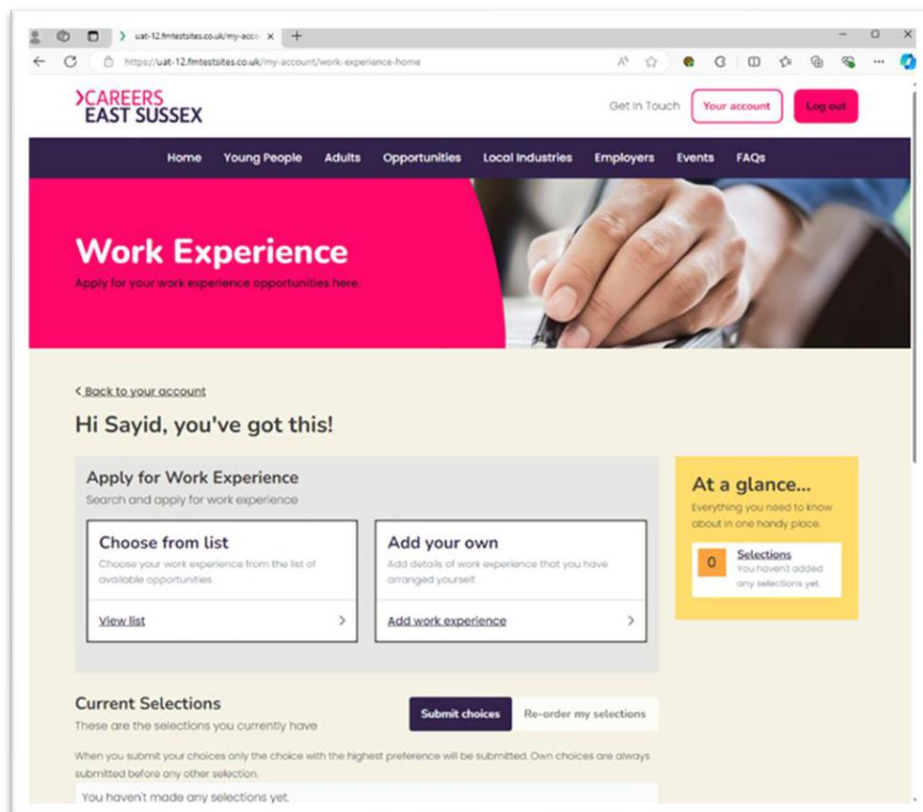




Work Experience Learner Guide Adding Your Own Placement to CES

v1.2



Introduction

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

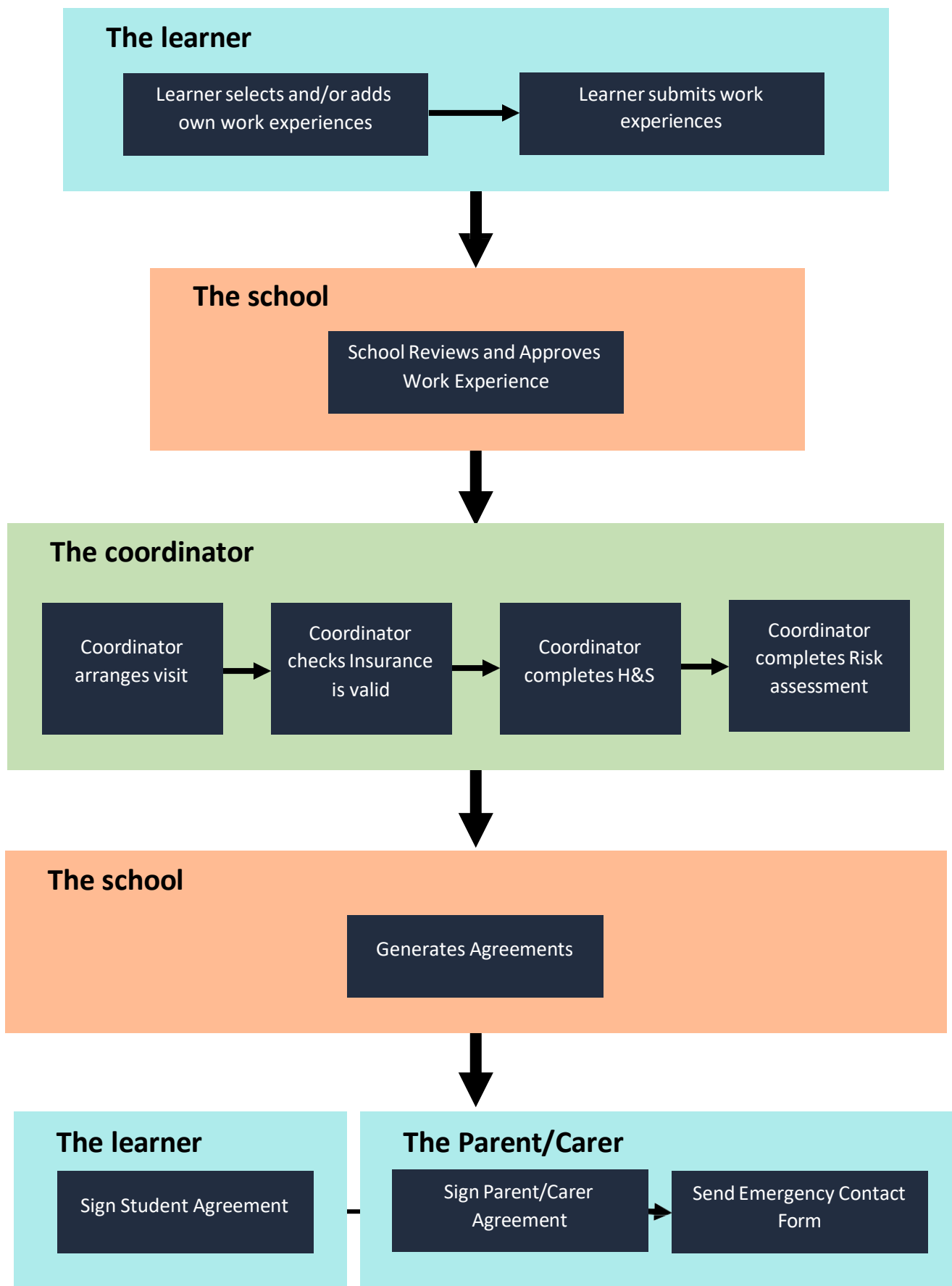
A learner’s account will need to be set-up correctly by your school administrators. If you do not see the work experience link on your account page please get in touch with your school to make the appropriate changes to your account.

Contents

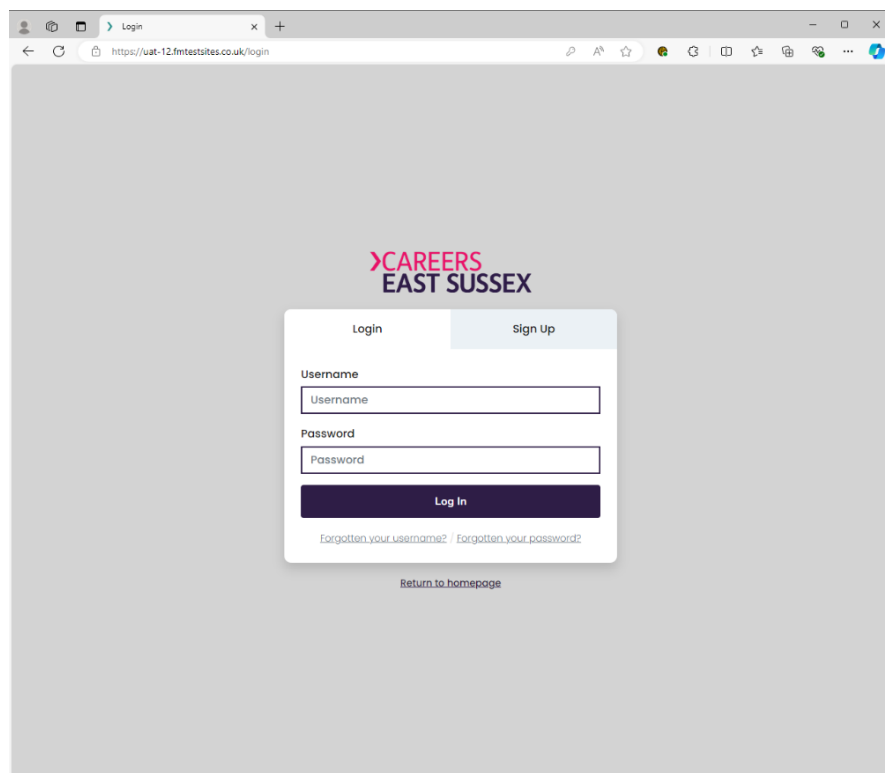
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The Process

This diagram provides an overview of the Work Experience process;



Work Experience and How to Submit

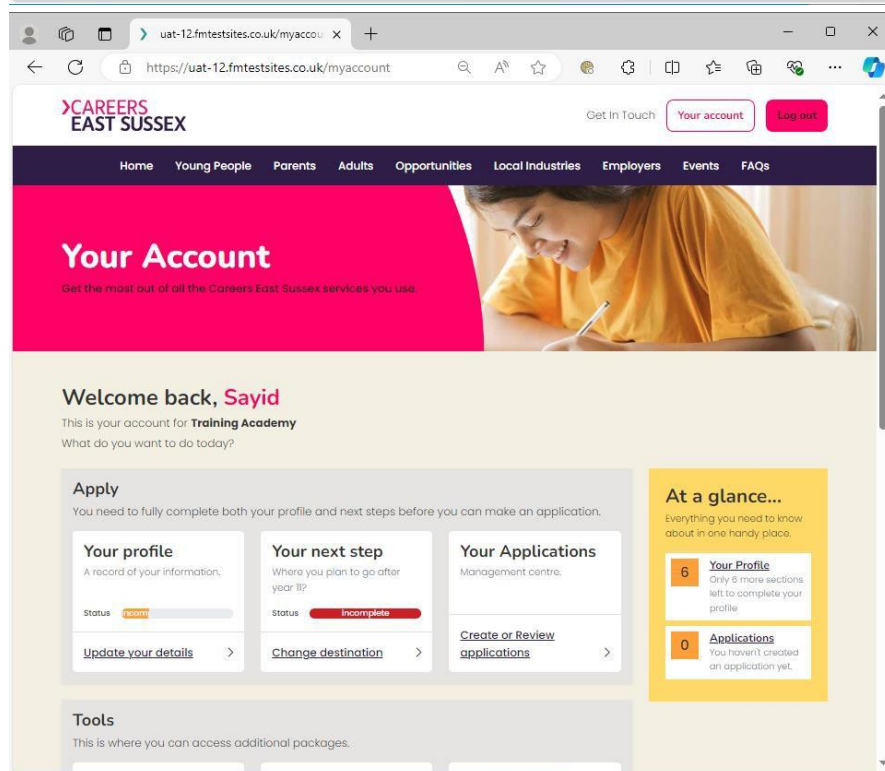


The screenshot shows a web browser window with the URL <https://uat-12.fmtestsites.co.uk/login>. The page features the 'CAREERS EAST SUSSEX' logo at the top. Below the logo is a login form with two tabs: 'Login' (selected) and 'Sign Up'. The form contains fields for 'Username' and 'Password', each with a placeholder text of the same name. A dark blue 'Log In' button is positioned below the password field. At the bottom of the form, there are two links: 'Forgotten your username?' and 'Forgotten your password?'. A 'Return to homepage' link is located at the very bottom of the page.

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.



The screenshot shows the 'Your Account' page of the Careers East Sussex website. The page has a navigation bar with links: Home, Young People, Parents, Adults, Opportunities, Local Industries, Employers, Events, and FAQs. Below the navigation bar is a large pink banner with the text 'Your Account' and 'Get the most out of all the Careers East Sussex services you use.' To the right of the banner is a photo of a young woman writing. Below the banner, the page is divided into several sections. The 'Welcome back, Sayid' section indicates the user is logged in as 'Training Academy' and asks 'What do you want to do today?'. The 'Apply' section contains three cards: 'Your profile' (status: 'Almost'), 'Your next step' (status: 'Incomplete'), and 'Your Applications' (status: 'Management centre'). Each card has a link to 'Update your details', 'Change destination', or 'Create or Review applications'. The 'At a glance...' section on the right shows a summary of the user's progress: '6 Your Profile' (Only 6 more sections left to complete your profile) and '0 Applications' (You haven't created an application yet.). The 'Tools' section at the bottom states 'This is where you can access additional packages.'

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

uat-12.fmtestsites.co.uk/my-account/profile... 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.

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

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

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

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](#)

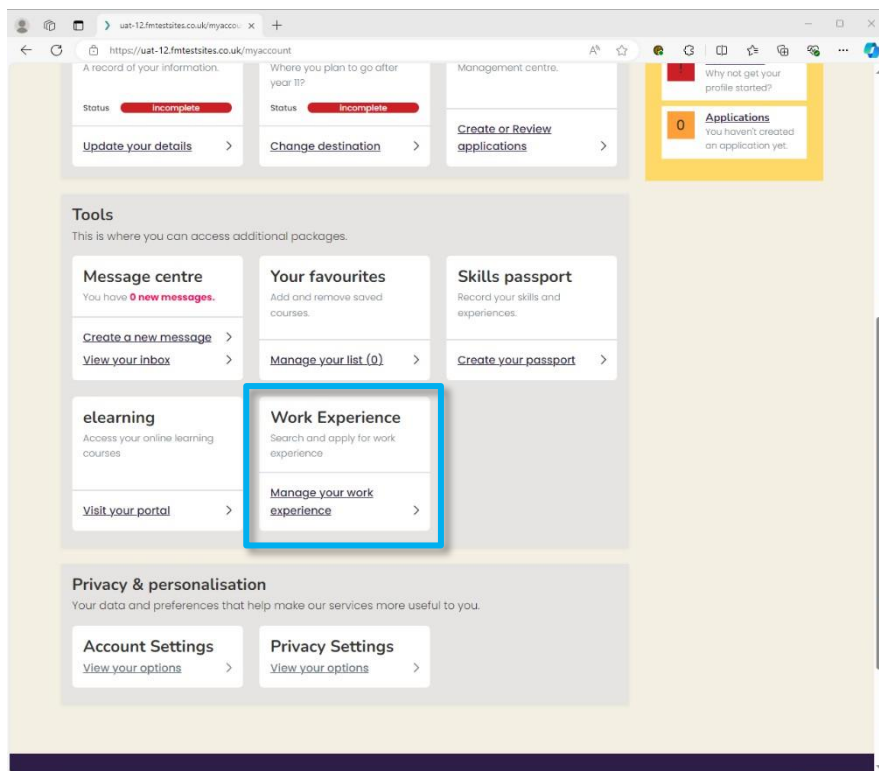
At a glance...

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/carers details here and click **Save and continue**.

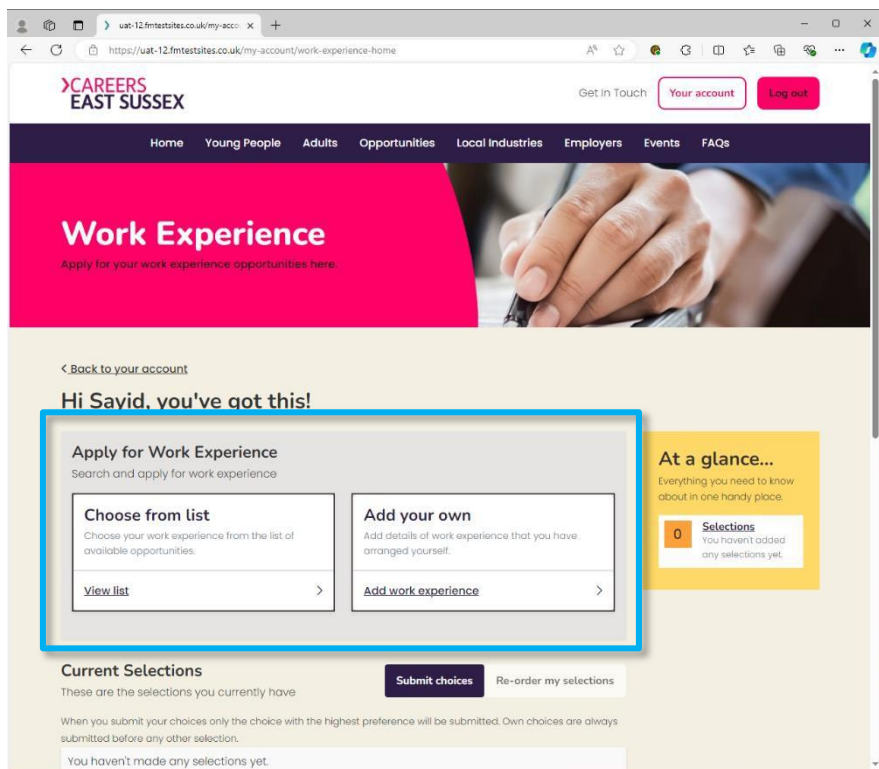
You can now return to the accounts page.



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**.



This shows the way to add your own placement. Use this option if you have managed to find work experience and yourself and need to add the details of this to your account.

uat-12.fntestsites.co.uk/my-acco...
https://uat-12.fntestsites.co.uk/my-account/work-experience-home

CAREERS EAST SUSSEX

Get in Touch Your account Log out

Home Young People Adults Opportunities Local Industries Employers Events FAQs

Work Experience

Apply for your work experience opportunities here.

Success: Your request has been created and added to your selections.

< Back to your account

Hi Sayid, you've got this!

Apply for Work Experience

Search and apply for work experience

Choose from list

Choose your work experience from the list of available opportunities.

[View list](#)

Add your own

Add details of work experience that you have arranged yourself.

[Add work experience](#)

At a glance...

Everything you need to know about in one handy place.

Information

You are all up to date

Current Selections

These are the selections you currently have

[Submit choices](#) [Re-order my selections](#)

When you submit your choices only the choice with the highest preference will be submitted. Own choices are always

When 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

CAREERS EAST SUSSEX Get in Touch Your account Log out

Home Young People Adults Opportunities Local Industries Employers Events FAQs

[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*

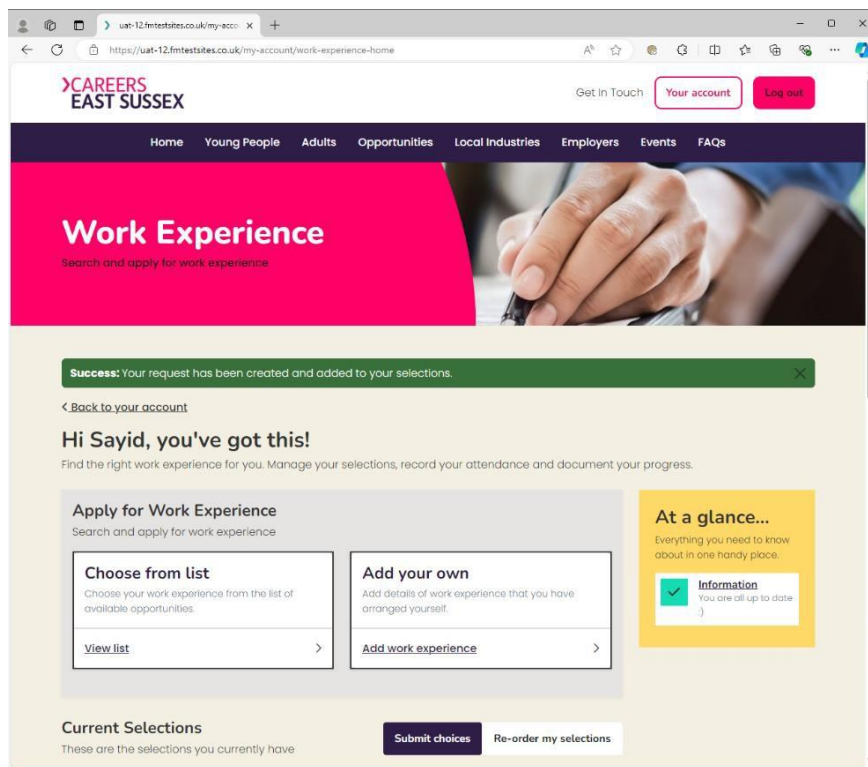
Contact name*

Contact's Job title

Contact's Telephone

Contact's Mobile

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

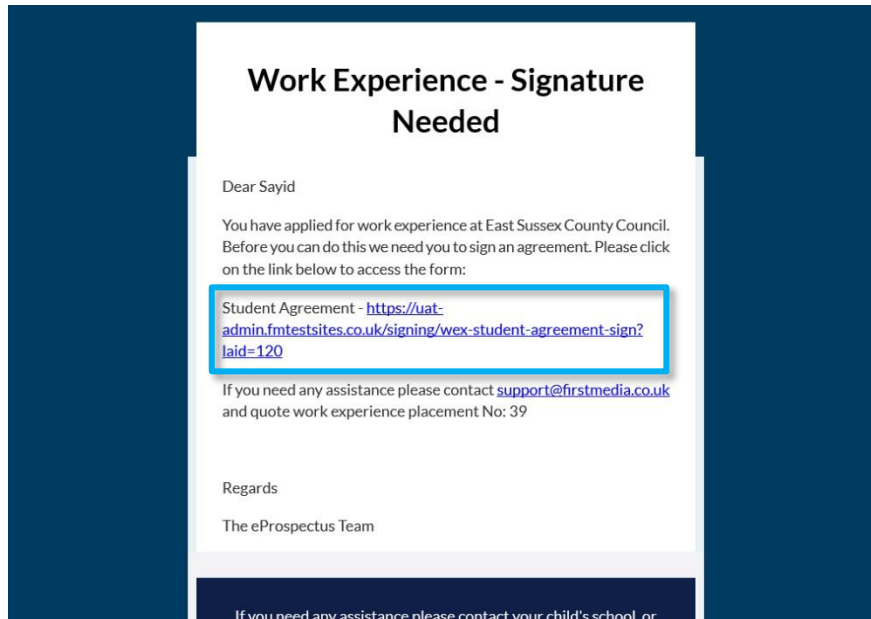


You will then be taken back to the Work Experience page and will find a green “success” banner towards the top and the item will be in your list.

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.

The image is a screenshot of a web browser showing the 'Student Agreement' form. The browser's address bar shows the URL 'https://uat-admin.fmtestsites.co.uk/signing/wex-student...'. The form has a yellow header bar with the text 'Please read the document below. When you have read it please click the Sign button at the bottom of the screen to sign the document.' Below this, the form is titled 'STUDENT WORK EXPERIENCE AGREEMENT' and includes the instruction 'PLEASE READ THROUGH THIS AGREEMENT. YOU NEED TO SIGN IT AND IT MUST BE RETURNED TO SCHOOL AS SOON AS POSSIBLE'. The form contains several sections: 'Employer Details' with fields for Name, Address, Job Title, Job Ref., Dates, Email Address, Contact Name, and Contact Phone; 'Job Description' with the text 'Assisting the work experience team with general day to day running of the service.'; and 'Type of clothing/footwear to be worn by the' with a dropdown menu showing 'Smart casual'. A blue 'Sign' button is located at the bottom right of the form.

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.

Student Agreement

Please read the document below. When you have read it please click the Sign button at the bottom of the screen to sign the document.

STUDENT WORK EXPERIENCE AGREEMENT - SIGNATURE PAGE

Student Agreement

As the student named above I agree to take part in this work experience scheme. I agree to hold in confidence any information about the Employer's business which I may obtain during my placement and not to disclose such information to another person without the Employer's permission. I also agree to observe all safety, security and other regulations laid down by the Employer's representatives or by displayed notices. I agree to contact the employer prior to my placement to confirm any relevant information such as start and finish times, where to report on first day and to whom, lunch arrangements, is there a dress code and do I need to bring anything extra with me.

Signed

Date

Verification Id

Sign

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.

Student Agreement

Please read the document below. When you have read it please click the Sign button at the bottom of the screen to sign the document.

STUDENT WORK EXPERIENCE AGREEMENT - SIGNATURE PAGE

Student Agreement

As the student named above I agree to take part in this work experience scheme. I agree to hold in confidence any information about the Employer's business which I may obtain during my placement and not to disclose such information to another person without the Employer's permission. I also agree to observe all safety, security and other regulations laid down by the Employer's representatives or by displayed notices. I agree to contact the employer prior to my placement to confirm any relevant information such as start and finish times, where to report on first day and to whom, lunch arrangements, is there a dress code and do I need to bring anything extra with me.

Signed

Date

Verification Id

Sign

Sign the Student Agreement for Work Experience

Name

Sayid Jarrah

Preview:

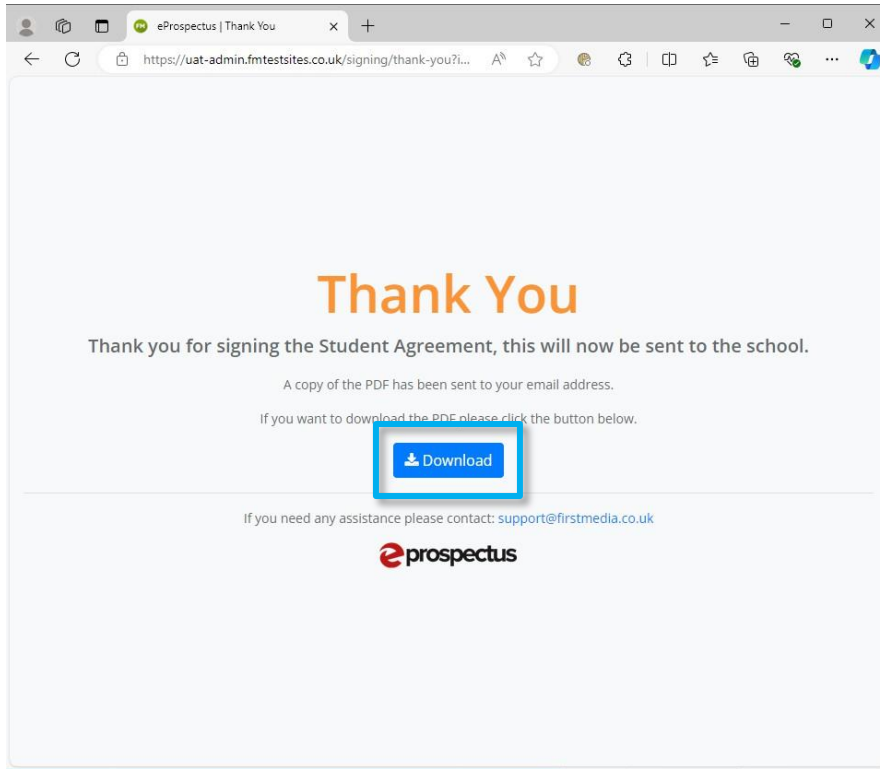
Signed

Sayid Jarrah

Confirm Close

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@frstmedia.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.

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@frstmedia.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.

eProspectus | EmergencyContact x

https://uat-admin.fmtestsites.co.uk/signing/wex-emerge...

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.

eProspectus | EmergencyContact x

https://uat-admin.fmtestsites.co.uk/signing/wex-emerge...

☐ 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**.

Emergency Contact Form

Please review the document below. If you need to change anything please click the Back button. When you are happy with it please click the Sign button at the bottom of the screen to sign the document.

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:

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:

Back Sign

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.

Emergency Contact Form

Please review the document below. If you need to change anything please click the Back button. When you are happy with it please click the Sign button at the bottom of the screen to sign the document.

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:

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:

Sign the Emergency Contact Form

Name: Steve Jarrah

Preview:

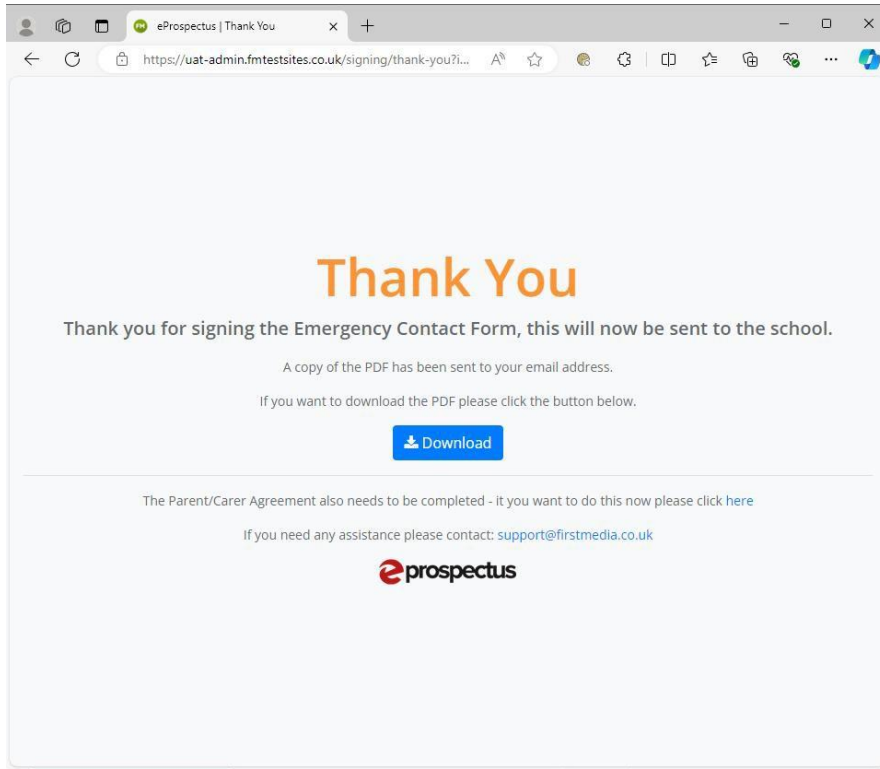
Signed: Steve Jarrah

Confirm Close

Back Sign

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.