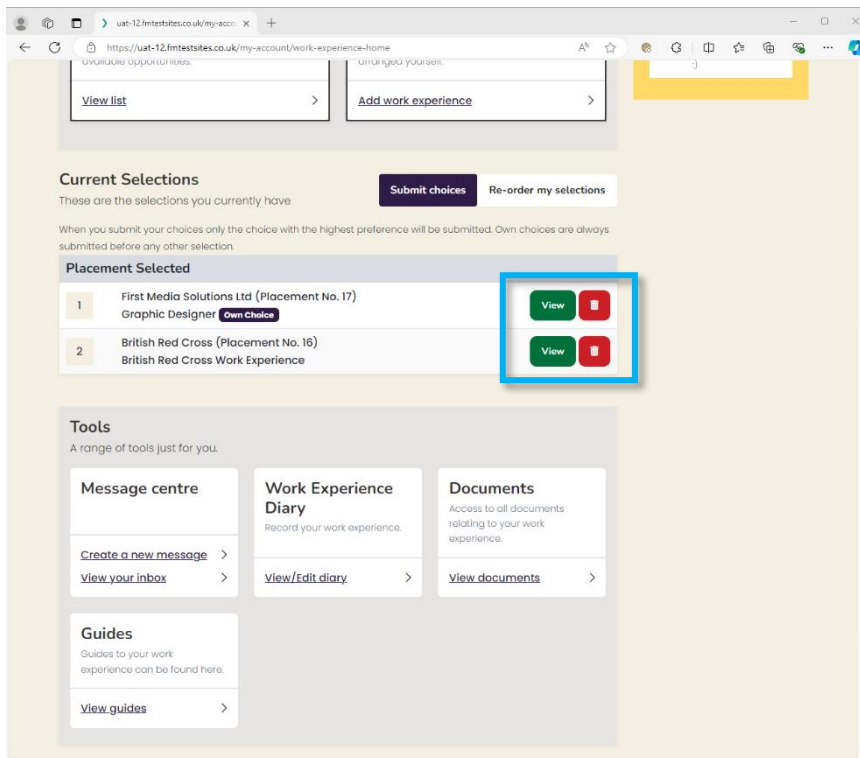
Other websites
[East Sussex County Council](#)

[Terms & Conditions](#) [Accessibility](#) [Privacy Policy](#) [Vulnerability Disclosure Policy](#) [Preferences](#) © 2024 eProspectus by **First Media**

Once you have filled in all the appropriate fields and you are happy with the content inside them. Click **Save and continue**.

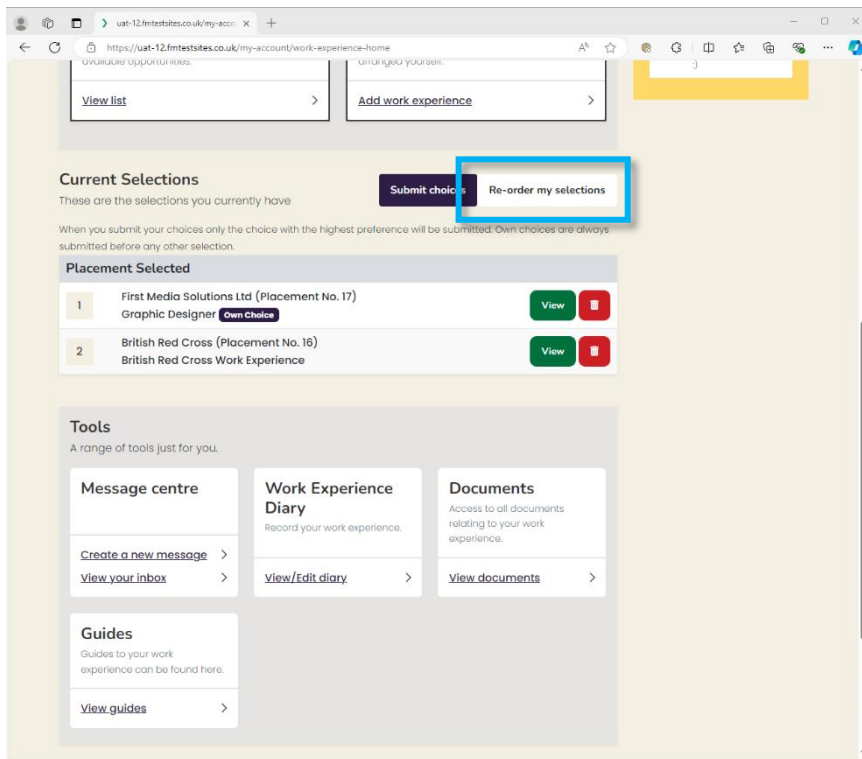


You will then be taken back to the Work Experience page and will find a green “success” banner towards the top and the item will be in your list.

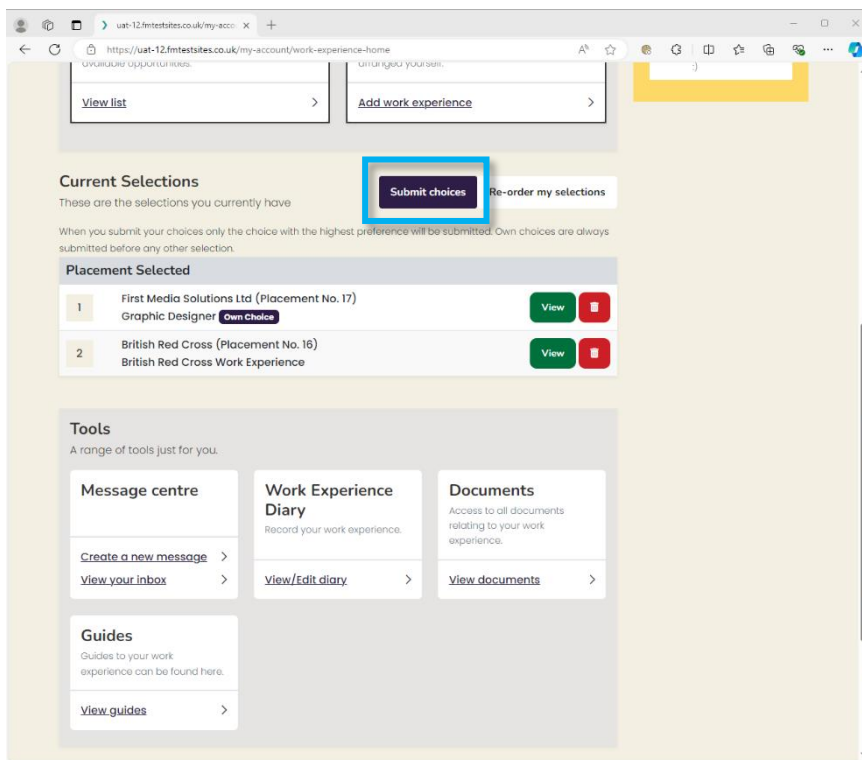


To view all your current selections scroll down to the **Current Selections** section and you will find them all here.

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**.



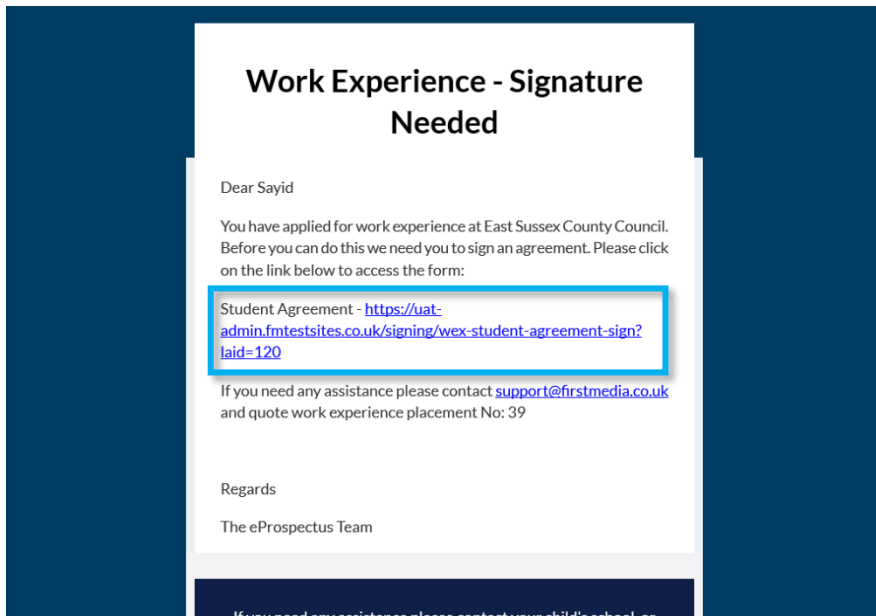
If you have added your own choice you only need to add that one in order to submit, if you have chosen from the list you need to add four choices.

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

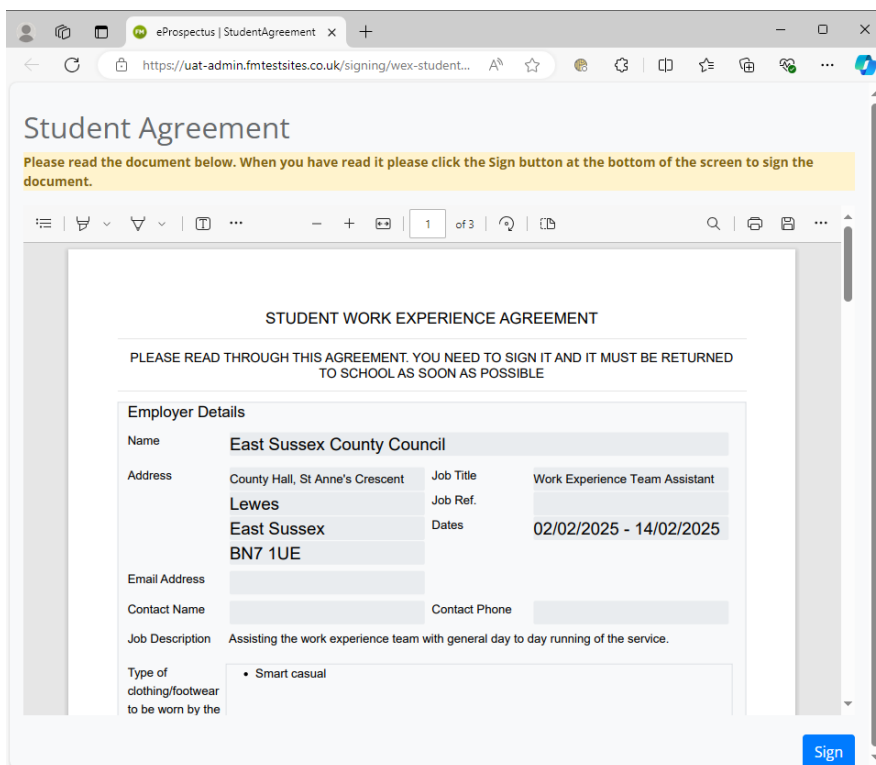


When your work experience has been approved and the documentation has been completed, your school will send you an email similar to this. This email will contain a link to an agreement form for you to sign.

Click the link in your email.

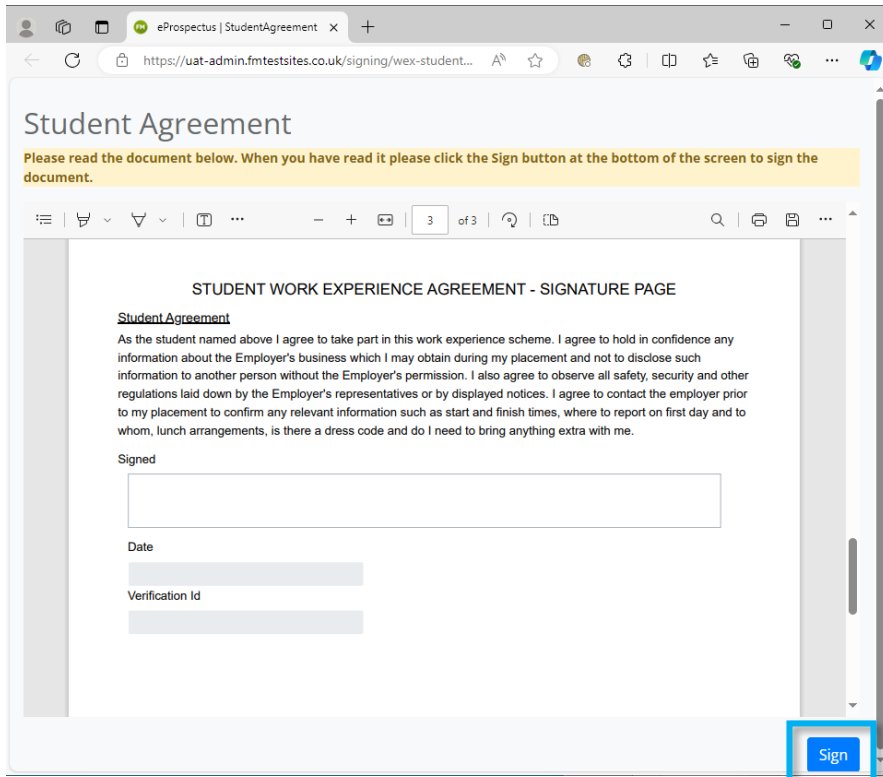
Alternatively you can sign it in the documents section of the work experience tool in your account on the website.

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.

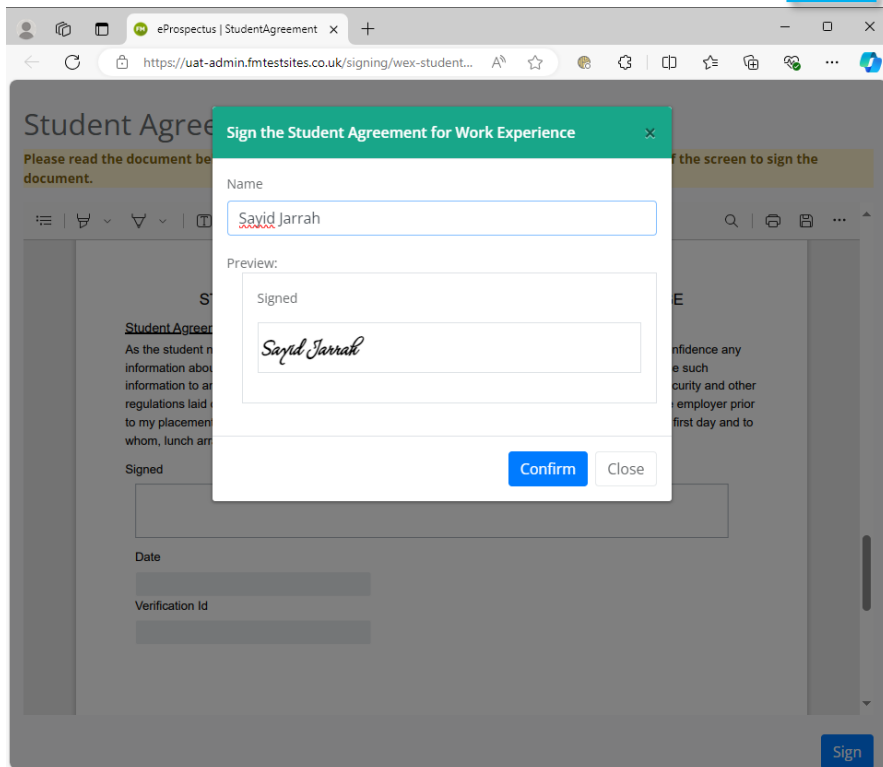


The link should open up a browser window with the form attached.

Please read through the form checking all information is correct and you are happy with what you are signing.

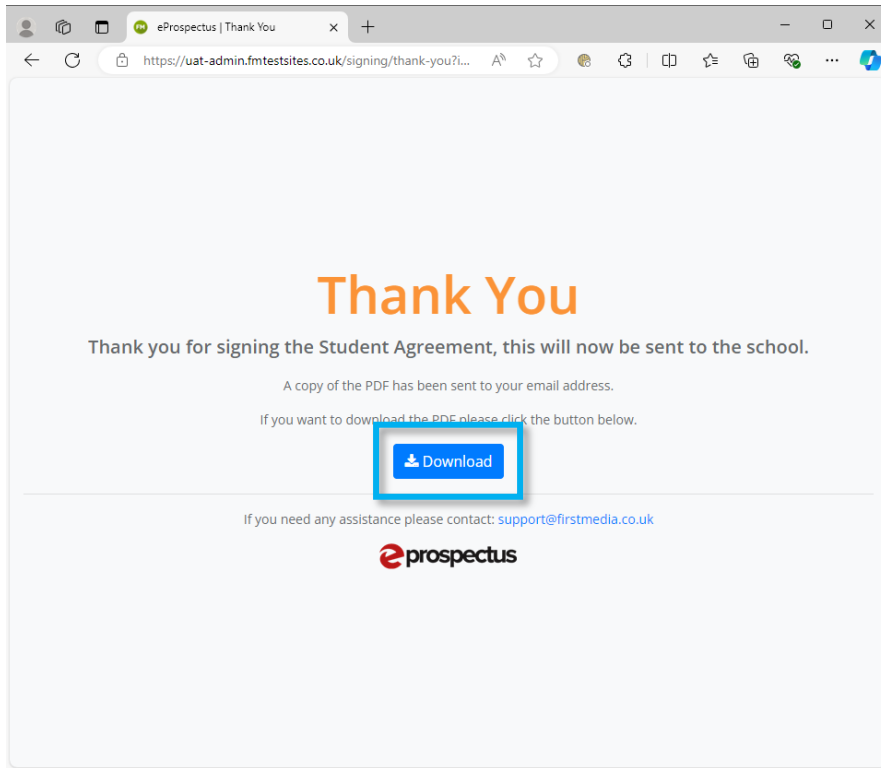


Once you have read through the agreement, scroll to the bottom to find where you need to sign. Then click the blue **Sign** button at the bottom right of your page.



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.

Work Experience Student Medical Information and Accident/Emergency Contact Form

There is a duty to ensure employers know in advance about students who might be at greater risk, for example due to health conditions or learning difficulties, so they can take these properly into account. It is essential that any medical or other significant information that may affect your son/daughter's health and safety is provided. Would you please complete the information below and click Next:

Pupil's full name: Sayid Jarrah Date of birth: 28/09/2009

My son/daughter has the following medical condition/disability/special needs:

My son/daughter takes the following medication(s) on a regular basis: (any medication or EpiPens must be carried by the student at all times)

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.

Yes
 No

Other factors that an employer will have to take into consideration when undertaking a risk assessment for my son's/daughter's placement are:

Please provide contact details so that staff at your son's/daughter's work experience placement can contact you in an emergency

Parent/Carer 1: Steve Parent/Carer 2: Susan

Daytime telephone number: 7 770 999 890 Daytime telephone number: 07 777 777 777

Next

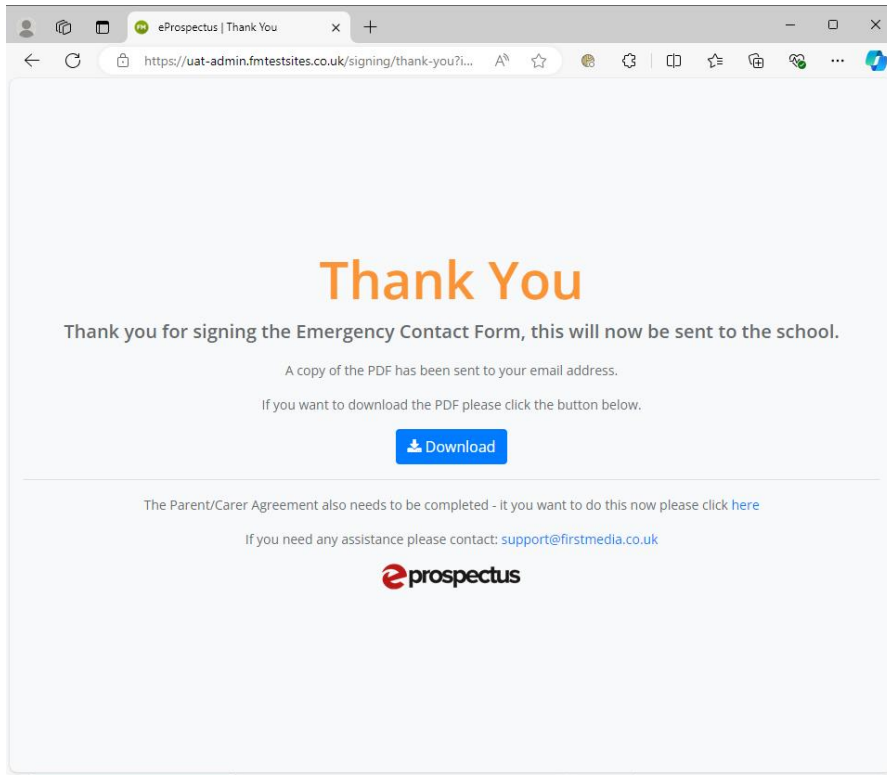
Once all fields have been completed, provide your contact details at the bottom of the page and the click **Next**.

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 is now complete.