

Hi-hope Redesign - Work Experience Guidance

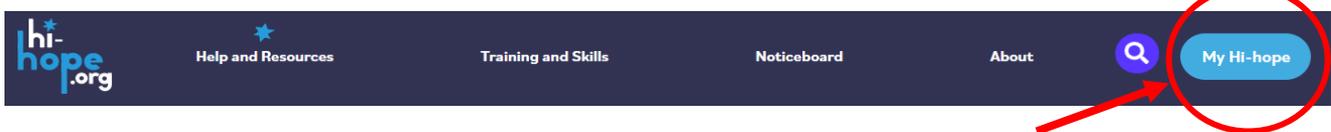
Hi-hope has had a redesign to ensure that the site is secure, to improve the overall functionality and ability to search effectively and to upgrade the work experience process.

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, so keep your eyes peeled!

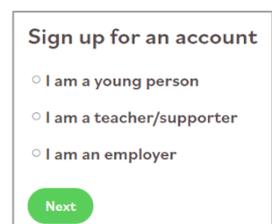
The main change you need to note is around work experience. As a young person you will need to set-up your own account and make a request to add your teacher as a link teacher, so that they can monitor, review and approve your work experience applications by emailing them off to the employer.

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.

A screenshot of a sign-up form titled 'Sign up for an account'. It features three radio button options: 'I am a young person', 'I am a teacher/supporter', and 'I am an employer'. A green 'Next' button is located at the bottom of the form.

Select young person, you will then be asked to provide a name, email (choose the email address your most likely

to use, either personal or school email address) and to create a password.

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



The image shows a login and sign-up form. On the left, under the heading "Login to your account", there are two input fields: "Email address" and "Password". Below the "Password" field is a green "Login" button and a link that says "Forget your password?". On the right, there is a link that says "Not signed up yet?" and a purple "Sign up" button.

You should receive an email to confirm that you've created an account with hi-hope. This confirmation may go into your spam folder, so please check this before asking your teacher for help. The hi-hope Administrators will approve this once they receive an alert. Please allow 48 hours **for activation.**

Thanks for creating an account with Hi-hope!

Your registration was successful. An administrator will activate your account soon and a confirmation email will be sent to you.

Once your young person account is approved you have three options relating to work experience:

- i. Work Experience Search of live opportunities
- ii. My Applications - which show which application you are currently working on
- iii. My Account enables you to make changes to your account settings and password. You can add your link teacher details here and change password.



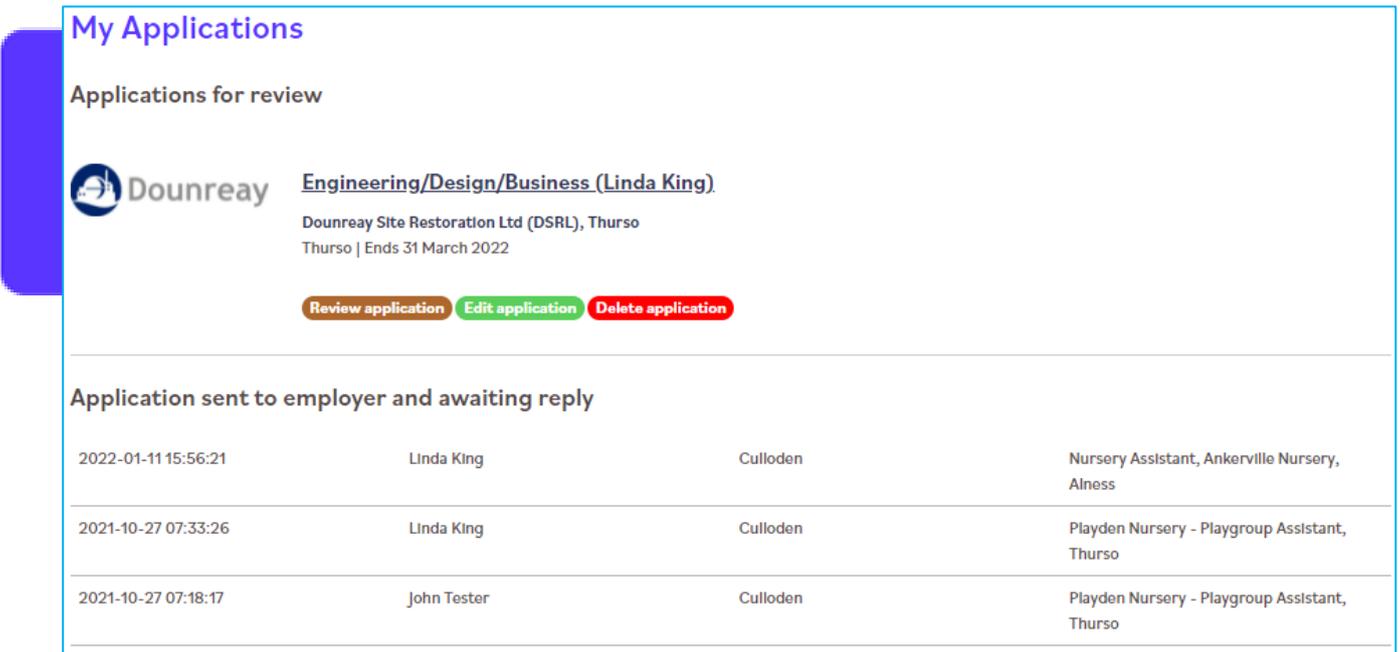
i. The search defaults to recently added jobs, but you can do a generic search by sector and key word or you can do a more detailed search by sector, post code, distance from post code, key word in job description etc.



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.



My Applications

Applications for review

 **Dounreay** [Engineering/Design/Business \(Linda King\)](#)
Dounreay Site Restoration Ltd (DSRL), Thurso
Thurso | Ends 31 March 2022

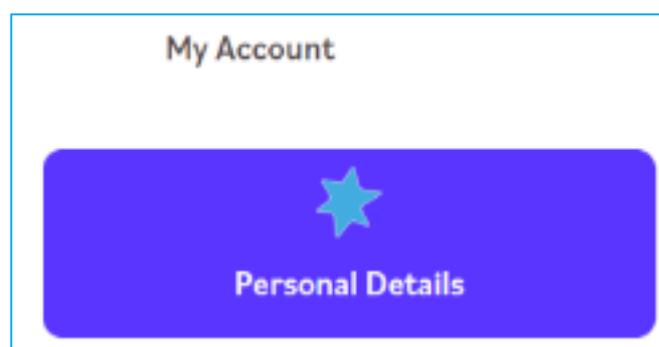
[Review application](#) [Edit application](#) [Delete application](#)

Application sent to employer and awaiting reply

2022-01-11 15:56:21	Linda King	Culloden	Nursery Assistant, Ankerville Nursery, Ainess
2021-10-27 07:33:26	Linda King	Culloden	Playden Nursery - Playgroup Assistant, Thurso
2021-10-27 07:18:17	John Tester	Culloden	Playden Nursery - Playgroup Assistant, Thurso

iii. In this section you can reset passwords or account details.

Most importantly this is where you can add you link teacher. Once the teacher has approved their link with you they will be able to submit completed applications.



My Account



Personal Details

Please let your teacher know 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.

