

# Hi-hope Redesign - Work Experience Guidance for Schools

Hi-hope has had a redesign to ensure that the site is secure, to improve the overall functionality and ability to search effectively and to upgrade the work experience process.

Much of the site just needs to be explored as entries are now divided into articles and organisations. We will be working on updating the entries over the next few months, but if you notice any that are out of date please get in touch at [dyw@highland.gov.uk](mailto:dyw@highland.gov.uk)

The main change you need to note is around work experience. As a teacher or Lead Professional you will need to set-up your own account and link your pupils to this, so that you can monitor, review and approve work experience applications by emailing them off to the employer.

## Step 1. Set-up your account

Click on the 'My hi-hope' section at the top of the page on the right-hand side.



Once you select My hi-hope you will be asked to sign up as either a young person, Teacher/supporter or employer.

Select Teacher/supporter, you will then be asked to provide a name, email (choose the email address that you use with pupils) and to create a password.

Once you have set-up your account you'll just need to login using these details.

Sign up for an account

I am a young person

I am a teacher/supporter

I am an employer

Next

Login to your account

Not signed up yet?

Email address

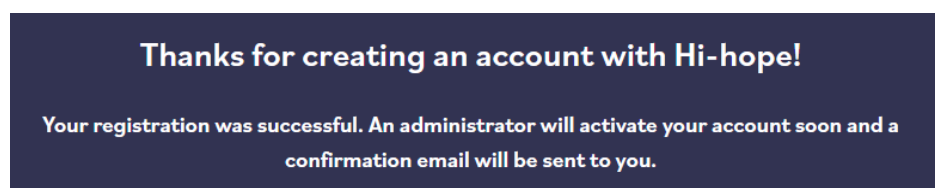
Sign up

Password

Login

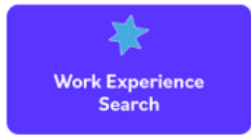
[Forgot your password?](#)

You should receive an email to confirm that you've created an account with hi-hope. This confirmation may go into your quarantined items, but you will be able to check it the following day. The hi-hope Administrators will approve this once they receive an alert. Please allow 48 hours. **Ensure you create your account asap, before you work with pupils.**

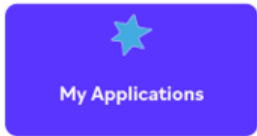
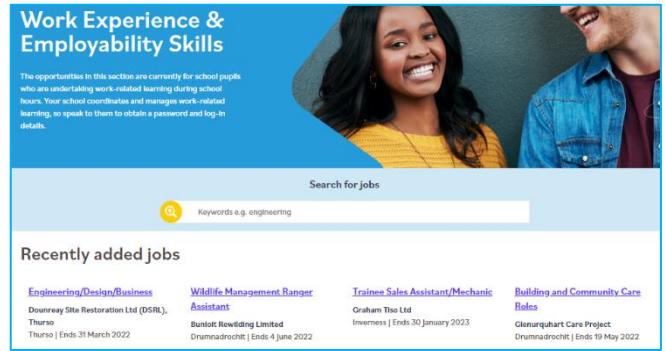


Once your Teacher/Supporter account is approved you have three options relating to work experience:

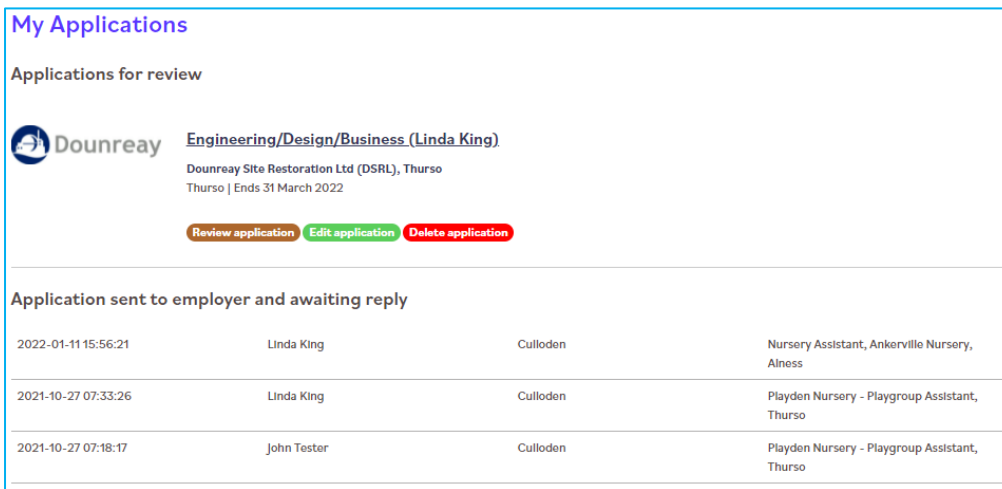
- i. Work Experience Search of live opportunities
- ii. My Applications - which link to your pupil caseload and any applications they are working on
- iii. My Account enables you to make changes to your account settings and password. You also access the Linked Users area where you will find your pupil caseload.



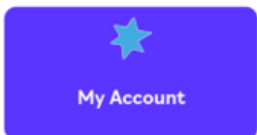
i. The search defaults to recently added jobs, but you can do a generic search by sector and key word or you can do a more detailed search by sector, post code, distance from post code, key word in job description etc.



ii. The 'My Applications' section allows you to review, edit or delete your current pupil applications. Prior to approving the pupil application, a text box is available on the application where you need to add a short supporting reference.



You can view a list of any approved applications that have been sent to the employer in case you need to follow-up.



iii. In this section you can reset passwords or account details. Most importantly this is the area where pupils link to your account. You will need to approve the link when their request comes through. You can also unlink the account if a pupil wants to link to another teacher/supporter or is no longer at your school.



Please email [dyw@highland.gov](mailto:dyw@highland.gov) if you have any issues with signing up or if you have not been approved within 48 hours. Some email requests are ending up in quarantined items, so may be missed.

## Step 2. Pupil sign-up

Once you are signed up and approved your pupils can sign up. They will need to provide name, highland school email, school name from drop-down, name and email address of Link Teacher (the email address that you use when you signed up) and to create a password. Please ensure that **they have your correct email address** in order for it to link to your account.

Once you have linked them to your account, they can then start applying for opportunities. The application process is similar to the old hi-hope process, although improved features include the ability to save part-completed applications on the site and return to them at a later date. They can also see any applications that have been submitted and if you have approved and sent them off to the employer.