

aspire Student Manual  
Produced by ESCC Wex Team  
(Version 1.0)

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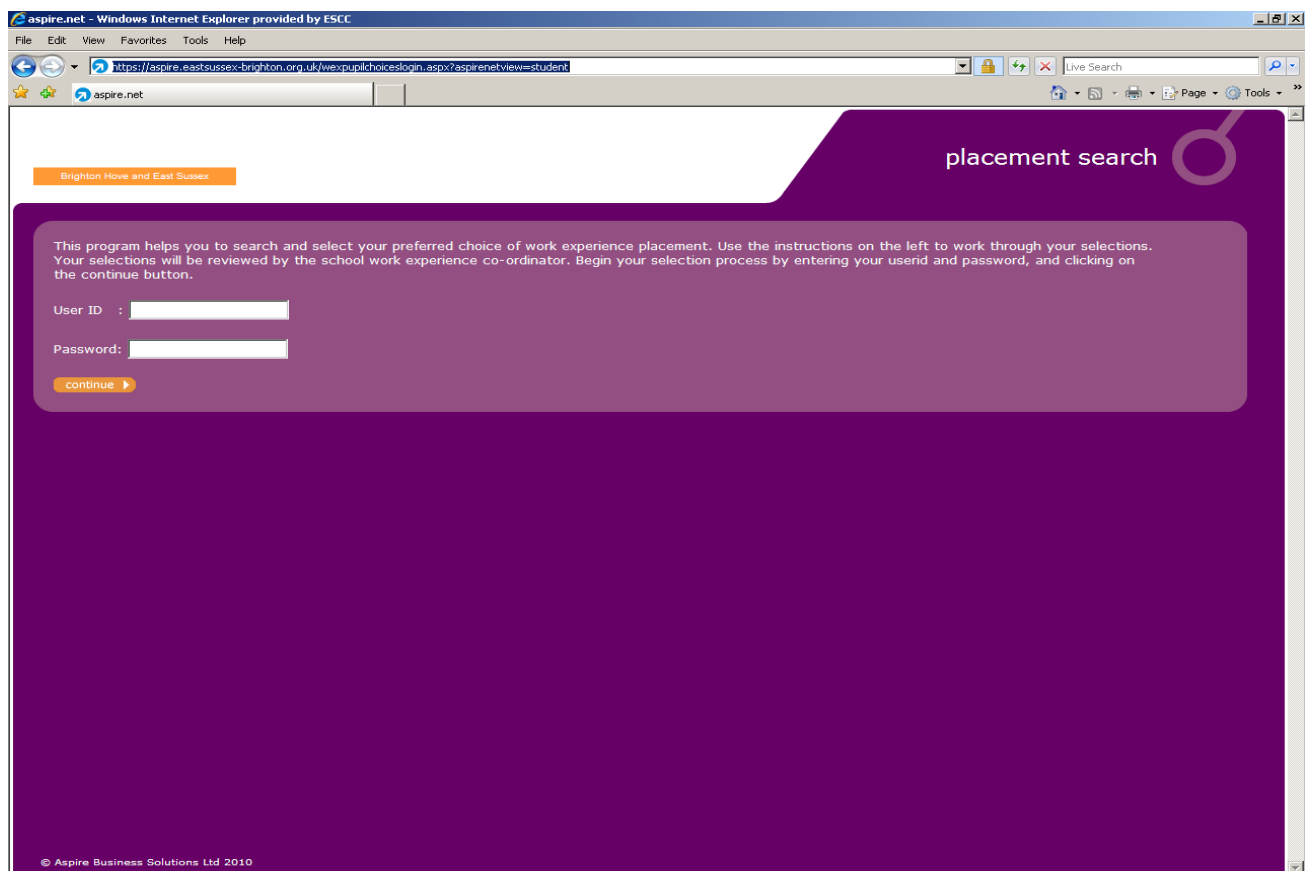
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## 1. Login

Access to aspire is via the Internet, the web address is:

<https://aspire.eastsussex-brighton.org.uk/wexpupilchoiceslogin.aspx?aspirenetview=student>

Once the address is typed in you will be presented with the following log in screen.



To be able to log in two pieces of information are required;

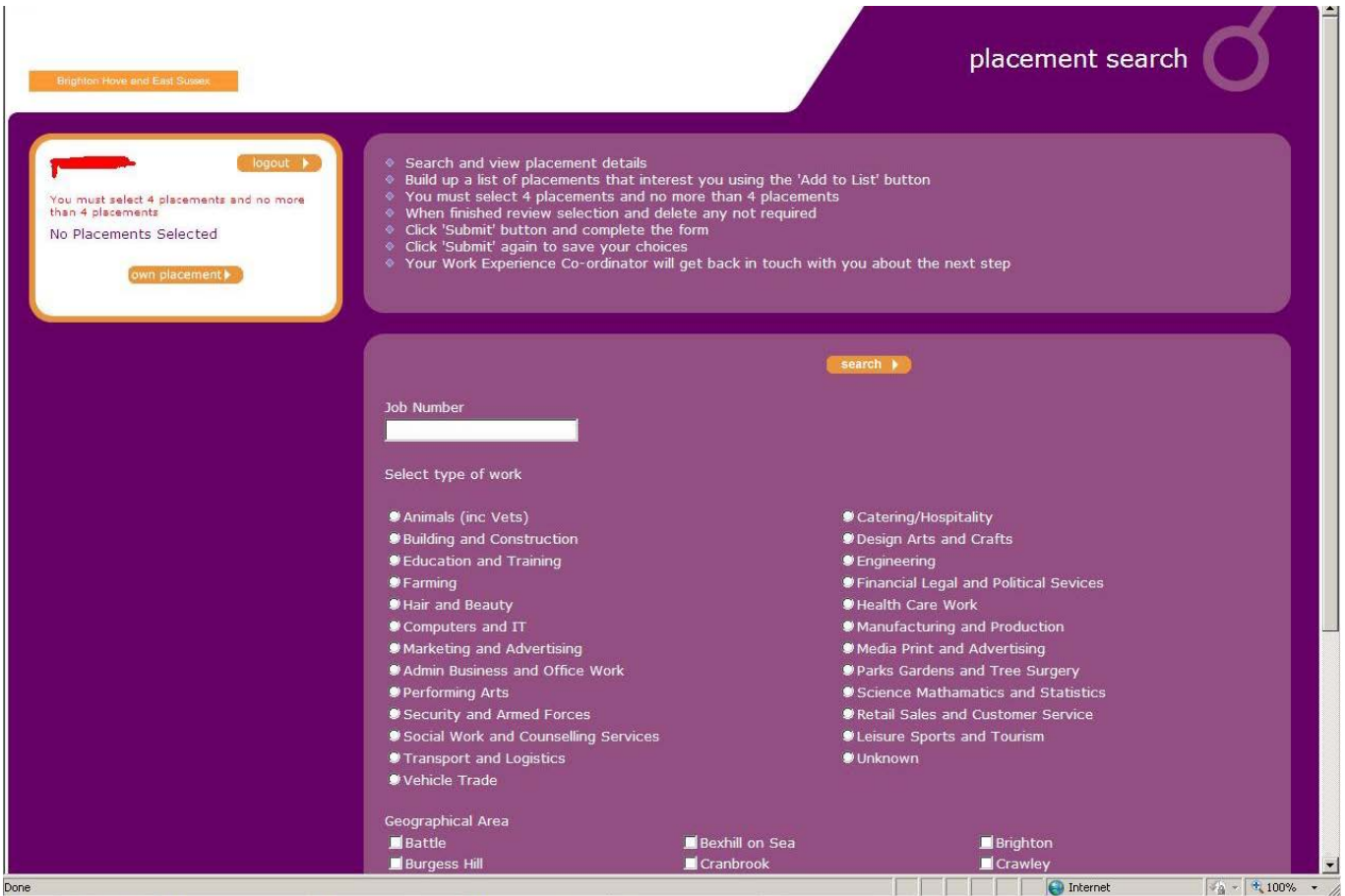
**User ID and Password** - These will be provided by your Work Experience Co-ordinator within school.

Click on continue to proceed

**NB: Your school work experience co-ordinator sets up the system as to how they want to manage it, this means some sections of this manual may not apply.**

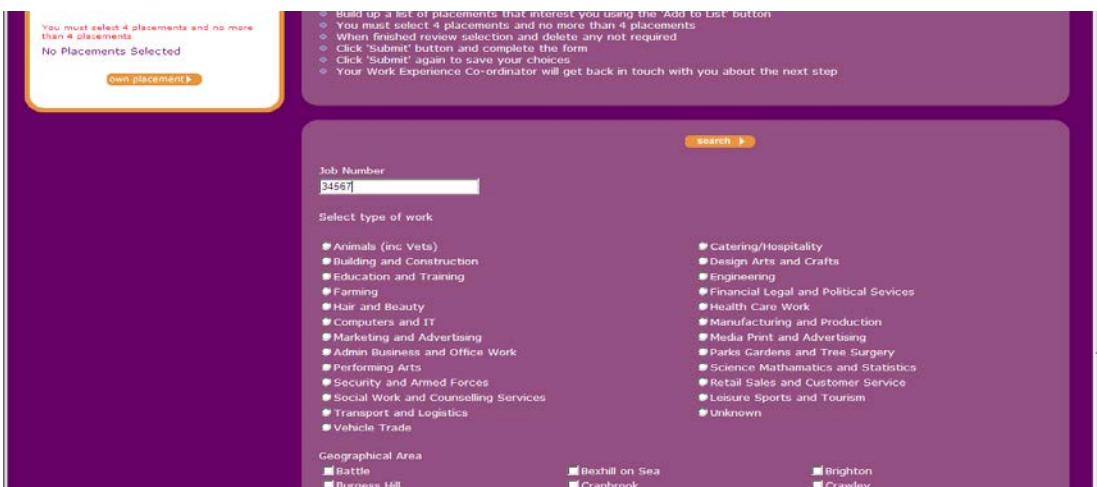
## 2. Choosing placements

The following screen will then appear:

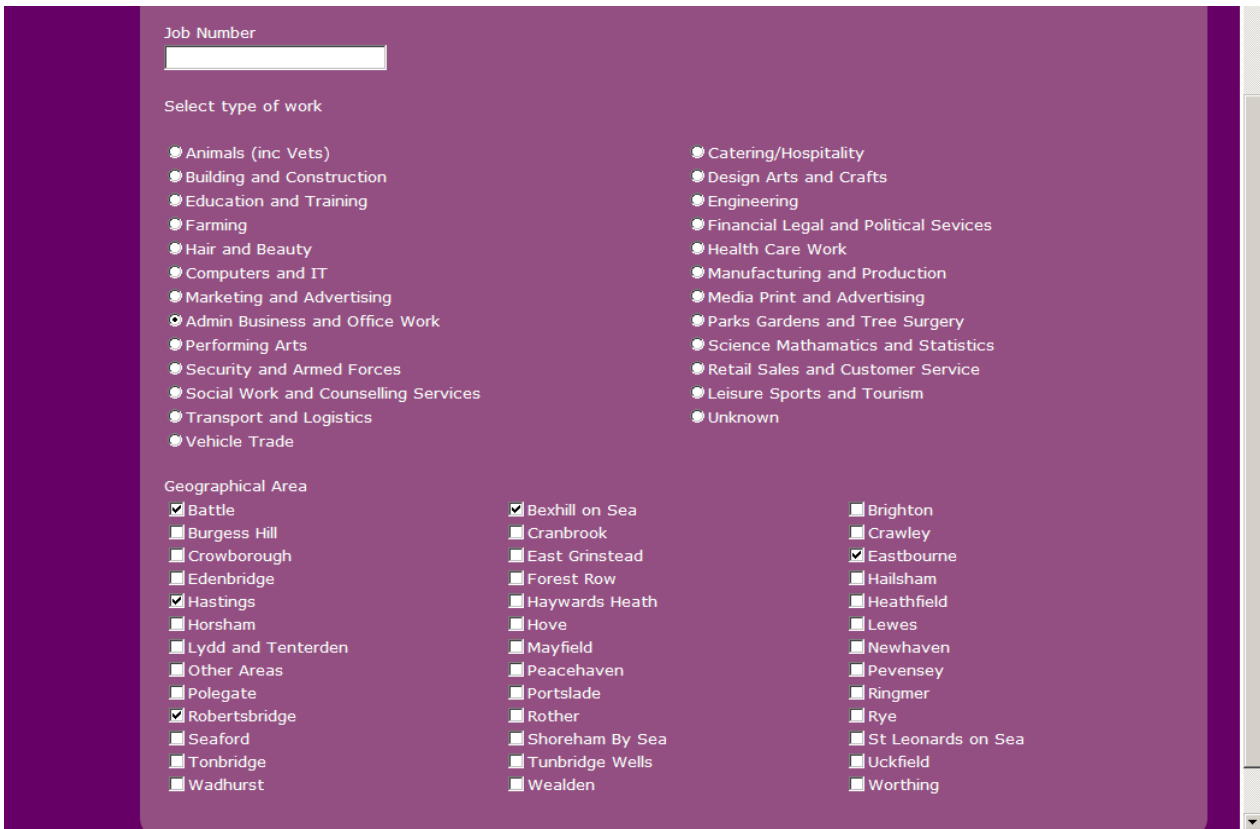


- Read through the instructions at the top of the page which are indicated by the bullet points.
- You can now search for opportunities related to areas of work, or by job number if your work experience co-ordinator has already shown you the opportunities and you know the ones you want to choose.

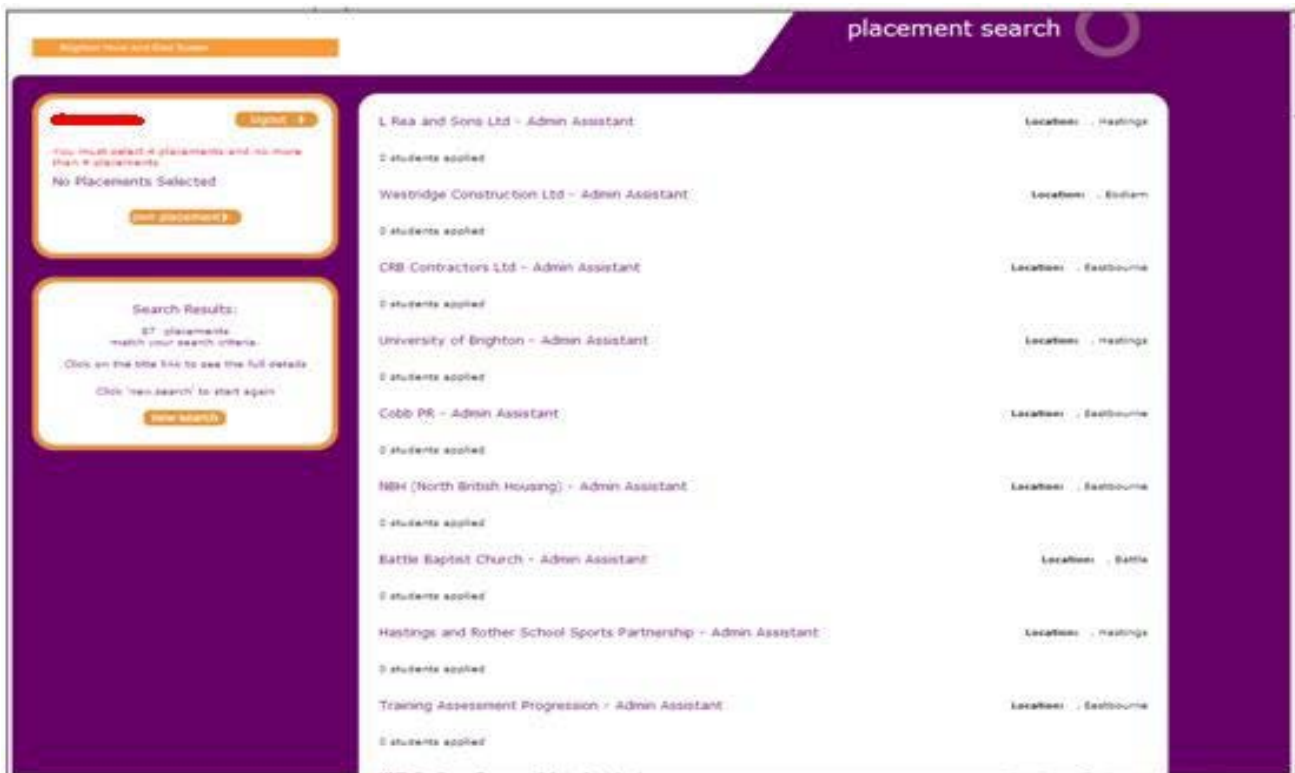
1. If searching by job number, enter the number in the job number field and click continue



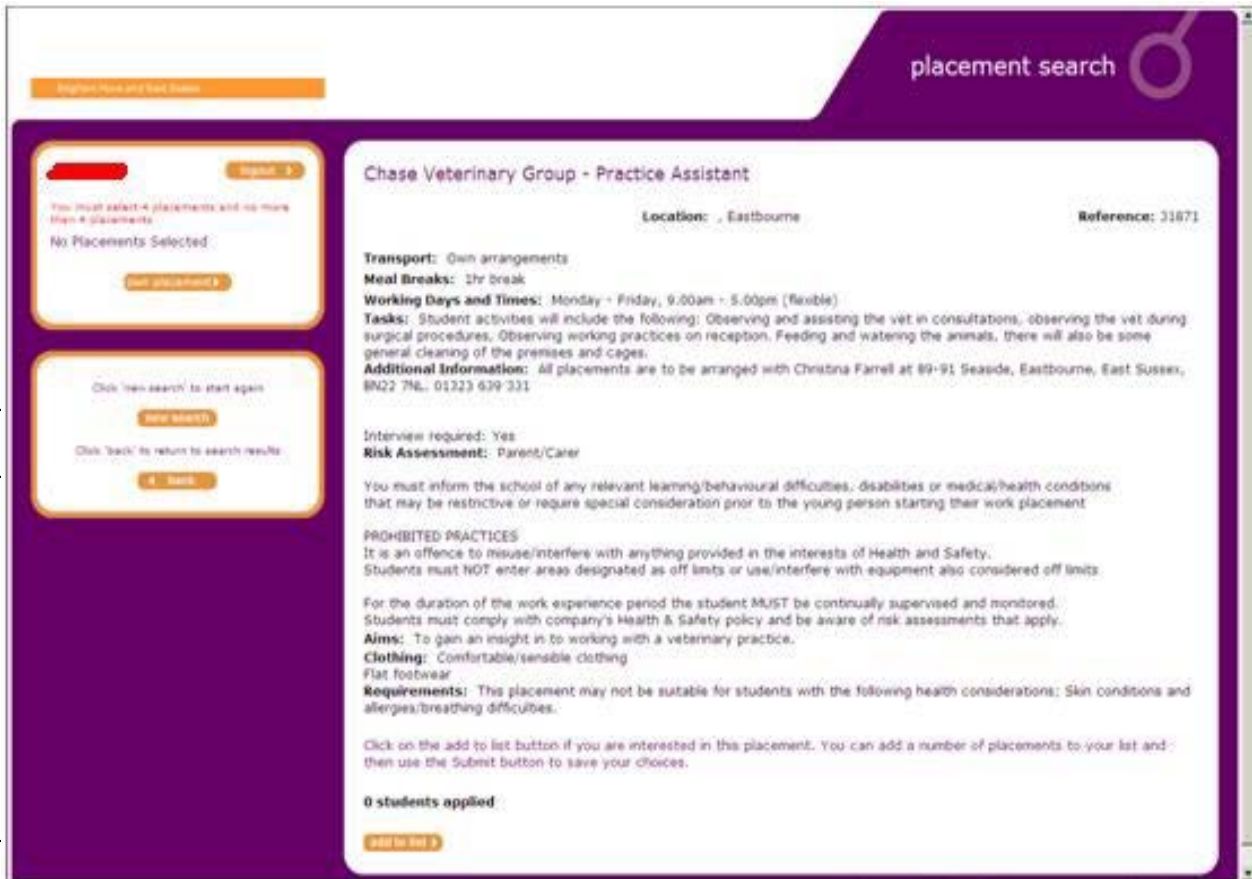
- If choosing by 'type of work' select the area of work (only one can be selected at a time) and then the geographical areas you would like the placement to be based in (more than one area can be selected at a time).



- Your search results will then appear as follows:



- Click on the employer name/placement title coloured in the purple text to open up the job description for the placement.



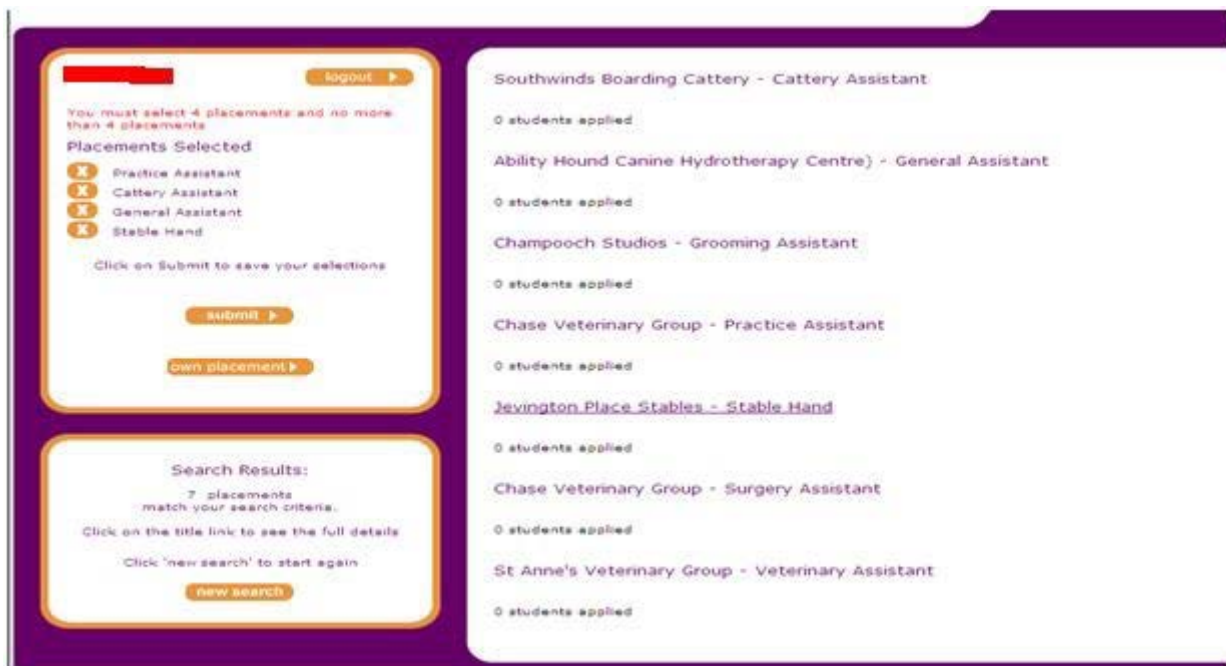
5. This gives you details of the placement so you can make a decision as to whether or not you want this to be one of your choices. At the bottom of the information you can also see how many other students have chosen this as a choice too. You then click on the relevant button depending on your choice:

- **New Search** – this will take you back to the original search page so you can re-choose the type of work and geographical area.
- **Back** – this will take you back to 2.3 based upon your search options you have just chosen.
- **Add to list** – this will add this placement to your list of chosen placements in the top left box under your name.

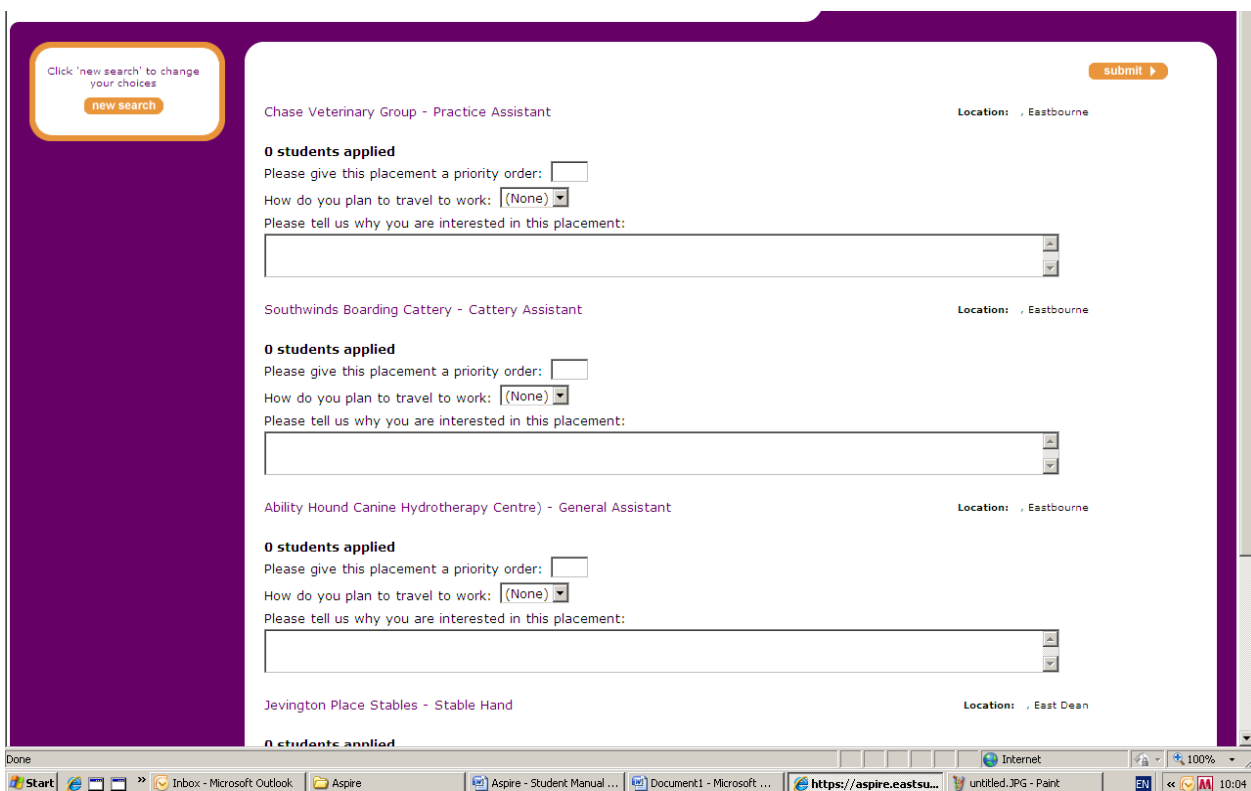


6. Repeat point 5 to either undertake a new search or click on back – follow this process through until the required number of placements has been made.

7. Once your required number of placements has been chosen, click submit.

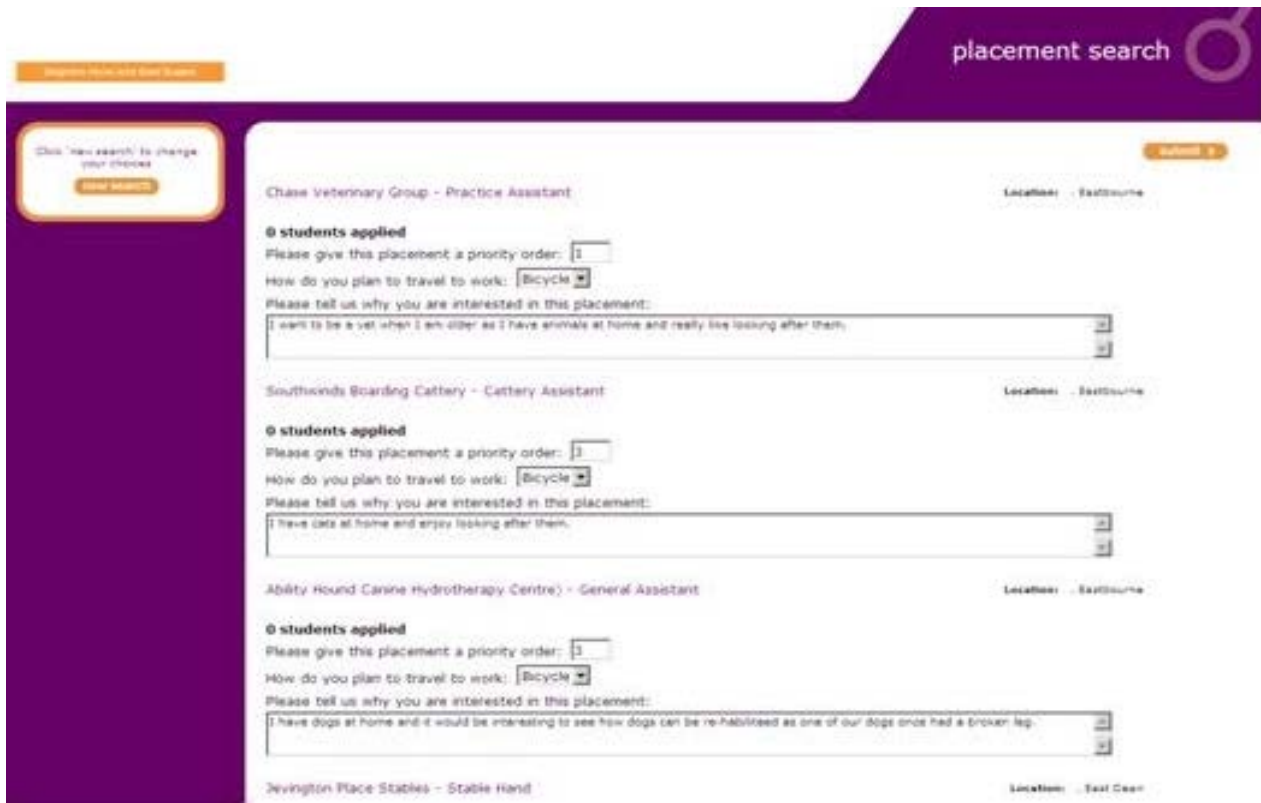


8. You will then be taken on to the following screen. \*This will depend on the system administration that has been set by the work experience co-ordinator within school.



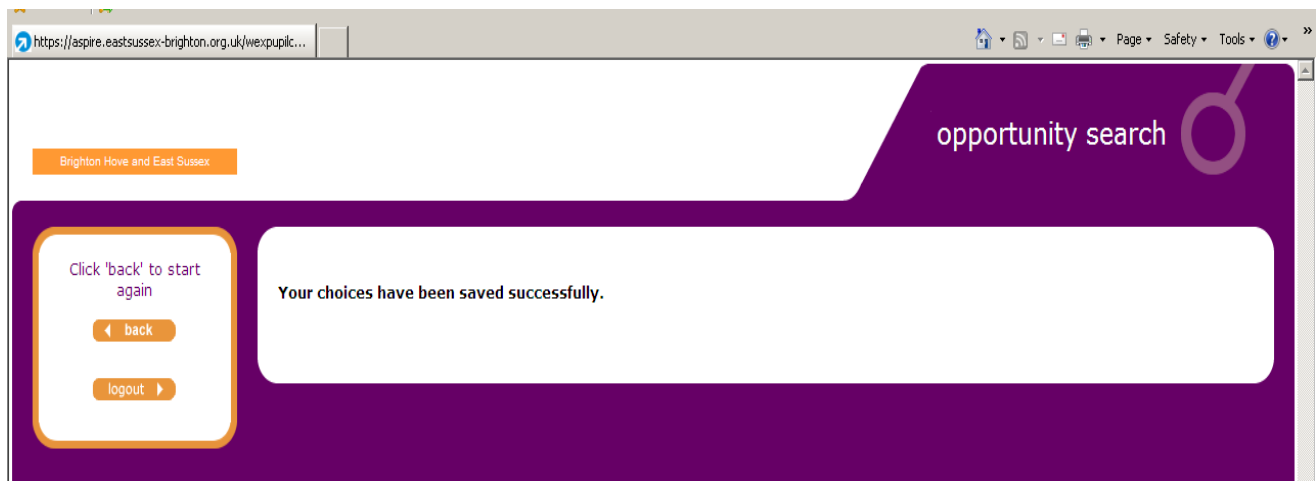
9. Here you will have to complete the following information:

- Priority order of placement – which is your first choice, second choice etc
- How do you plan on getting to the placement
- Why you are interested in this placement?



Once you have done so click on submit.

10. Once you have clicked submit you will get the following screen to say your choices have been saved and they have been sent through to the work experience co-ordinator within school.



11. If you have an own placement click on 'back' if you do not click logout.

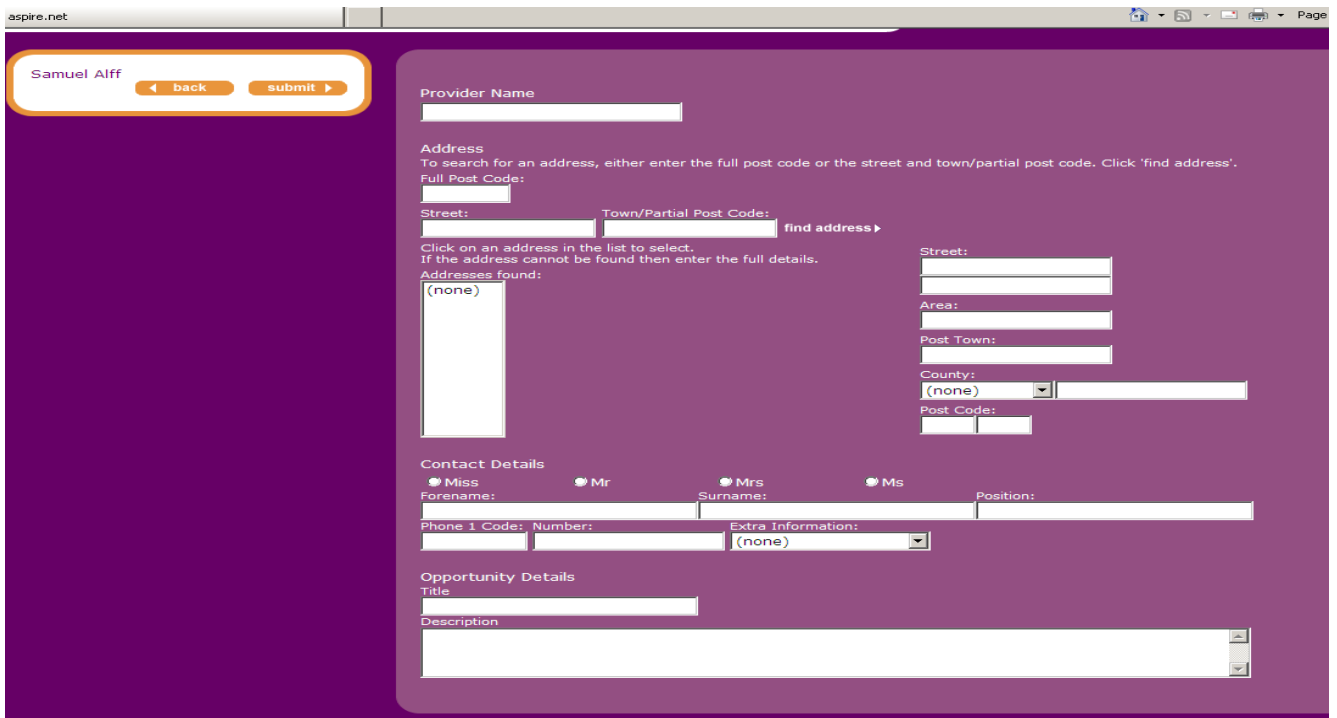
### 3. Own placements

An own placement is one that has been arranged by yourself with an employer that is not already on the system (usually this is through a connection with an employer such a family or friend).

1. Click on own placement.



2. This will take you to the following screen to complete the details of the placement.



3. Fill in all the details and then click on submit



The screenshot shows a web form on the 'aspire.net' website. At the top left, the user's name 'Samuel Aliff' is displayed with 'back' and 'submit' buttons. The form is divided into several sections:

- Provider Name:** A text box containing 'Testing Ltd'.
- 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 fields for 'Full Post Code', 'Street', and 'Town/Partial Post Code', along with a 'find address' button.
- Addresses found:** A list box currently showing '(none)' and a 'select address' button.
- Contact Details:** Radio buttons for 'Miss', 'Mr', 'Mrs', and 'Ms'. Fields for 'Forename' (Terry), 'Surname' (Tester), and 'Position' (Managing Director). Fields for 'Phone 1 Code' (01234), 'Number' (111111), and 'Extra Information' ((none)).
- Opportunity Details:** A 'Title' field containing 'Office Assistant' and a 'Description' text area with the text: 'Learning about how a business operates which will include time spent within the following departments: Design, finance, IT support and purchasing.'

- This will take you back to the main page, your own placement details will have been submitted to the school work experience co-ordinator. Click logout if you have finished to take you out of the system. If you want a record of your choices, click print (see below)

The screenshot shows the main page of the 'aspire.net' website. At the top left, the user's name 'Samuel Aliff' is displayed with a 'logout' button. A message states: 'You must select 4 placements and no more than 4 placements'. Under 'Placements Selected', there are four items with 'X' icons: Practice Assistant, Cattery Assistant, General Assistant, and Stable Hand. Below this are buttons for 'submit', 'own placement', and 'print'. A 'search' button is also present.

The main content area is titled 'Select type of work' and features a grid of radio button options:

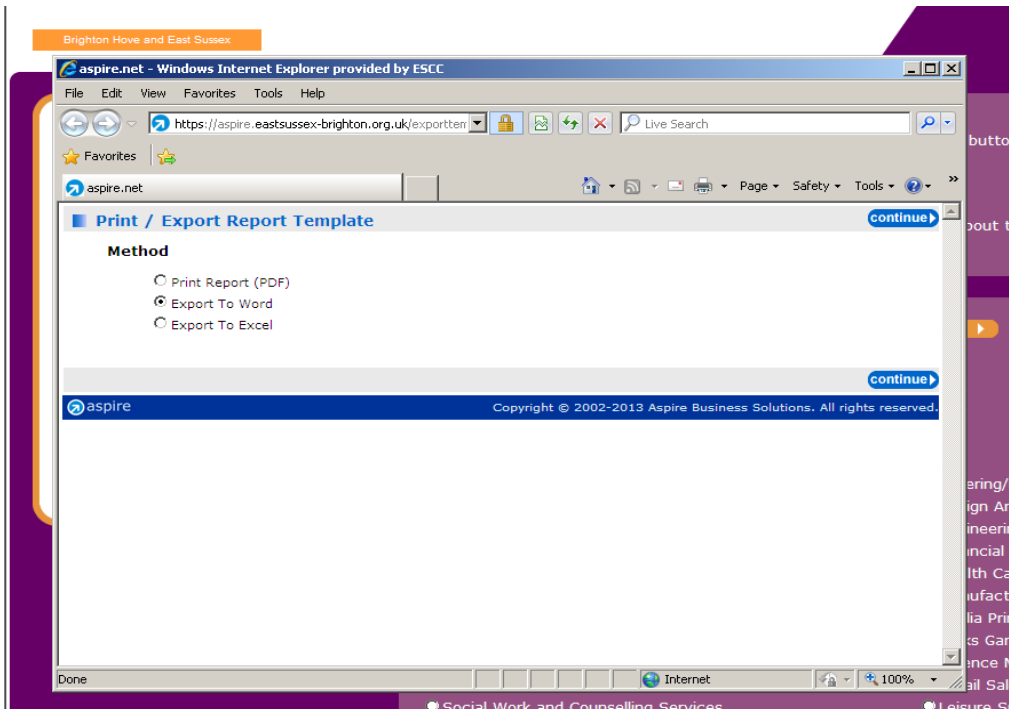
- Animals (inc Vets)
- Building and Construction
- Education and Training
- Farming
- Hair and Beauty
- Computers and IT
- Marketing and Advertising
- Admin Business and Office Work
- Performing Arts
- Security and Armed Forces
- Social Work and Counselling Services
- Transport and Logistics
- Vehicle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

At the bottom, there is a 'Geographical Area' section with checkboxes for: Battle, Burgess Hill, Bexhill on Sea, Cranbrook, Brighton, and Crawley.

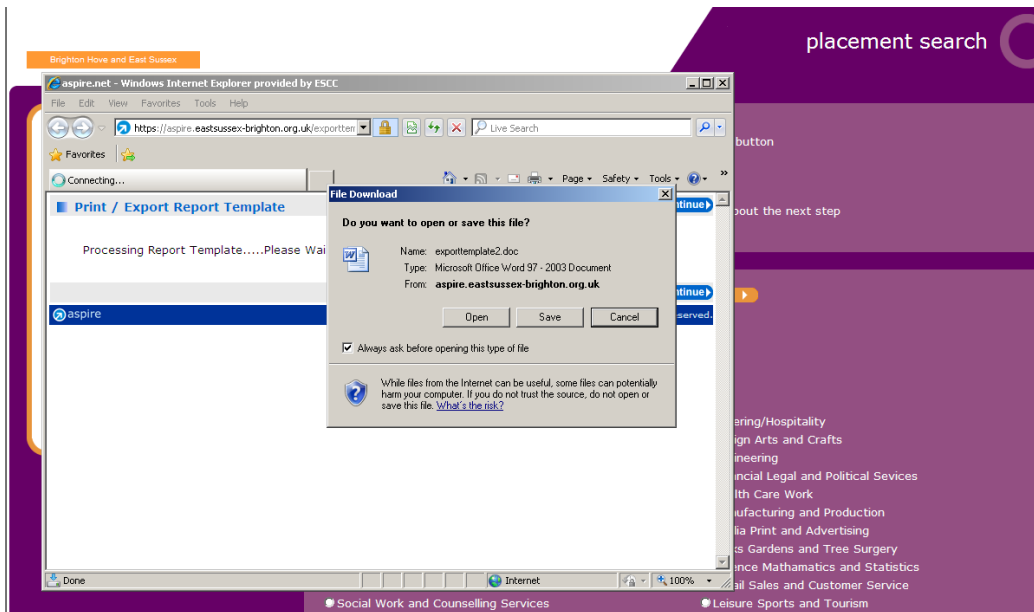
#### 4. Printing choice information

- If you want to print a record of your choices click on print

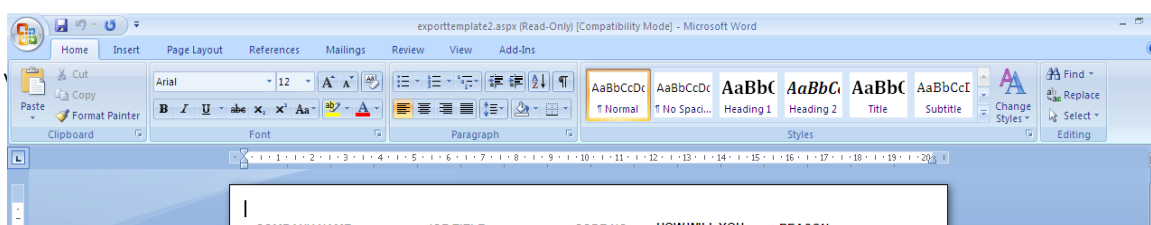
2. The following pop up screen will appear to ask how you want to export the information \*Export to word is the best option\* then click continue.



3. Click on open for the document to view or save to store on your computer.



4. By clicking open the following page will appear for you to either print of save.



5. Close down the document and from your home page click log out to come out of the system.

**NB: If you want to change choices that you have submitted, speak to your school work experience co-ordinator.**