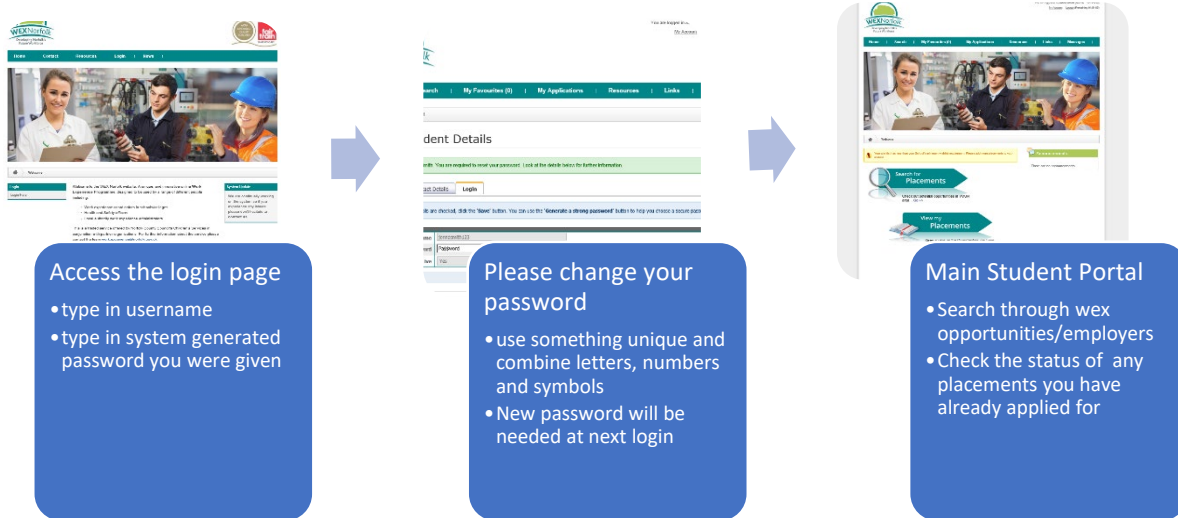
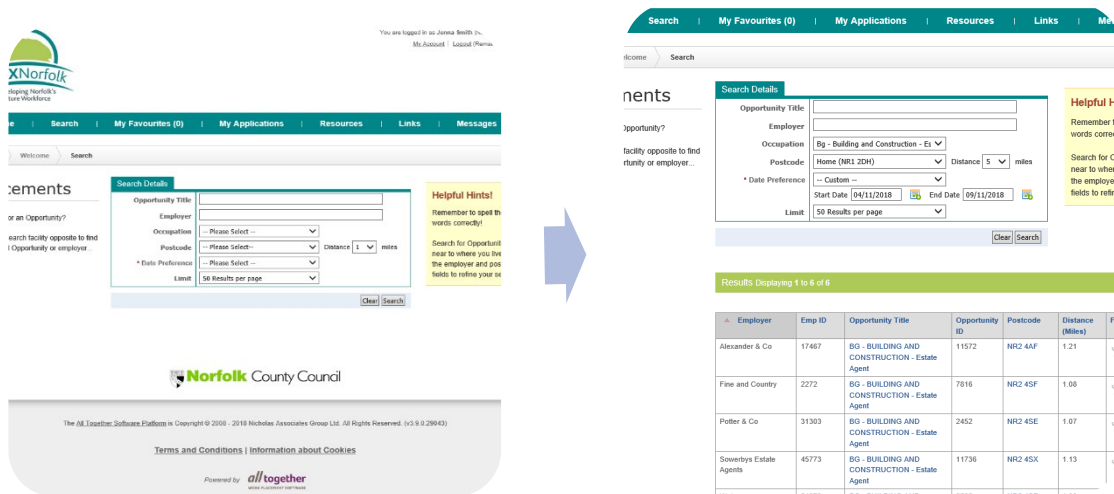


1/ Student Portal Access (<https://norfolk.work-experience.co.uk/>)



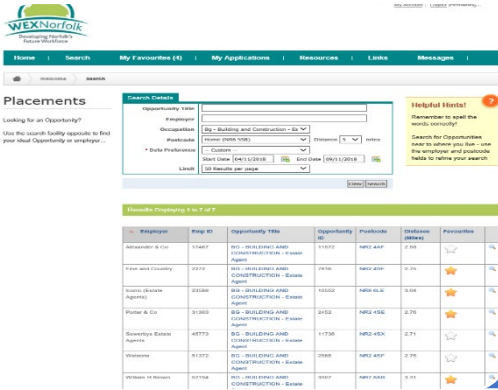
2/ Searching the database



Student Portal Quick Guide

3/ Selecting favourites and sorting them out

Click the corresponding 'star' in Favourites column. The 'star' colour will change from white to amber. You can create multiple favourites. You can view them in My Favourites tab, prioritise their position or remove them if you change your mind



Select your opportunity favourites

- Select as many as you like
- My favourites tab number will show the number of selections in brackets



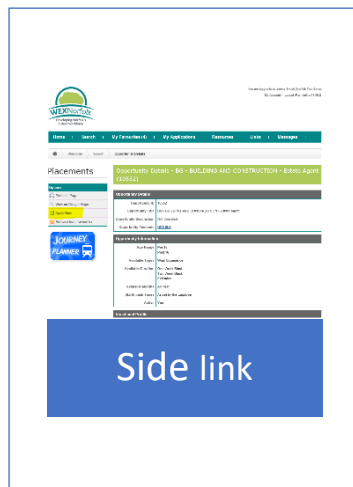
Change the priority order or delete

- Use up/down arrows to prioritise your favourite selections
- Remove favourites with the red button if you change your mind

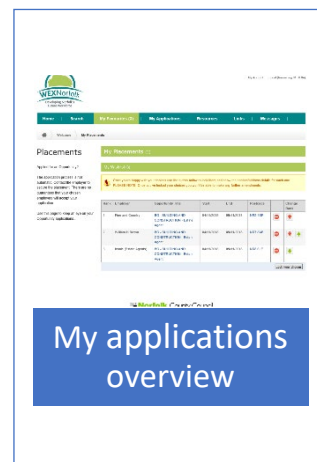
4/ Applying for opportunities



Bottom of the page button

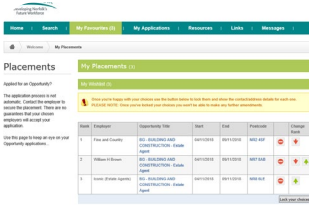


Side link

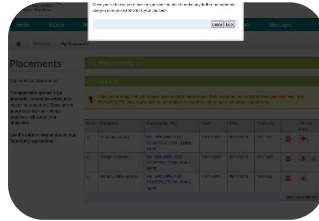


My applications overview

5/ Locking application choices and unlocking the contact details



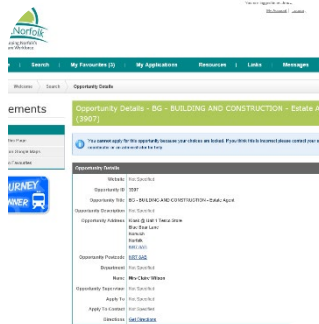
Lock your choices button



Locking choices warning screen



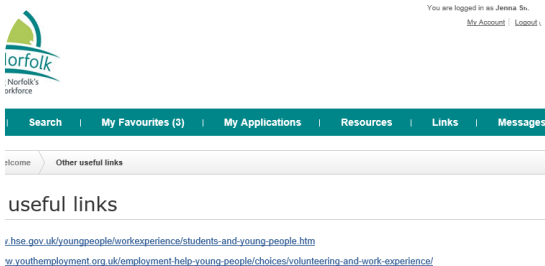
Locked applications



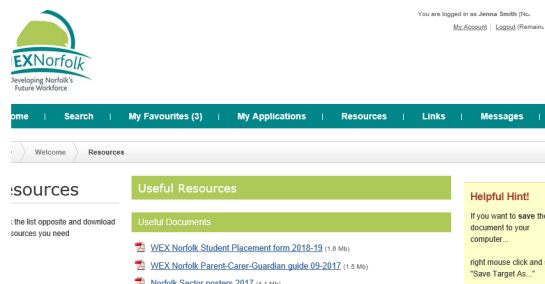
Opportunity contact details are now visible for 3 locked choices

6/ Useful Links and Resources tabs

These are regularly updated to provide additional information/documents in relation to the work experience, industry sectors, work experience applications and safety of young people whilst on their placement. Please re-visit frequently for new content.



Links to external websites and relevant documents



WEX Self placement form and other work experience related documents/LMI posters/infographics