



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

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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.

aspire.net - Windows Internet Explorer provided by ESCC		
File Edit View Favorites Tools Help		
🕒 🕤 🔻 🔊 https://aspire.eastsussex-brighton.org.uk/wexpupile	hoiceslogin.aspx?aspirenetview=student	🔄 🔒 🔶 Live Search 🖉 🗸
🙀 🍄 👩 aspire.net		🏠 👻 🗟 🚽 🔂 Page 🕶 🎯 Tools 🕶 🎽
Brighton Hove and East Sussex		placement search
This program helps you to search and select you Your selections will be reviewed by the school the continue button. User ID : Password:	pur preferred choice of work experience placement. Use t work experience co-ordinator. Begin your selection proce	he instructions on the left to work through your selections. ss by entering your userid and password, and clicking on
S Aspire Business Solutions Ltd 2010		

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.

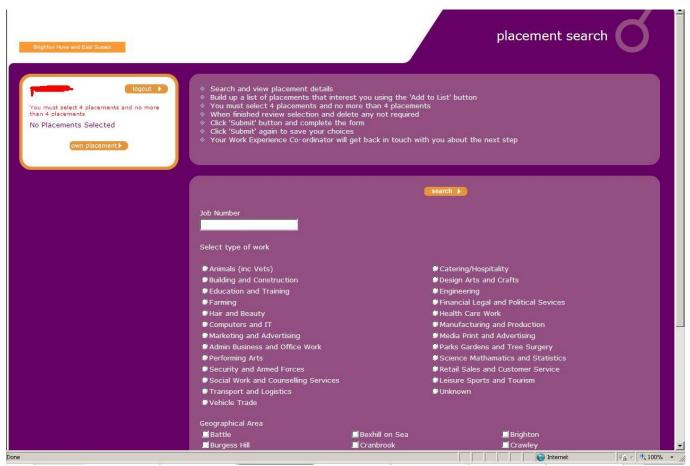
Click on continue to proceed

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.

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## 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

You must select 4 placements and no more than 4 placements. No Placements Selected	Studie up a list of placements that interest you using the Add to List pluton     You must select 4 placements and no more than 4 placements     When finished review selection and delete any not required     Cick Submit button and complete the form     Cick Submit button and complete the form     Cick Submit button be avery your choices     Your Work Experience Co-ordinator will get back in touch with you about the next step			
			search >	
	Job Number			
	34567			
	Select type of work			
	● Animals (inc Vets)		Catering/Hospitality	
	Building and Construction		Design Arts and Crafts	
	Education and Training		Engineering	
	Farming		Financial Legal and Political Sevices	
	Hair and Beauty		Health Care Work	
	Computers and IT		Manufacturing and Production	
	Marketing and Advertising		Media Print and Advertising	
	Admin Business and Office Work		Parks Gardens and Tree Surgery	
	Performing Arts		Science Mathamatics and Statistics	
	Security and Armed Forces		Retail Sales and Customer Service	
	Social Work and Counselling Services		Leisure Sports and Tourism	
	Transport and Logistics		Unknown	
	♥ Vehicle Trade			
	Geographical Area			
	Battle	🗖 Bexhill on Sea	🛄 Brighton	
	Burgess Hill	🗖 Cranbrook	Crawley	

2. 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).

Select type of work		
♥Animals (inc Vets)		© Catering/Hospitality
Building and Construction		Design Arts and Crafts
Education and Training		Engineering
Farming		Financial Legal and Political Sevices
Hair and Beauty		Health Care Work
© Computers and IT		Manufacturing and Production
• Marketing and Advertising		Media Print and Advertising
Admin Business and Office Work		Parks Gardens and Tree Surgery
Performing Arts		Science Mathamatics and Statistics
Security and Armed Forces		Retail Sales and Customer Service
Social Work and Counselling Services		Leisure Sports and Tourism
Transport and Logistics		Unknown
♥Vehicle Trade		
Geographical Area		
☑ Battle	🗹 Bexhill on Sea	📕 Brighton
📕 Burgess Hill	📃 Cranbrook	Crawley
Crowborough	📃 East Grinstead	Eastbourne
Edenbridge	🔲 Forest Row	🗖 Hailsham
Hastings	📃 Haywards Heath	🗖 Heathfield
📕 Horsham	🗖 Hove	Lewes
Lydd and Tenterden	🗖 Mayfield	📃 Newhaven
🗖 Other Areas	🗖 Peacehaven	💻 Pevensey
🗖 Polegate	🗖 Portslade	📃 Ringmer
🗹 Robertsbridge	📃 Rother	💻 Rye
🔲 Seaford	📃 Shoreham By Sea	🔜 St Leonards on Sea
🔲 Tonbridge	📃 Tunbridge Wells	🛄 Uckfield
🔲 Wadhurst	🔲 Wealden	🔲 Worthing

3. Your search results will then appear as follows:

Sugaran State and East Summer		placement search 🔘
	·	
	L Rea and Sone Ltd - Admin Assistant	Locations - Hastings
The must select 4 placements and no more than 4 statements	2 students applied	
No Placements Selected	Westridge Construction Ltd - Admin Assistant	Locations . Exclam
(mer protected ())	0 Mullerts applied	
	CRE-Contractors Ltd - Admin Assistant	Location - Eastbourne
Search Results:	C students applied	
27 placements match pour search piteria.	University of Brighton - Admin Assistant	kezellen instinge
Click on the bits live to see the full details Click 'nen assert?' to start again.	2 anuferts applied	
(See Meth)	Cobb PR - Admin Assistant	Lacation - Eastlourie
	0 Audents applied	
	NBH (North British Housing) - Admin Assistant	Location . factories
	C students applied	
	Battle Baptist Church - Admin Assistant	Locations . Battle
	0 anuterts applied	
	Hastings and Rother School Sports Partnership - Admin Assistant	Locations : . maximps
	3 students excited	
	Training Assessment Progression - Admin Assistant	lacation , failtourie
	E sturbette applied	

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

A - THE REPORT OF A PARTY OF A PA	Chase Veterinary Group - Practice Assistant	
no most salait 4 playersents and no more from 4 playersents	Location: , Eastbourne	Reference: 31071
Vo Placements Selected	Transport: Own arrangements	
Choir men asarchi is atart again	Meal Breaks: 1/r break Working Days and Times: Monday - Friday, 9:00am - 5:00pm (flexible) Tasks: Student activities will include the following: Observing and assisting the vet in consis- surgical procedures. Observing working practices on reception. Feeding and watering the ani general clearing of the premises and cages. Additional Information: All placements are to be arranged with Christian Farrell at 89-91 5 8422 746, 02223 639 331	mals, there will also be some
Olde back is when to easily results	Interview required: Yes Risk Assensiment: Darion/Carer	
	You must inform the school of any relevant learning/behavioural difficulties, disabilities or me that may be restrictive or require special consideration prior to the young person starting the	
-	PROHIBITED PRACTICES It is an offence to misuse/interfere with anything provided in the interests of Health and Safi Students must NOT enter areas designated as off limits or use/interfere with equipment also	
	For the duration of the work experience period the student MUST be continually supervised a Students must comply with company's Health & Safety policy and be aware of risk assessme Aims: To gam an insight in to working with a veterinary practice. <b>Clothing:</b> Comfortable/reinable clothing Flat footwear <b>Requirements:</b> This placement may not be suitable for students with the following health of	nts that apply.
	allergies/breathing d/ficulties.	
	Click on the add to list button if you are interested in this placement. You can add a number then use the Submit button to save your choices.	of placements to your list and
	0 students applied	
	CITEMED .	
his to be one of your tudents have chose	s of the placement so you can make a decision as t choices. At the bottom of the information you can a n this as a choice too. relevant button depending on your choice:	

Register How and East States.	pla	acement search
Cuild)	Chase Veterinary Group - Practice Assistant	
You must celect 4 placements and no more than 4 placements	Location: , Eastbourne	Reference: 31871
Placements Selected		
C Practice Assistant	Transport: Own arrangements	
You must make 4 selections	Meal Breaks: 1hr break	
before you can Submar your choices	Working Days and Times: Monday - Friday, 9:00am - 5:00pm (fexible) Tasks: Student activities will include the following: Observing and assisting the vet in o surgical procedures, Observing working practices on reception. Feeding and watering the general cleaning of the premises and cages. Additional Information: All placements are to be arranged with Christina Fairell at 89- BN22 7M. ol323 639 331	e animals, there will also be some

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.

Click 'new search' to change your choices						submit 🕨	
	Veterinary Group - Practic	e Assistant			Location: , Eastbou	irne	
0 stu	lents applied						
	give this placement a pric	rity order:					
How o	o you plan to travel to wo	rk: (None) 💌					
	tell us why you are intere						
					<b>A</b>		
					A V		
South	winds Boarding Cattery - C	attery Assistant			Location: , Eastbou	irne	
0 ctu	lents applied						
	give this placement a price	rity order:					
	o you plan to travel to wo						
	tell us why you are intere						
	ton as mily you are maile				*		
					~		
Ability	Hound Canine Hydrothera	oy Centre) - General As	sistant		Location: , Eastbou	irne	
	lents applied give this placement a price	uitu andan 🗌					
	o you plan to travel to wo						
Please	tell us why you are intere	sted in this placement:					
					*		
					<u></u>		
Jeving	ton Place Stables - Stable	Hand			Location: , East De	ean	
Done O ctu	lents annlied				Internet		€ 100% •
Start 6 m m North Control C	🗀 Aspire	Aspire - Student Manual	Document1 - Microsoft	🟉 https://aspire.eastsu	W untitled.JPG - Paint	·	× 🕞 🕅 10:04

- 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?

new eine State Annue	placemen	t searcl
ananyi' ta changa ur chuna		
Chase Veterinary Group - Practice Assistant	Locations	Rettourse
O students applied     Fesse give this placement a priority order:     How do you plan to travel to work: Broyce		
Please tell us why you are interested in this placement. I want to be a vet when I am other as I have animals at home and really like looking after them.		2
Southwinds Boarding Cattery - Cattery Assistant	Location	. Bastlourne
O students applied     Please give this placement a priority order:      Please tell us why you are interested in this placement:     These case as home and ergay toping after them.		2
		- 21
Ability Hound Canine Hydrotherapy Centre) - General Appletant	Locations	. homene
O students applied Please give this placement a priority order: 3 How do you plan to travel to work: [Bicycle ]] Please bell us why you are interested in this placement:		
2 have dogs at home and it would be interesting to see how dogs can be re-habitized as one of o	wridogs price hed a broken leg.	
Jevington Place Stables - Stable Hand	Location	. Test Coar

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.

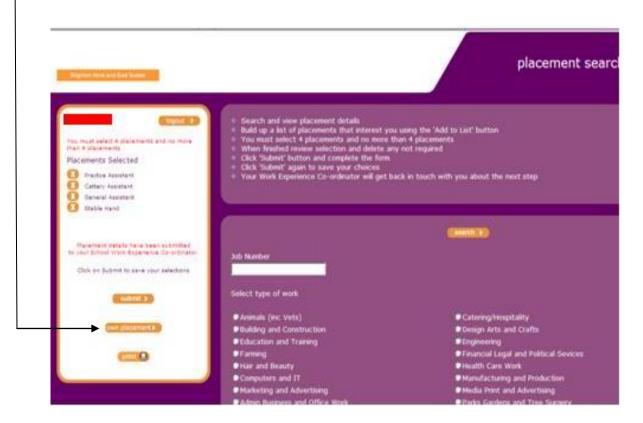
https://aspire.eastsussex-brighton.org.uk	/wexpupik	🏹 🛪 🔂 👻 🖃 🚔 👻 Page + Safety + Tools + 🔞 + 👌
Brighton Hove and East Sussex		opportunity search
Click 'back' to start again	Your choices have been saved successfully.	
logout )		

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.

aspire.net	🕥 🕆 🖾 🔻 🖆 👘 🔻 Page
Samuel Alff	Provider Name Address To search for an address, either enter the full post code or the street and town/partial post code. Click 'find address'. Full Post Code: Street: Town/Partial Post Code: Click on an address in the list to select. If the address cannot be found then enter the full details. Addresses found:  Post Town: Post Town: Post County: County: County: County: Post Code: Po
	Contact Details  Miss Mr Mr Mr Ms Forename: Position: Phone 1 Code: Number: Information: Informa

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

aspire.net		🏠 🔹 🔝 🤟 🖶 🔹 Page 🔹 Safety 🐑 Te
Samuel Alff submit >	Provider Name          Testing Ltd         Address         To search for an address, either enter the full post code or the street and town/partial post code.         Full Post Code:         Street:       Town/Partial Post Code:         Click on an address in the list to select.         If the address on the found then enter the full details.         Addresse found:         (none)         select address>         select address>         County:         East Sussex         Post Code:         NB1	
	Contact Details         Miss       Mr         Forename:       Surname:         Tester       Managing Direct         Phone 1 Code:       Number:         Direct       Extra Information:         D1234       111111         Opportunity Details         Title         Office Assistant         Description         Learning about how a business operates which will include time spent within the following depart finance, IT support and purchasing.	

4. 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)

Samuel Alff logout 🕨	<ul> <li>Search and view placement details</li> <li>Build up a list of placements that inter</li> </ul>	rest you using the 'Ad	ld to List' button				
You must select 4 placements and no more than 4 placements	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 5 bithed regime and addition and addition and additional additionadditional additionadditional additionadditionadditionadditionadd						
Placements Selected	When finished review selection and delete any not required     Click 'Submit' button and complete the form						
Practice Assistant	<ul> <li>Click 'Submit' again to save your choices</li> <li>Your Work Experience Co-ordinator will get back in touch with you about the next step</li> </ul>						
Cattery Assistant							
🗴 General Assistant							
X Stable Hand							
Click on Submit to save your selections	search 🕨						
submit 🕨	Job Number						
own placement							
	Select type of work						
print 🔳	♥Animals (inc Vets)		Catering/Hospitality				
	Building and Construction		Design Arts and Cra	afts			
	Education and Training		Engineering				
	Farming		Financial Legal and	Political Sevices			
	Hair and Beauty	Health Care Work					
	Computers and IT     Manufacturing and Production						
	Marketing and Advertising     Media Print and Advertis			vertising			
	Admin Business and Office Work     Parks Gardens and Tree Surgery						
	Performing Arts	Performing Arts     Science Mathamatics and Statistics					
	Security and Armed Forces	Security and Armed Forces     Security and Armed Forces					
	Social Work and Counselling Services	Social Work and Counselling Services     Social Work and Tourism					
	Transport and Logistics		Unknown				
	SVehicle Trade						
	Geographical Area						
	Battle	🔲 Bexhill on Sea	hill on Sea 📕 Brighton				
	Burgess Hill	 Cranbrook		Crawley			
				Internet	<b>₹ 1</b> 0		

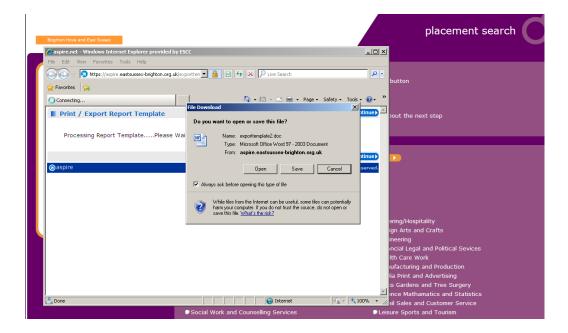
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#### 4. Printing choice information

- 1. 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.

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Print / Export Report Template		continue)
Method		
O Print Report (PDF)		
C Export To Word		
C Export To Excel		
		continue
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Mashire	Copyright © 2002-2013 Aspire Bus	siness solutions. All rights reserved.

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



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

Home Insert Page Layout	References Mailings Rev	exporttemplate2.aspx (Read-Or iew View Add-Ins	ly) [Compatibility	Mode] - Microsoft Word			_ = ×
A Cut     Lig Copy Paste     J Format Painter     Clipboard     Cl		Paragraph	1 Normal	1 No Spaci Heading 1	Styles	Subtitle Change Styles *	A Find ▼ A Find ♥ A Fin
	COMPANY NAME Jevington Place Stables Ability Hound Canine	JOB TITLE Stable Hand General Assistant	CODE NO 35919 29506	HOW WILL YOU TRAVEL Bicycle	REASON I have my own horse and have it in a stables but would really like to learn about the business side ofrunning your own stables. I have dogs at home and it would		
9	Hydrotherapy Centre) Chase Veterinary Group Southwinds Boarding Cattery	Practice Assistant Cattery Assistant	31871 40383	Bicycle Bicycle	be interesting to see how dogs can be re-habilitaed as one of ou dogs once had a broken leg. I want to be a vet when I am old as I have animals at home and really like looking after them. I have cats at home and enjoy looking after them.		
· 0 · 1 · 6 · 1 · 0 · 1 · 11 · 1 · 1							

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.