



Work Experience Yr 10 online system using Careers East Sussex

Work experience due to take place –

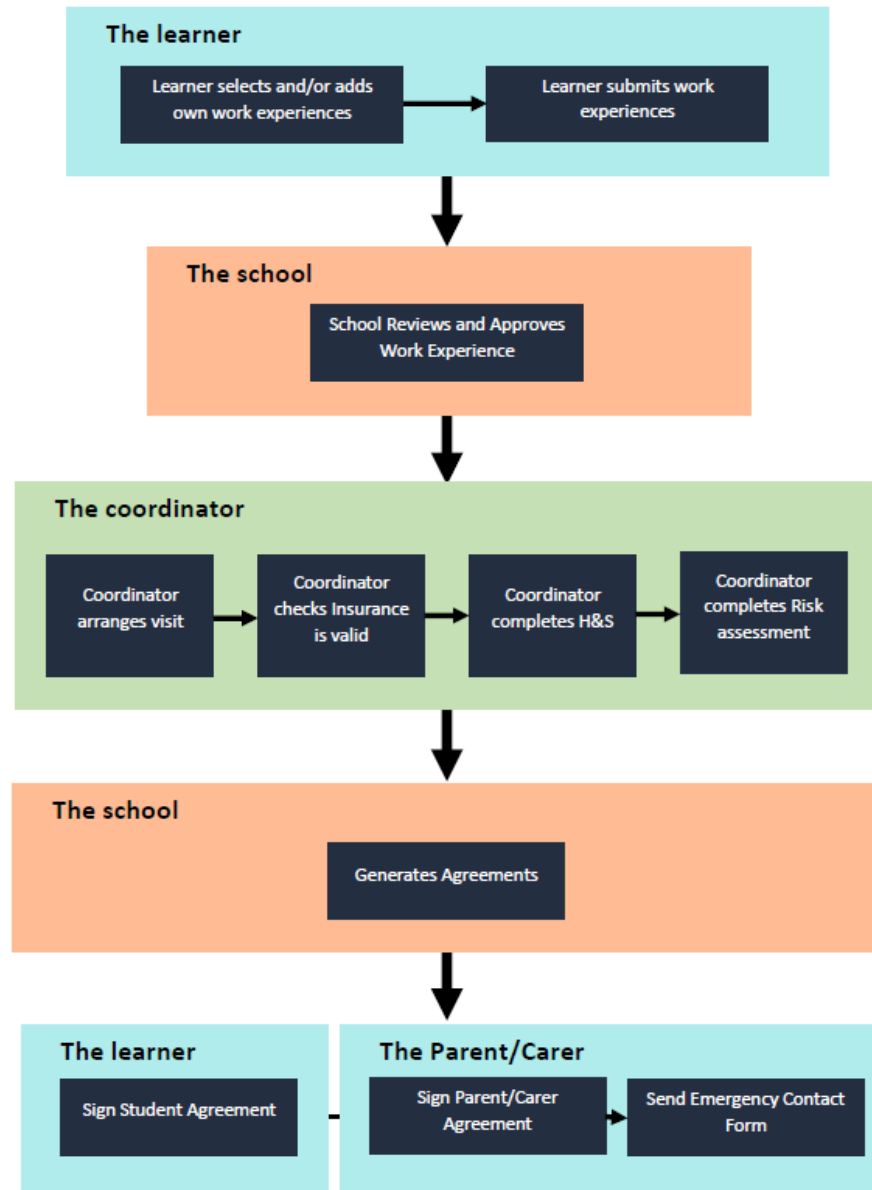
25th January -29th January 2027



Check your school email for log in details

Email will show as coming from
noreply@eprospectus (not from the school)
and was sent to your school email **on 24th**
February 2026.

This will show your username and log in for
the Careers East Sussex website



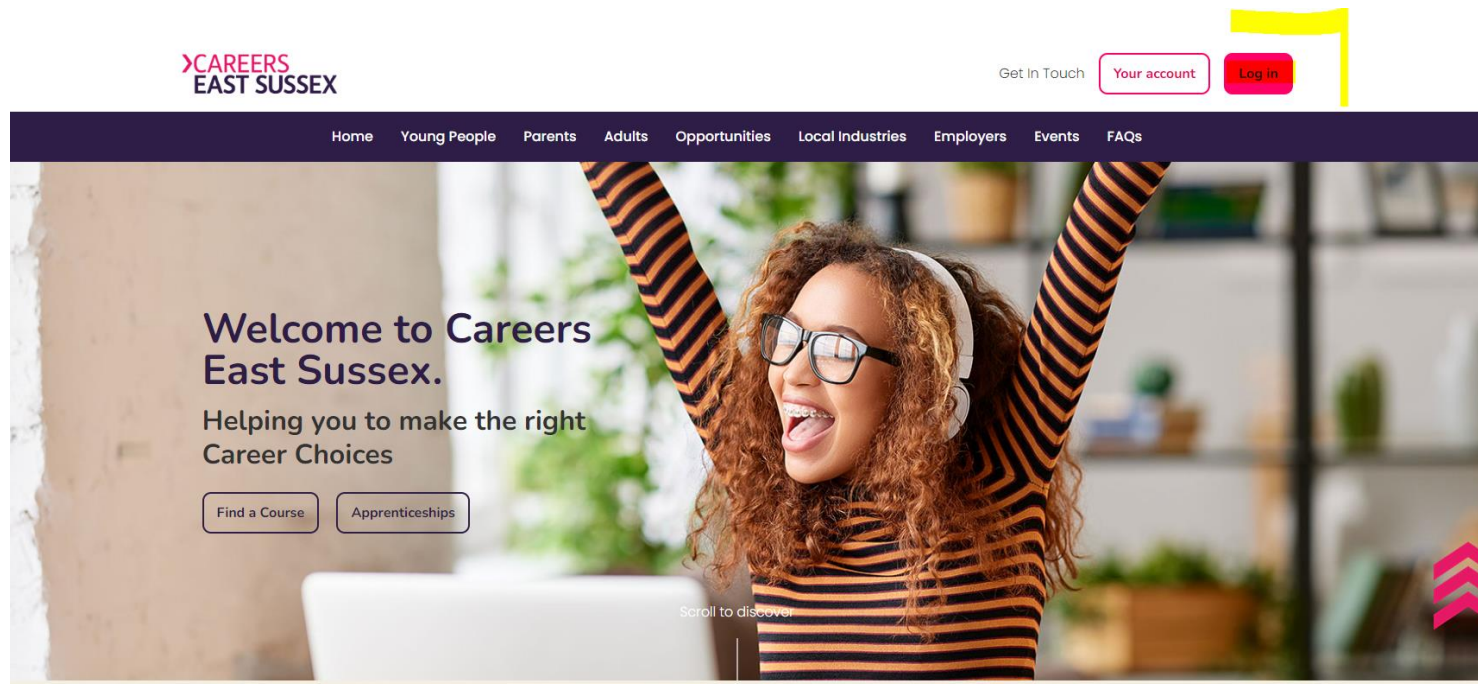
This diagram provides an overview of the Work Experience process

Log on to the Careers East Sussex website

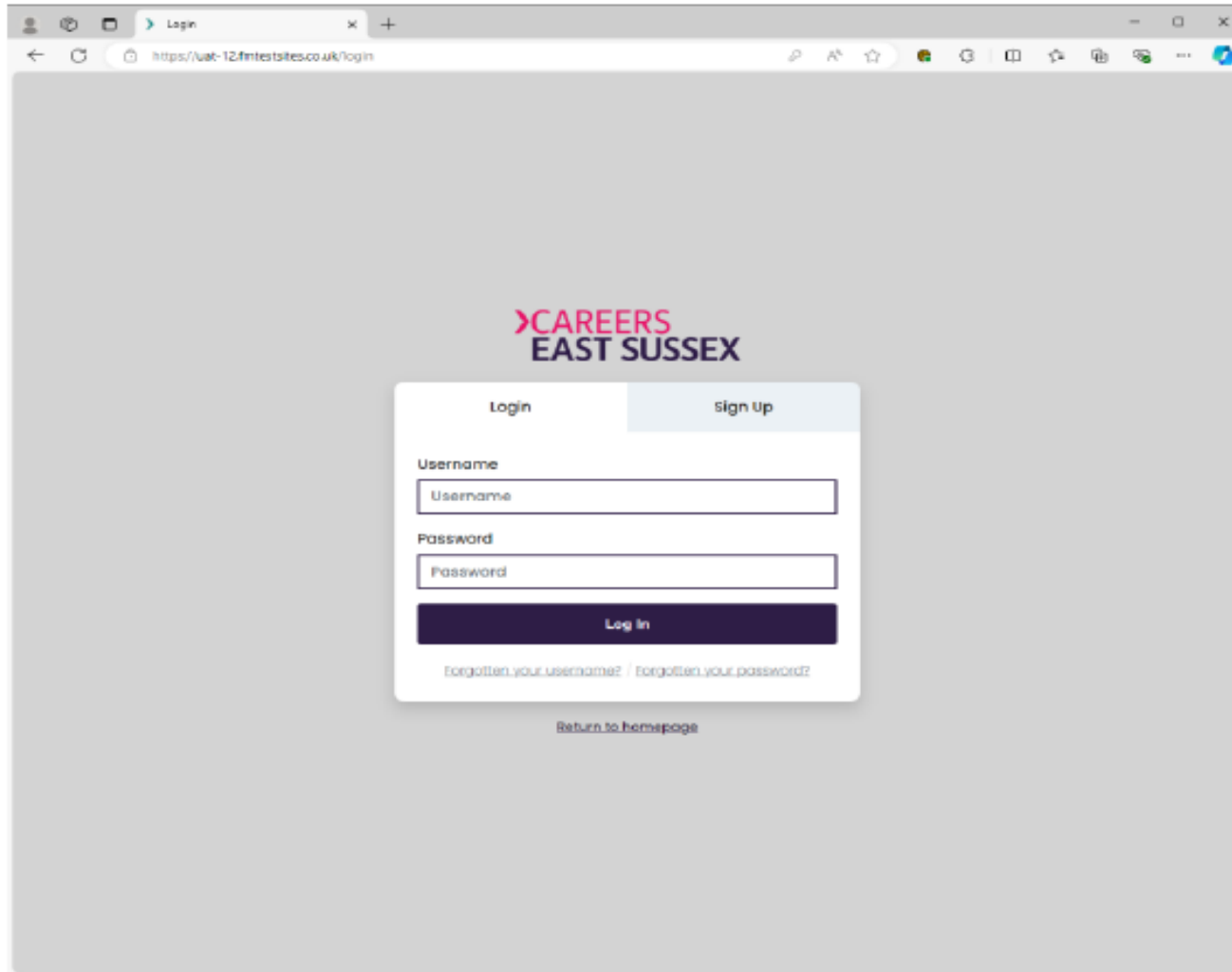
<https://www.careerseastsussex.co.uk/>



This is also the website you will use in year 11 for future college applications!



Work Experience and How to Submit

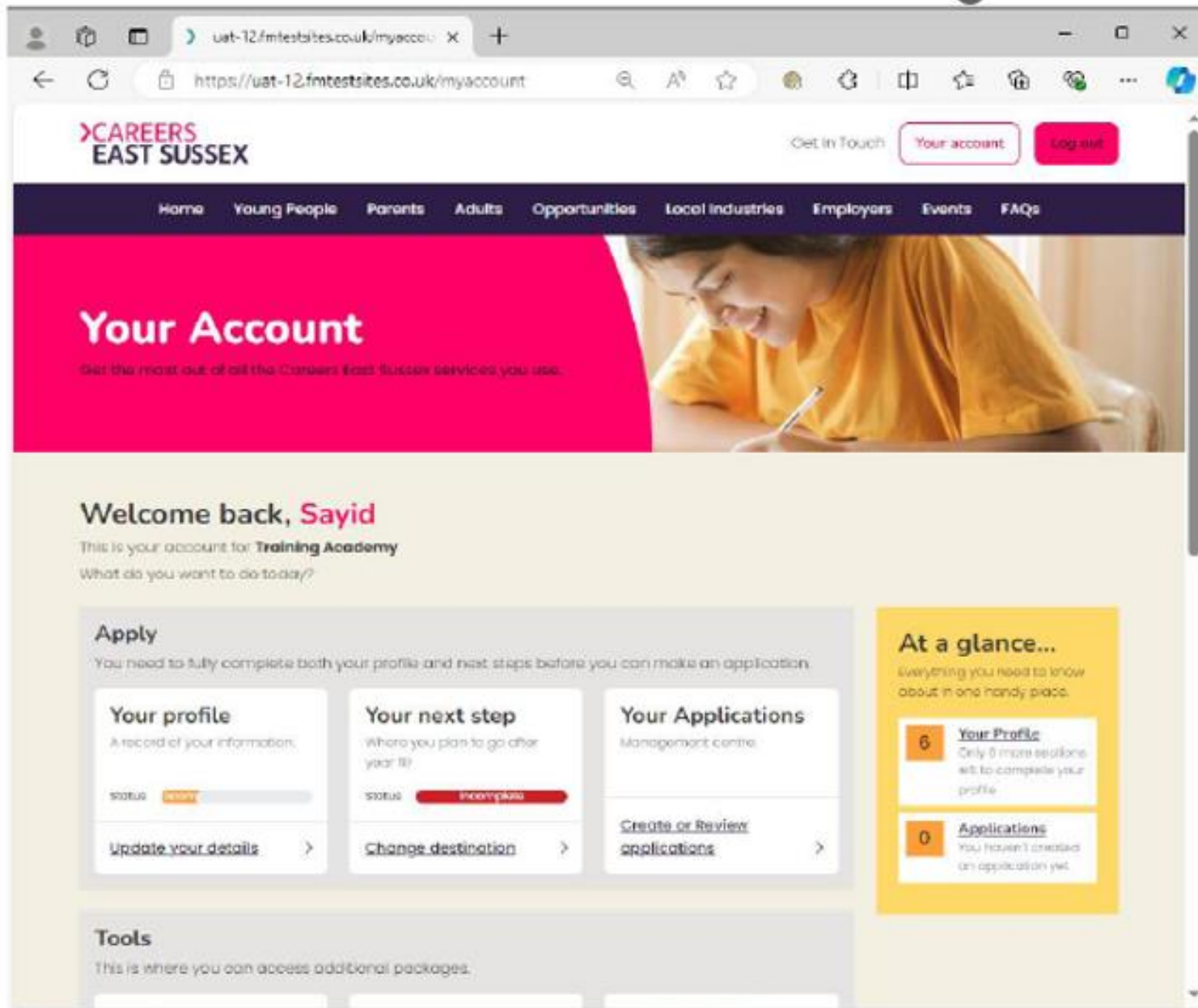


The screenshot shows a web browser window with the URL <https://uat-124intestsites.co.uk/login>. The page features the 'CAREERS EAST SUSSEX' logo at the top. Below the logo is a login form with two tabs: 'Login' (selected) and 'Sign Up'. The form contains two input fields: 'Username' and 'Password'. Below these fields is a dark blue 'Log In' button. At the bottom of the form, there are two links: 'forgotten your username?' and 'forgotten your password?'. Below the form, there is a link 'Return to homepage'.

Firstly, Log into your account with your username and password.

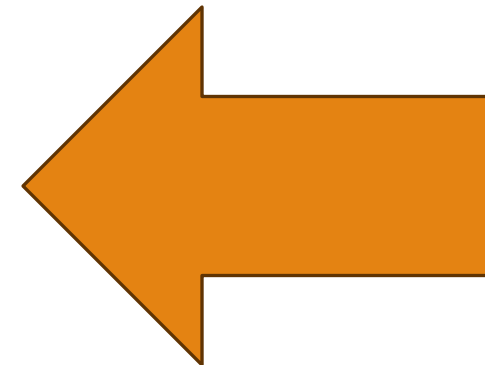
If you can't remember your details , either use the **[Forgotten your username?](#)** or **[Forgotten your password?](#)** Links to retrieve this.

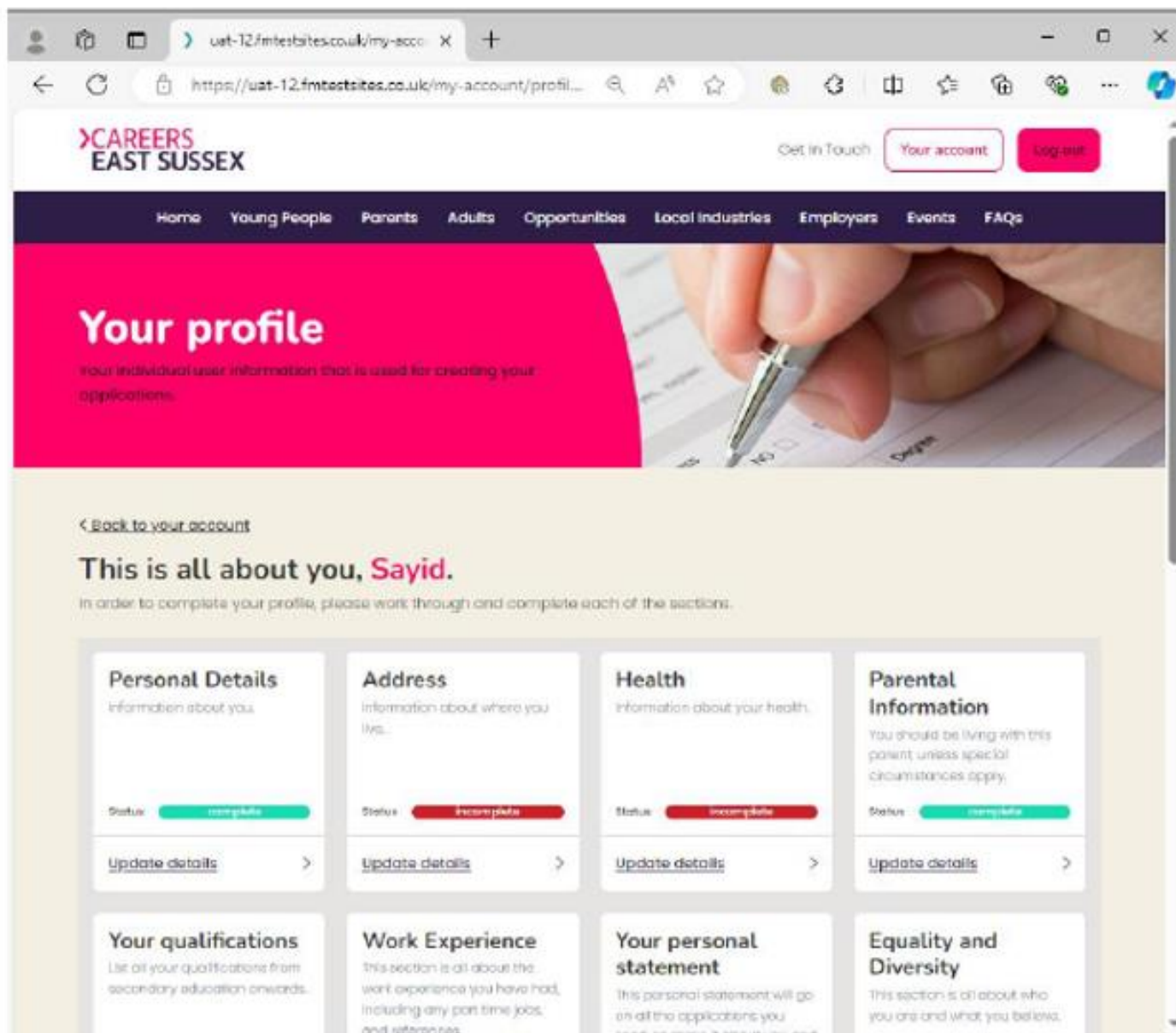
If you've never received details please contact your school to create your account and give them to you.



The screenshot shows a web browser window with the URL <https://uat-12.fntestsites.co.uk/myaccount>. The page header includes the 'CAREERS EAST SUSSEX' logo and navigation links: 'Get in Touch', 'Your account', and 'Log out'. A dark blue navigation bar contains links for 'Home', 'Young People', 'Parents', 'Adults', 'Opportunities', 'Local Industries', 'Employers', 'Events', and 'FAQs'. The main heading is 'Your Account' with the subtext 'Get the most out of all the Careers East Sussex services you use.' Below this, a welcome message says 'Welcome back, Sayid' and 'This is your account for Training Academy'. A section titled 'Apply' explains that the user needs to complete their profile and next steps before applying. It contains three cards: 'Your profile' (status: 'none'), 'Your next step' (status: 'incomplete'), and 'Your Applications' (status: 'Management centre'). A 'Tools' section is at the bottom. On the right, an 'At a glance...' box shows progress: '6' for 'Your Profile' (5 more sections left) and '0' for 'Applications' (none created yet).

First click on
“Your Profile”





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.

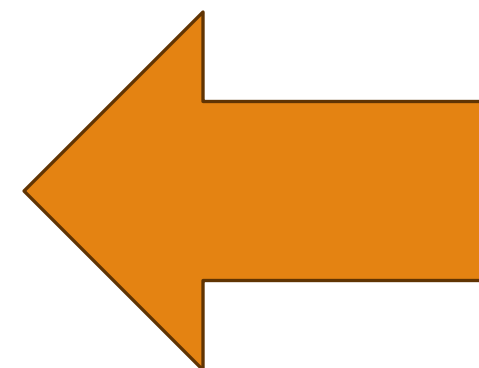
[Back to your account](#)

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 on here. It should say what you want to do.		
Equality and Diversity This section is all about who you are and what you believe.		

Then click on
“Parental
Information and
check details



uat-12/fmtestsites.co.uk/my-account: X

https://uat-12.fmtestsites.co.uk/my-account/pare...

[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

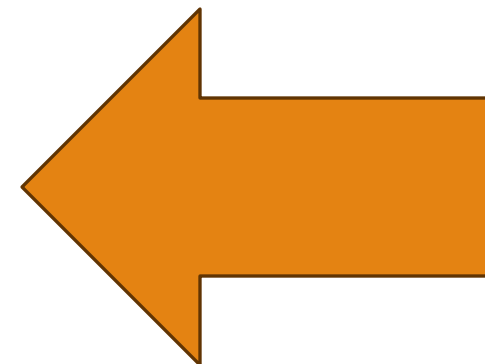
[Save and continue](#) [Cancel](#)

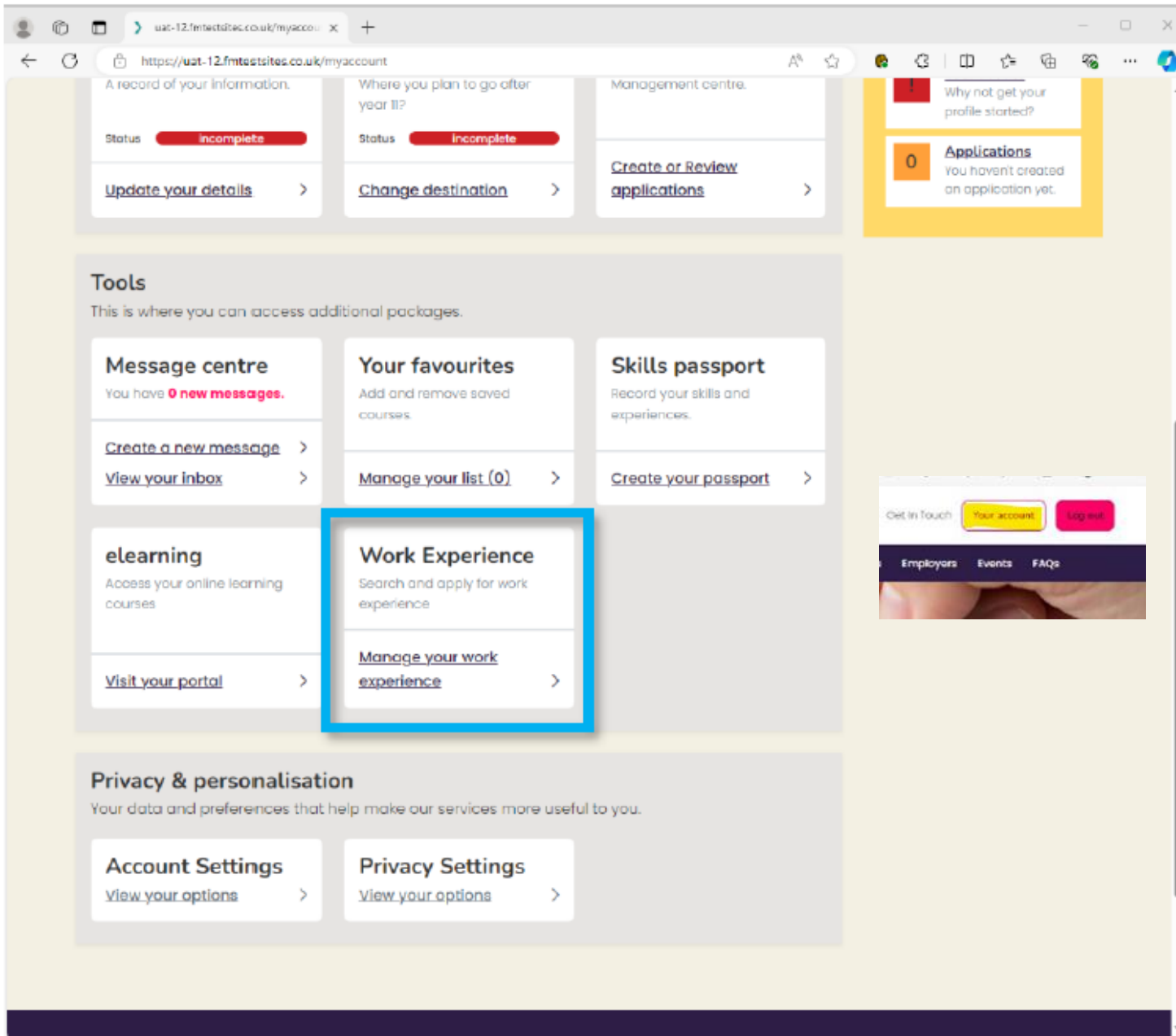
At a glance...

How much have you completed?

- ☒ [Personal Details](#)
- ☐ [Address](#)
- ☐ [Health](#)
- ☒ [Parental Information](#)
- ☐ [Your qualifications](#)
- ☐ [Work Experience](#)
- ☐ [Your personal statement](#)
- ☐ [Equality and Diversity](#)

Check these
details are
correct!





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**.

If have found your own placement but haven't yet added you need to add under "Your account" then work experience

The screenshot shows a web browser displaying the CAREERS EAST SUSSEX website. The page is titled "Work Experience" and includes a navigation bar with links like Home, Young People, Adults, Opportunities, Local Industries, Employers, Events, and FAQs. A user is logged in as "Sayid". The main content area has a section titled "Apply for Work Experience" with two panels: "Choose from list" (highlighted with a blue border) and "Add your own". The "Choose from list" panel contains a "view list" button. To the right, there's a yellow box labeled "At a glance..." showing "0 Selections". At the bottom, there's a "Current Selections" section with "Submit choices" and "Re-order my selections" buttons.

uat-12.fntestsites.co.uk/my-account

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.

[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.

0

Selections

You haven't added any selections yet.

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 submitted before any other selection.

You haven't made any selections yet.

This guide will first cover how to add a work experience opportunity from our list of opportunities.

Find the **Choose from list** panel and click **View list**.

Click on choose from list to find potential placements (not guaranteed) but we can contact them on your behalf.

The screenshot shows a web browser window with the URL <https://uat-12.fintestsites.co.uk/my-account/work-experience-home>. The page header includes the logo for CAREERS EAST SUSSEX, a 'Get In Touch' link, and buttons for 'Your account' and 'Log out'. The main navigation bar contains links for Home, Young People, Adults, Opportunities, Local Industries, Employers, Events, and FAQs. The main content area features a large pink banner with the text 'Work Experience' and 'Search and apply for work experience'. Below this, a green success message states: 'Success: Your request has been created and added to your selections.' A link to 'Back to your account' is provided. The page then greets the user with 'Hi Sayid, you've got this!' and provides instructions: 'Find the right work experience for you. Manage your selections, record your attendance and document your progress.' There are two main sections for applying for work experience: 'Choose from list' (with a 'View list' button) and 'Add your own' (with an 'Add work experience' button). To the right, an 'At a glance...' section shows a green checkmark and the text 'Information: You are all up to date'. At the bottom, there is a 'Current Selections' section with a 'Submit choices' button and a 'Re-order my selections' button.

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.

You must then
SUBMIT Your
choices to
confirm



Once placement is agreed and all Health & Safety checks have been done by ESCC there will be some online forms that you and your parent/carer will need to sign.

You therefore need to check your emails on a regular basis as cannot attend placement until these are all completed

Need more help adding your WEX placement?



Come and see a member of LRC staff
(including Mrs Stanyard) ASLRC at break/lunchtimes
or afterschool.

