

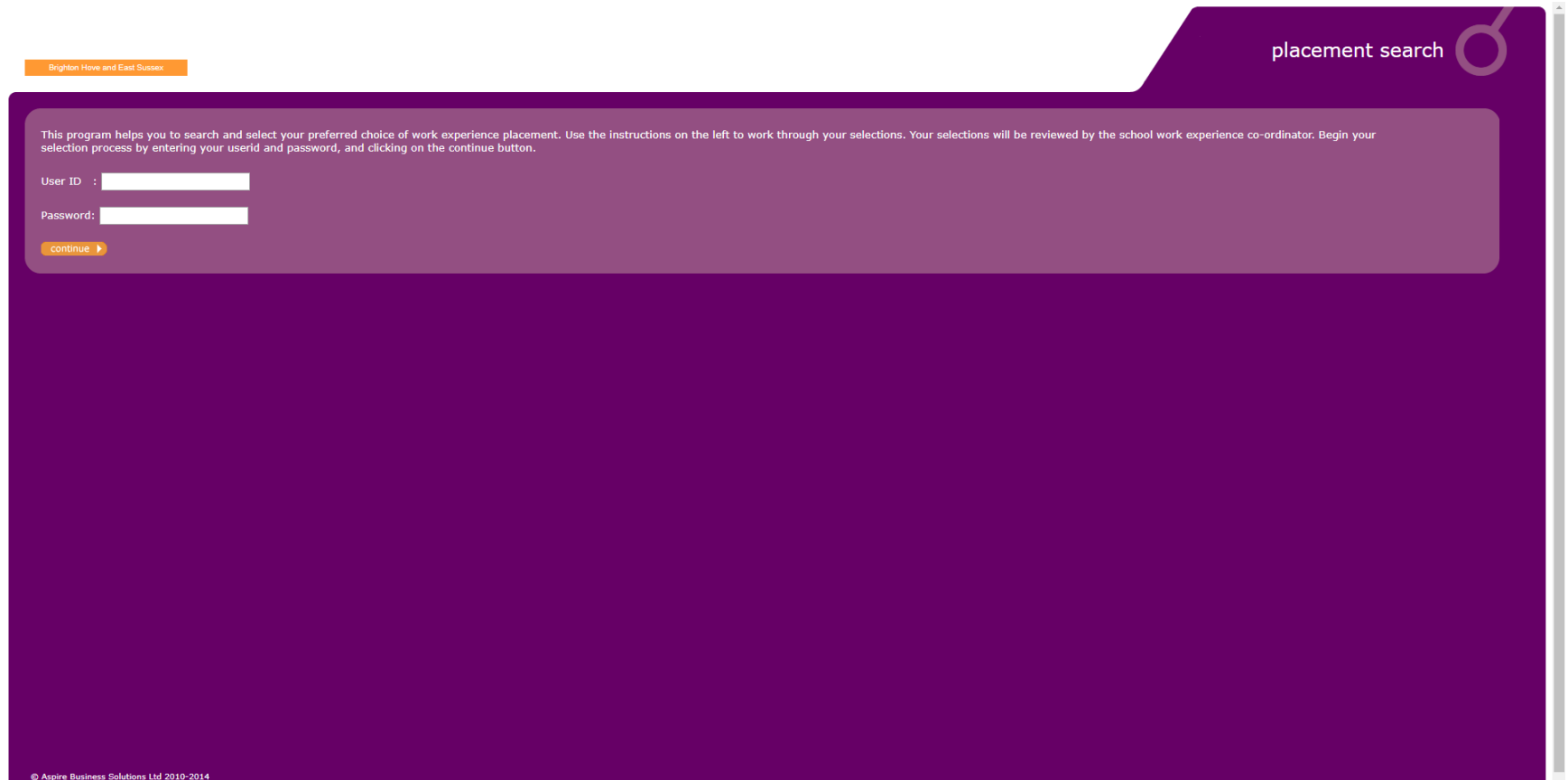
Y10 Work Experience

6th – 9th July 2021



Getting started

- 1 – Log on to the Aspire database <https://aspire.eastsussex-brighton.org.uk/wexpupilchoiceslogin.aspx?aspirenetview=student>



The screenshot shows a web browser window with a purple header and a white login form. The header includes a small orange box with the text "Brighton Hove and East Sussex" and a "placement search" link with a magnifying glass icon. The login form contains a paragraph of instructions, two input fields for "User ID" and "Password", and a "continue" button with a right-pointing arrow. The footer of the page reads "© Aspire Business Solutions Ltd 2010-2014".

Brighton Hove and East Sussex

placement search

This program helps you to search and select your preferred choice of work experience placement. Use the instructions on the left to work through your selections. Your selections will be reviewed by the school work experience co-ordinator. Begin your selection process by entering your userid and password, and clicking on the continue button.

User ID :

Password:

[continue ▶](#)

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Enter your user ID and Password, this will appear.

Isabelle Anscombe

logout

You must select 4 placements and no more than 4

member

No Placements Selected

- Search and view placement details
- Build up a list of placements that interest you using the 'Add to List' button
- You must select 4 placements and no more than 4 placements
- When finished review selection and delete any not required
- Click 'Submit' button and complete the form
- Click 'Submit' again to save your choices
- Your Work Experience Co-ordinator will get back in touch with you about the next step

search

Job Number

Select type of work

- Animals (Inc Vets)
- Building and Construction
- Education and Training
- Farming
- Hair and Beauty
- Computers and IT
- Marketing and Advertising
- Admin Business and Office Work
- Performing Arts
- Security and Armed Forces
- Social Work and Counselling Services
- Transport and Logistics
- Vehicle Trade

- Catering/Hospitality
- Design Arts and Crafts
- Engineering
- Financial Legal and Political Services
- Health Care Work
- Manufacturing and Production
- Media Print and Advertising
- Parks Gardens and Tree Surgery
- Science Mathematics and Statistics
- Retail Sales and Customer Service
- Leisure Sports and Tourism
- Unknown

Geographical Area

- Battle
- Burgess Hill
- Crowborough
- Edenbridge
- Hastings
- Horsham
- Lydd and Tenterden
- Other Areas
- Polegate
- Robertsbridge
- Seaford
- Tonbridge
- Wadhurst

- Bexhill on Sea
- Cranbrook
- East Grinstead
- Forest Row
- Haywards Heath
- Hove
- Mayfield
- Peacehaven
- Portslade
- Rother
- Shoreham By Sea
- Tunbridge Wells
- Wealden

- Brighton
- Crawley
- Eastbourne
- Hailsham
- Heathfield
- Lewes
- Newhaven
- Pevensey
- Ringmer
- Rye
- St Leonards on Sea
- Uckfield
- Worthing

Seahaven Academy
The best in everyone™
Part of United Learning

United Learning
The best in everyone™

Option 1 – You have found your own placement.

If you have a real preference to the type of work experience you wish to do or you have a family contact or know of someone, you can go and ask them if they would be willing to take you for the week. If this is the case you need to do the following.

Click on own placement



You only need to find one placement

Information needed

- Providers name, Providers full address, Full contact details
- What you would be doing, Details of placement
- Then click submit!
- You are all done!

The screenshot shows a web form with a purple background. On the left, there is a vertical sidebar with two orange buttons: 'back' and 'submit'. The main form area contains the following sections:

- Provider Name:** A single-line text input field.
- Address:** A section with instructions: 'To search for an address, either enter the full post code or the street and town/partial post code. Click 'find address'.' It includes a 'Full Post Code:' input field, and 'Street:' and 'Town/Partial Post Code:' input fields with a 'find address' button.
- Addresses found:** A dropdown menu currently showing '(None)'. Below it is a 'select address' button.
- Contact Details:** A section with radio buttons for 'Dr', 'Miss', 'Mr', 'Mrs', and 'Ms'. Below these are input fields for 'Forename:', 'Surname:', and 'Position:'. There is also a 'Phone 1 Code:' input field, a 'Number:' input field, and an 'Extra Information:' dropdown menu currently showing '(None)'.
- Opportunity Details:** A section with a 'Title' input field and a large 'Description' text area.



Option 2 – Using the database

- Click on the type of work
- Click on the areas you are willing to travel to, you can choose more than 1 (the wider the area the more results and choices you will have)
- Click search

The screenshot shows a web application interface for job placement. It features a sidebar on the left with a 'logout' button and a 'search' button. The main content area has a 'Job Number' input field and a 'Select type of work' section with a list of job categories. Below this is a 'Geographical Area' section with a grid of location checkboxes. A large blue arrow points from the 'Select type of work' section to the 'search' button. Another blue arrow points from the 'Geographical Area' section to the 'search' button. A third blue arrow points from the 'search' button to the 'search' button.

Search and view placement details
Build up a list of placements that interest you using the 'Add to List' button
You must select 4 placements and no more than 4 placements
When finished review selection and delete any not required
Click 'Submit' button and complete the form
Click 'Submit' again to save your choices
Your Work Experience Co-ordinator will get back in touch with you about the next step

search

Job Number

Select type of work

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- Education and Training
- Farming
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- Computers and IT
- Marketing and Advertising
- Admin Business and Office Work
- Performing Arts
- Security and Armed Forces
- Social Work and Counselling Services
- Transport and Logistics
- Vehicle Trade

Geographical Area

<input type="checkbox"/> Battle	<input type="checkbox"/> Bexhill on Sea	<input type="checkbox"/> Brighton
<input type="checkbox"/> Burgess Hill	<input type="checkbox"/> Cranbrook	<input type="checkbox"/> Crawley
<input type="checkbox"/> Crowborough	<input type="checkbox"/> East Grinstead	<input type="checkbox"/> Eastbourne
<input type="checkbox"/> Edenbridge	<input type="checkbox"/> Forest Row	<input type="checkbox"/> Hailsham
<input type="checkbox"/> Hastings	<input type="checkbox"/> Haywards Heath	<input type="checkbox"/> Heathfield
<input type="checkbox"/> Horsham	<input type="checkbox"/> Hove	<input checked="" type="checkbox"/> Lewes
<input type="checkbox"/> Lydd and Tenterden	<input type="checkbox"/> Mayfield	<input checked="" type="checkbox"/> Newhaven
<input type="checkbox"/> Other Areas	<input checked="" type="checkbox"/> Peacehaven	<input type="checkbox"/> Pevensey
<input type="checkbox"/> Polegate	<input type="checkbox"/> Portlade	<input type="checkbox"/> Ringmer
<input type="checkbox"/> Robertsbridge	<input type="checkbox"/> Rother	<input type="checkbox"/> Rye
<input checked="" type="checkbox"/> Seaford	<input type="checkbox"/> Shoreham By Sea	<input type="checkbox"/> St Leonards on Sea
<input type="checkbox"/> Tonbridge	<input type="checkbox"/> Tunbridge Wells	<input type="checkbox"/> Uckfield
<input type="checkbox"/> Wadhurst	<input type="checkbox"/> Wealden	<input type="checkbox"/> Worthing



Your search results will appear.

- Choose one of the options that you like the look of.
- You must do it in order of preference!!

The screenshot shows a web interface for a job placement search. On the left, a sidebar for user 'Isabelle Anscombe' includes a 'logout' button, a message 'You must select 4 placements and no more than 4 placements', 'No Placements Selected', an 'own placement' button, and a 'Search Results' section showing '29 placements match your search criteria.' with a 'new search' button. The main area displays a list of 12 job opportunities, each with the employer name, job title, '0 students applied', and a 'Location' link. The jobs listed are: Riverside Brasserie - Cafe Assistant, Pleasant Bakery - Cafe Assistant, Rights of Man - Catering Assistant, Trevor Arms - Catering Assistant, The Hope Inn - Catering Assistant, Chartwells (Priory School) - Catering Assistant, The Flying Fish - Catering Assistant, Caterlink - Peacehaven Community School - Catering Assistant, The John Harvey Tavern - Catering Assistant, The Old Boot - Catering Assistant, Blue Door Barns - Events Assistant, and Pelham House Hotel - Food and Beverage Assistant.

Employer - Job Title	Students Applied	Location
Riverside Brasserie - Cafe Assistant	0 students applied	Leaves
Pleasant Bakery - Cafe Assistant	0 students applied	Leaves
Rights of Man - Catering Assistant	0 students applied	Leaves
Trevor Arms - Catering Assistant	0 students applied	100 Leaves
The Hope Inn - Catering Assistant	0 students applied	Newhaven
Chartwells (Priory School) - Catering Assistant	0 students applied	Mountfield Road
The Flying Fish - Catering Assistant	0 students applied	Newhaven
Caterlink - Peacehaven Community School - Catering Assistant	0 students applied	Peacehaven
The John Harvey Tavern - Catering Assistant	0 students applied	Leaves
The Old Boot - Catering Assistant	0 students applied	Seaford
Blue Door Barns - Events Assistant	0 students applied	Leaves
Pelham House Hotel - Food and Beverage Assistant	0 students applied	Leaves



All details will be available

- Important – If more than 4 students have already applied you might not be as successful.
- If you like the placement click 'add to list' then 'new search'

The screenshot shows a web interface for applying to placements. At the top, a purple banner reads 'Brighton Hove and East Sussex'. On the left, a sidebar for user 'Isabelle Anscombe' includes a 'logout' button, instructions to select 4 placements, a 'No Placements Selected' status, and buttons for 'own placement', 'new search', and 'back'. The main area displays details for 'The Hope Inn - Catering Assistant' in Newhaven. It lists responsibilities like transport, meal breaks, working days (Monday-Friday, 8hr max), tasks (food prep, washing up, table waiting), additional info (interview required), and risk assessment (parent/carer). It also includes sections for prohibited practices, supervision arrangements, aims, and clothing. A large blue arrow points to the 'add to list' button at the bottom of the placement details.

Brighton Hove and East Sussex

Isabelle Anscombe [logout](#)

You must select 4 placements and no more than 4 placements

No Placements Selected

[own placement](#)

Click 'new search' to start again

[new search](#)

Click 'back' to return to search results

[back](#)

The Hope Inn - Catering Assistant

Location: , Newhaven

Transport: It is the responsibility of the student to get to and from the placement.

Meal Breaks: To be confirmed by employer (dependant upon number of hours worked per day).

Working Days and Times: Monday – Friday, an 8hr maximum day will be undertaken, exact times to be confirmed with the employer.

Tasks: Undertaking basic food preparation (sandwiches/salads) and washing up.
Table waiting (carrying plates to and from tables, collecting empty glasses), taking food orders at the bar and learn about till transactions.

Additional Information: Interview Required. : yes

Risk Assessment: Parent/Carer

You must inform the school of any relevant learning/behavioural difficulties, disabilities or medical/health conditions that may be restrictive or require special consideration prior to the young person starting their work placement

PROHIBITED PRACTICES
It is an offence to misuse/interfere with anything provided in the interests of Health and Safety.
Students must NOT enter areas designated as off limits or use/interfere with equipment also considered off limits

SUPERVISION ARRANGEMENTS
For the duration of the work experience period the student MUST be continually supervised and monitored.
Students must comply with company's Health & Safety policy and be aware of risk assessments that apply.

Aims: To gain an insight in to working within a catering environment.

Clothing: Smart casual - Chefs jacket provided for kitchen work.
PPE supplied by employer: Gloves and aprons.

Click on the add to list button if you are interested in this placement. You can add a number of placements to your list and then use the Submit button to save your choices.

0 students applied

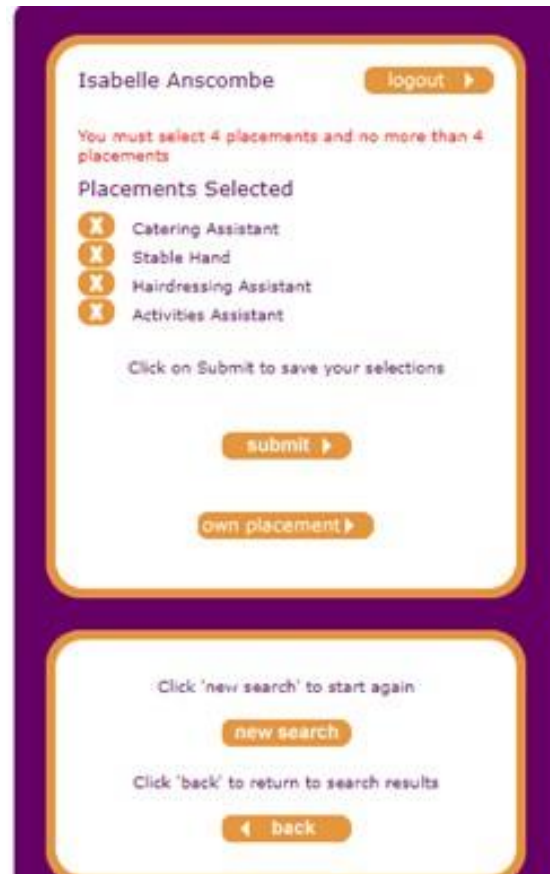
[add to list](#)



Once you have done 4 choices.

- When all 4 choices (they can be a combination of any work type and location) click 'submit'

- All done!



The screenshot shows a mobile app interface with a purple background. At the top, the user's name 'Isabelle Anscombe' is displayed next to a 'logout' button. Below this, a red message states: 'You must select 4 placements and no more than 4 placements'. Under the heading 'Placements Selected', there is a list of four roles, each preceded by an orange 'X' icon: 'Catering Assistant', 'Stable Hand', 'Hairdressing Assistant', and 'Activities Assistant'. Below the list, a text prompt says 'Click on Submit to save your selections'. There are three orange buttons: 'submit' with a right arrow, 'own placement' with a right arrow, and 'new search' with a right arrow. At the bottom, there is a text prompt 'Click 'back' to return to search results' and a 'back' button with a left arrow.



Recap. There are 2 ways to find your work experience.

- **Own placement.** You will have to go out and find this yourself. Once you have spoken to the employer and they have agreed that they are happy to take you on you click 'own placement' and fill in all of the relevant details. Then click 'submit' **You only need to find one placement**
- **Using the database.** You will need to search using work type and location. **You will need to find 4 in total.** Find the relevant choice, click to view, check that no more than 4 other students have already chosen it and then click 'add to list' After you have chosen 4 different possibilities (in order of preference) click 'submit'
- **We will do the rest.**