

SCHOOLS PORTAL TRAINING SESSION

Teacher's guide

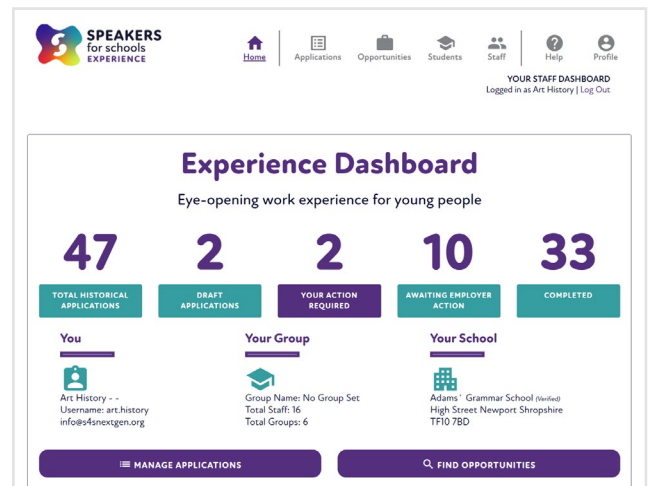


EXPERIENCE DASHBOARD

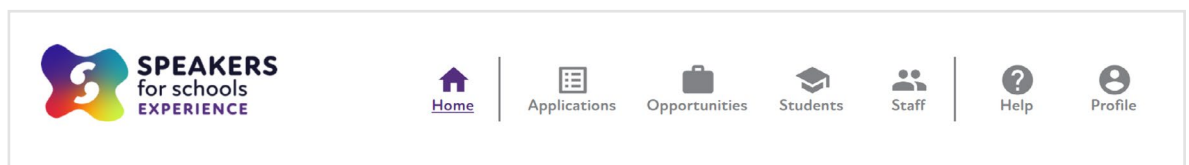


This is what the dashboard looks like. When newly registered your dashboard values will be 0. This is your home page with a quick view of:

- How many applications have been made to date
- Any student applications which have not yet been submitted
- How many applications are waiting for your staff action
- How many applications are waiting for employer review
- How many opportunities have been completed



LOOKING AT THE TABS ACROSS THE TOP



PROFILE

This is where you will find your school and personal information. Here you can opt in to receive newsletters if you wish. If you need to amend any detail such as your phone number or job title you can do this here.



STAFF

Add Staff

This gives you the opportunity to add additional staff members and there is no limit to the number you can add. The username will be their email address.

You can allocate them either as **Account Manager** or **General user**.

Add New Staff Member

Add colleagues to Experience by filling out the details below.

Please note Staff users will need to be assigned to groups by clicking [here](#) and editing the relevant group. Staff users can only manage students in their allocated groups.

Username	<input type="text"/>
Email	<input type="text"/>

Account Manager users have full access to the Experience portal including the ability to add/edit/remove staff and student groups.

General users have access to specific student groups and the applications associated with those groups.

User Role

Account Manager

General

CREATE USER

View or Edit Staff

Within this tab an Account Manager can also edit any users so you can change the role allocated to individuals or disable accounts if a teacher leaves the school.

Your Staff Members

Click below to add or edit colleagues in your organisation to/from the Experience platform. Once created you will need to assign 'staff' users to groups by clicking [here](#) and editing the relevant group.

Name	Job	Role	
CharlotteBailey5128 Charlotte Bailey charlotte.bailey@speakersforschools.org	Random Teacher	Account Manager	EDIT
hayliegh_123 Hayliegh Beckles hayliegh.beckles@speakersforschools.org	Head of Region	Account Manager	EDIT

View or Edit Groups

Within this tab you can create groups and assign teaching staff to those groups.

Within the same tab you can also view students assigned to each group or remove students as needed. You are also able to edit or add teaching staff to the group.

Your Groups

Create/view/edit different student groups to help you with the management of students and their applications. Use the eye icon to disable/enable groups. E.g. Year 10 students, STEM students etc

Name	Date Created		
General Group	06/01/2021	Edit Group	VIEW STUDENTS
Archive Group	06/01/2021	Edit Group	VIEW STUDENTS



STUDENTS

All registered students can be seen here and can be sorted into groups. When students register via our website they will appear here as unassigned. At the moment a student is only able to be allocated to one group (we are working to change this).

Unassigned Students

DisplayName	Student Id	Age	Gender	Year	Assign Group	
Reece Cottam	93236	18	Male	11	Please Select	ASSIGN TO GROUP
Fraser Rackham	93770	17	Male	8	Please Select	ASSIGN TO GROUP
Fraser Rackham	93772	17	Other	8	Please Select	ASSIGN TO GROUP
Fraser Rackham	94083	17	Prefer not to say	8	Please Select	ASSIGN TO GROUP
Fraser Rackham	94091	17	Other	8	Please Select	ASSIGN TO GROUP
Si Na	105908	0	Prefer not to say	8	Please Select	ASSIGN TO GROUP

View Students via Groups

General Group	Archive Group	Delivery
This group is used for general student management.	This group is used to archive inactive students.	Delivery



OPPORTUNITIES

This is where you can view all opportunities on the portal. You can search by start date; the other filters are currently disabled but are being developed to ensure you have the ability to narrow your selection down.


You can also favourite opportunities and this shortlist can then be accessed in 'My Favourites'.

When you see an opportunity you would like to highlight to your young people you go to 'View Opportunity' and notify students. This then allows you to select students or send an email to students not yet registered.

Please note the opportunity closing date to ensure your young people do not miss out.

Opportunities

Choose Filters - Desired Start Date FILTER My Favourites 00 0



Insight into Engineering with Lynas Engineering
The High Tide Foundation
Virtual Work Experience -

Please note
This opportunity is only available to young people attending school in the Tees Valley
The High Tide Foundation creates opportunities for young people to enhance their career education. The Foundation has many years experience in providing 'life changing' work experience t...

Featured Online 06/05/2021 Unfavourite

VIEW OPPORTUNITY

Notify Students Of This Opportunity

Share with the following students using Experience

Select All

Maya Julienne

F Rackham

Message To The Students

Dear Student,

I wanted to let you know that there is a great work experience opportunity that I thought you should apply for: **Opportunity Name - Link to Opportunity**

I recommend you submit your application as soon as possible to avoid missing out. Log in to your Experience account at <https://www.s4snextgen.org/> and complete your profile before you apply.

Best wishes,

SEND EMAIL

Click here to share with students not yet on Experience



APPLICATIONS

This is where you can see the status of each application. This includes students who have not completed their application and may need a nudge, unsuccessful applications, applications awaiting employer review, confirmed applications and those requiring action from school staff.

Student	Employer	Opportunity	Action	Feedback	Requested Date	
Fraser Rackham	Our Dorset (NHS)	POSTPONED - DORSET STUDENTS: Virtual Half Day Insight into Occupational Therapy Created: 03/03/2021	●	Awaiting Employer Review	14/01/2022	VIEW/UPDATE
F Rackham	NHS	NextGen Nurse: starting as a Healthcare Support Worker Created: 15/02/2021	●	Student Draft	19/08/2021	VIEW/UPDATE CHANGE DATE
Reece Cottam	Our Dorset (NHS)	POSTPONED - DORSET STUDENTS: Virtual Half Day Insight into Occupational Therapy Created: 24/03/2021	●	Application Withdrawn	29/06/2021	VIEW/UPDATE
jen Kitching	The High Tide Foundation	Insight into Engineering with Lynas Created: 16/03/2021	●	Awaiting Employer Review	06/05/2021	VIEW/UPDATE

Every application requires actions from school staff – a covering note which gives you the opportunity to highlight why the young person has been selected to apply for this opportunity. To do this, you go to ‘View/Update’ button.

This note is not mandatory but is open to teaching staff to add free text as to why this student would particularly benefit from this opportunity. Employers will see this, and it may enable them to choose your student over another.

Opportunity Application For F Rackham

NextGen Nurse: starting as a Healthcare Support Worker - Virtual Work Experience

[Covering Note](#) | [Opportunity](#) | [Summary](#) | [Change Status](#)

Teacher Covering Note

More about your student

In line with the mission of Experience, the below information is provided to ensure employers are targeting the most unrepresented students and those who have least access as respective to their industry and/or organisation. Employers are given guidance on the sensitivities of using this information and it is considered alongside the student's full application. All employers are required to have an Equal Opportunity Employment policy (even for training) and Data Protection Act policy.

Why has this student been put forward as a student in need of this opportunity?

Rennique joined the college this academic year having moved from London to live in rural Lincolnshire with her extended family, following the death of her parent.

Further details about this student

Ethnicity: White - English

Student qualifies for FSM or Pupil Premium:

Student in care (LAC):

Please indicate existing access to placements: Does this student have access to Work Experience through either their own personal networks or will they be guaranteed it through the school at any point?

A: Yes, Through personal/familial networks?

B: Yes, Guaranteed through school programmes?

NOTE: If you are unable to access this information and need to submit the application due to deadlines, please let us know via info@s4nextgen.org

Placement accommodation information

These do not form part of the review process but is information provided to employers in case specific placement accommodation needs to be considered.

Special Educational Needs (SEN):

English as a Second Language (ESL):

Further fields such as receipt of free school meals, student in care, etc. can be completed, which can help prioritise your young person's application but these fields are not mandatory and can be left blank.

Additional needs can be noted to help an employer prepare a session appropriately.

This is also where a school confirms that permission of a parent/guardian has been gained for the young person to take part in the virtual experience. **THIS IS MANDATORY** and without completion of this section the application will not be forwarded to an employer for consideration.

Within 'Applications' you also have the ability to withdraw a student's application if needed.

Confirmation

I confirm I have the permission of a parent/guardian to submit this information on behalf of this student to help in securing and organising their work experience placement.

Opportunity Application For F Rackham

NextGen Nurse: starting as a Healthcare Support Worker - Virtual Work Experience

Covering Note	Opportunity	Summary	Change Status ▾
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Teacher Covering Note

More about your student

- Application Unsuccessful
- Application Withdrawn

ADDITIONAL POINTS TO NOTE



We do not offer full class or full year group activities as these would not meet Gatsby Benchmarks and are a poor experience for students.

We suggest that you select a shortlist of opportunities and students then pick which ones they would like to apply for.

We are unable to guarantee placements as the ultimate selection is made by the employer. Our best advice around this is to encourage students to apply at multiple times across the year. If a young person is unsuccessful and there is another opportunity with spaces available at the same time our 'Delivery Team' will endeavour to offer the students the chance to take that alternative placement.

Placements are added to the portal on a daily basis, so our advice is to check opportunities on the portal at least once a week and encourage your students to do the same.

Once completed the student's certificate can be viewed and downloaded next to the Student's application on their dashboard.

CONTACT US

We are here for you. If you need anything at all to ensure you are at your best for your virtual work experience, contact us at

experience@speakersforschools.org



SPEAKERS
for schools