



U-EXPLORE
YOUR FUTURE

U-Explore Navigation Guide

- U-Explore is an innovative and exciting careers guidance tool which enables YOU to do just that – to explore learning and career options so you (your child/learner) can make the right choices for the future.
- As you explore, you can build your profile of interests, aspirations, skills and qualifications which you can use to develop your personal statement and CV and a number of different versions depending on what you need it for.

To Register

Visit the U-Explore website

www.u-explore.com



Click on the orange user login tab.

Create an account

- Click on 'register with us' blue tab.



Follow the instructions to create an account.

Please note that Ashcroft Technology Academy code is **available from Mr. Borresen, Ms. Ward or a member of the Sixth Form Management Team**



Register to use U-Explore

We'll ask you to enter some basic details below about yourself the school, college or training provider you are attending. You'll need the registration code for that establishment.

The information you give us will be used to track your careers interests so that you can be given further information that will be relevant to you. You are providing information to U-Explore Limited and its administrators, who provide this service on behalf of all local authorities, schools and colleges with access to U-Explore's careers platform.



Step 1 of 3 - Your Establishment

County	<input type="text" value="Please Select a County.."/>	▼
Town	<input type="text"/>	▼
Establishment	<input type="text"/>	▼

[NEXT STEP >](#)

Please choose the establishment where you are learning and if you don't find it on the list please contact us.



User Login

Existing users login here.

[LOGIN](#)

New to U-Explore?

[REGISTER WITH US](#)

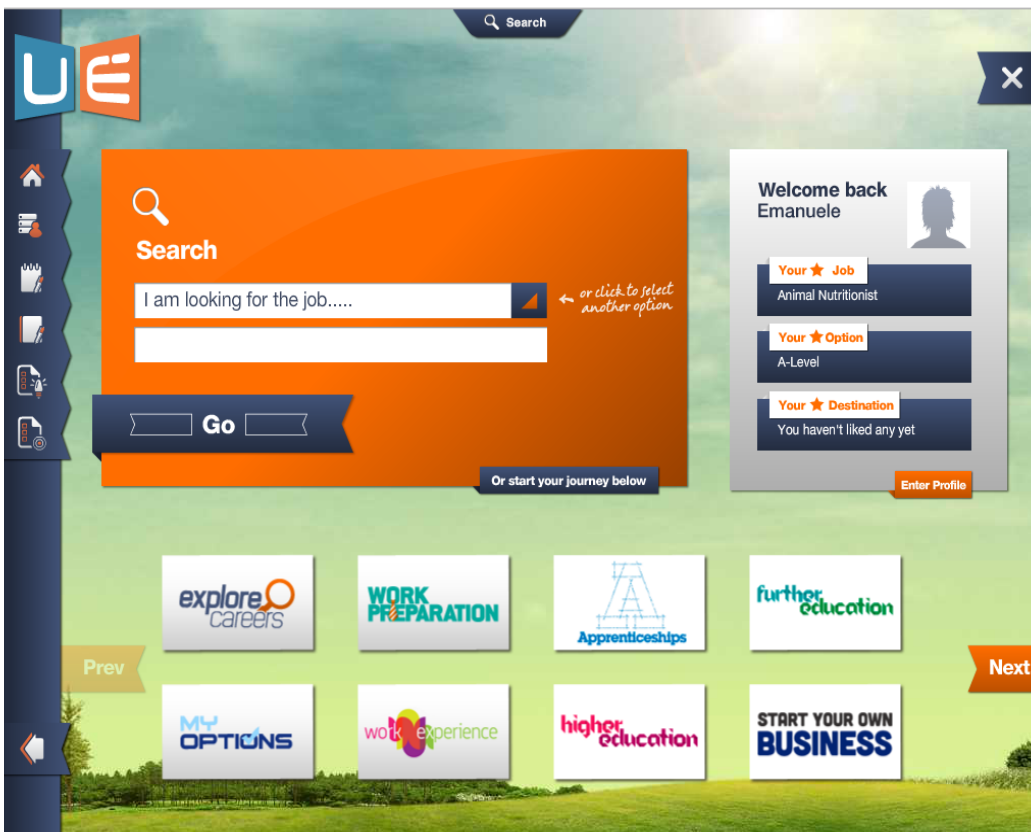
Need some help?

[FORGOTTEN MY DETAILS](#)

Login

You can now login with your new details.

Main Home Page



This is the first page you see when you log in and from here you can access the interactive map to explore post 16 destinations.

You can also click on My Options to explore learning pathways.

And 'Where could I work?' gives you some exciting videos of local Surrey businesses.

'What's my next move?' explains changes for post 16 educations and an insight to vocational pathways.

Click on the 'U-Explore' button to take you to the main navigation page.



The page you can see is your profile

Check you jobs, things that you would like to do; if you haven't chosen any job you can go over the Job Bank and like some.

- Your skills; your sectors.
- Your university options.
- Your grades; your destinations; businesses and work experience.
-

It's all there for you.

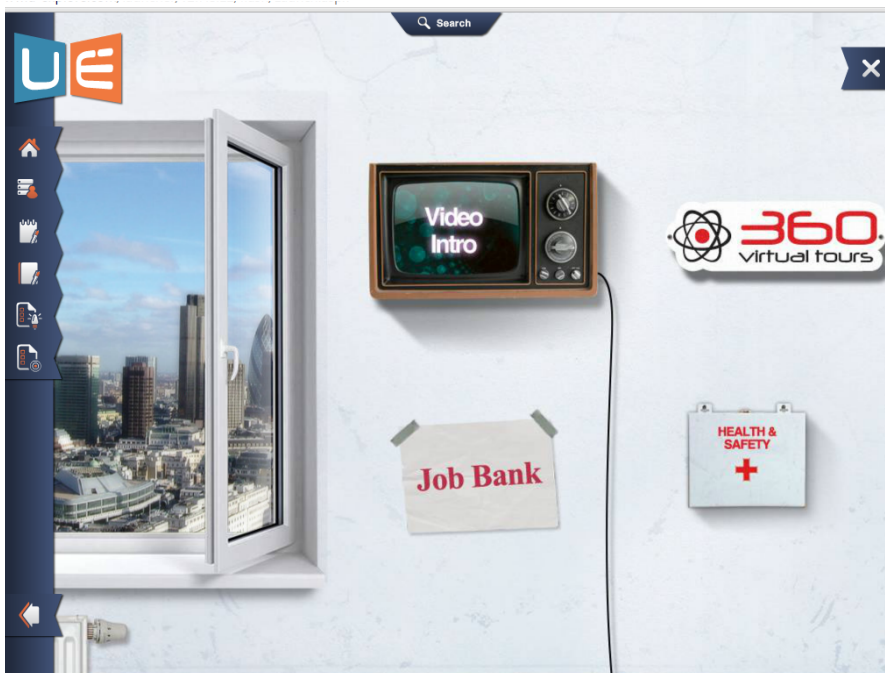
CV Builder

The screenshot shows a web application titled "CV Builder". On the left, there is a profile section with a silhouette placeholder for a picture and an "Edit picture" button. Below this, personal details are listed: Date of Birth (Not entered), Gender (Female), Year (Teacher) and Class (tutor), and Email (emanuele.bell@ashcroftacademy.org.uk). A settings gear icon is also present. At the bottom left, there are buttons for "CV Builder" and "Action Plan". The main area is titled "CV Builder" and features a progress bar with steps 1 through 7. Step 1, "Personal Information", is active. Below the progress bar are input fields for Home Address, Town/City, County, Postcode, Email (pre-filled with emanuele.bell@ashcroftacademy.org.uk), Home Phone, and Mobile Phone. A "Choose a CV Template" button is located below the form fields. At the bottom, there are four preview thumbnails of CV templates, one labeled "Word" and three labeled "PDF". An "Export CV" button is positioned at the bottom right of the interface.

Here you will be able to build you CV by adding your personal information within 7 easy steps such as education, experiences and interests;

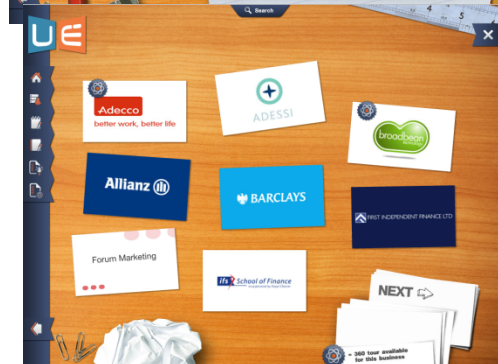
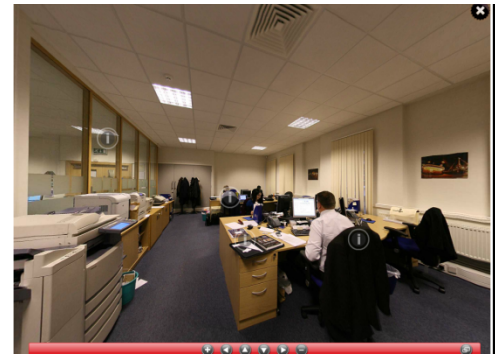
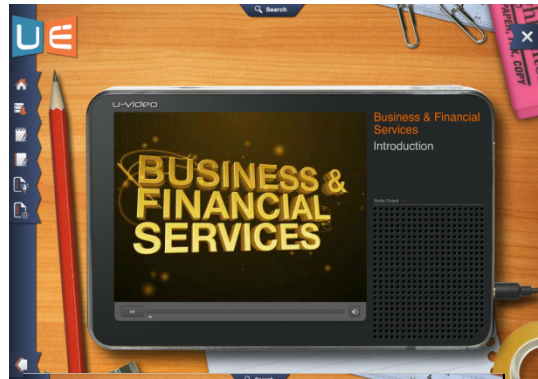
Don't forget to choose your CV Template

Exploring Careers

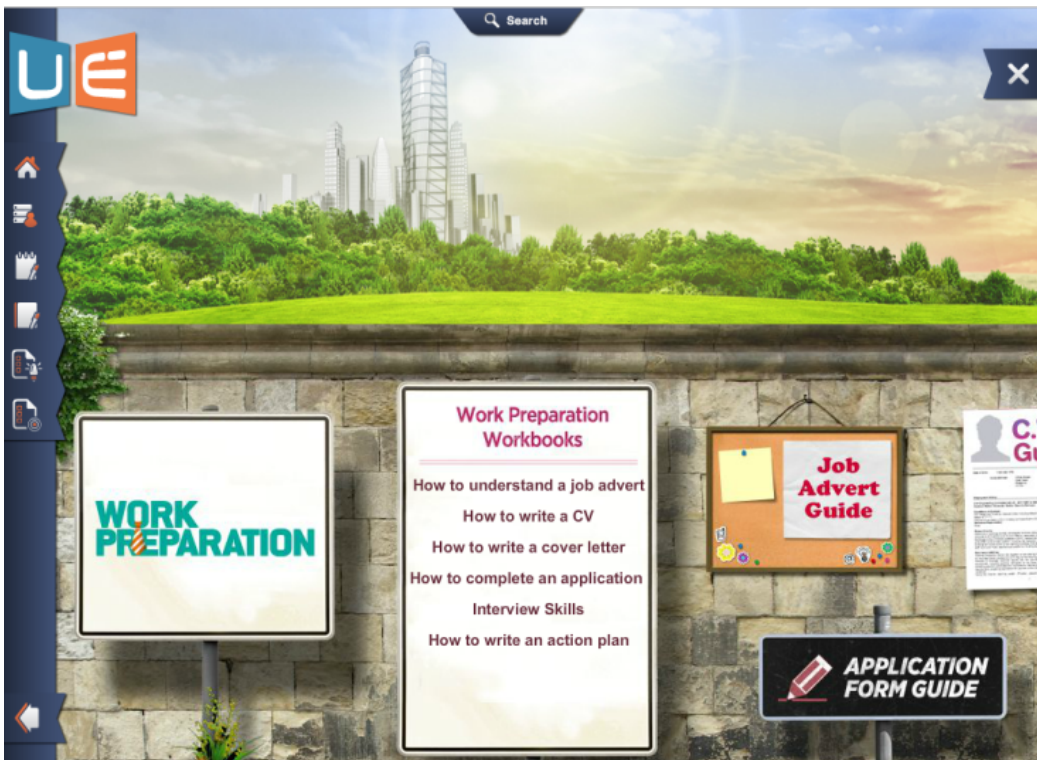


Choose the sector and browse.

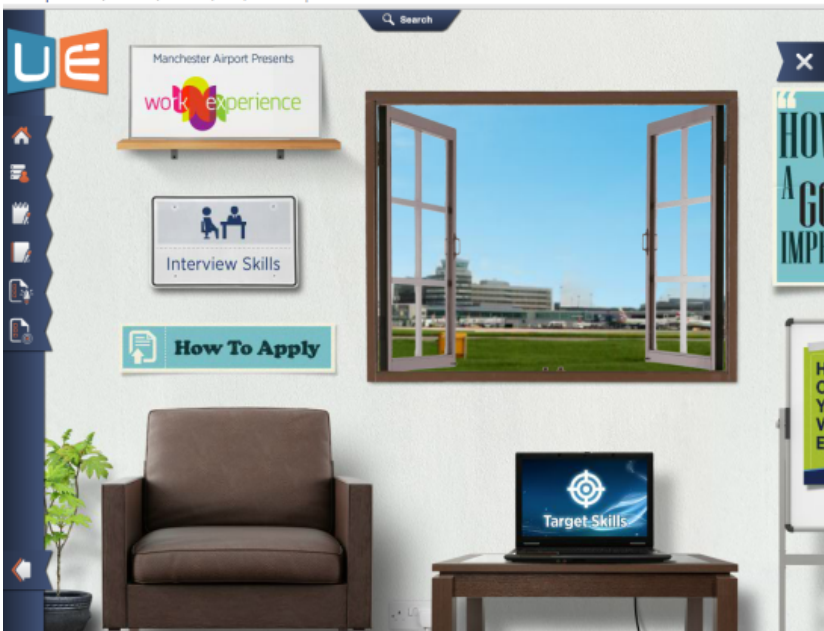
You will have opportunity to research each sector; where you will find videos, virtual tours, job banks, where to work and much more.



Applying for a job



You can get information about where to look, how to apply, CV guide, cover letter guide and interview tips.

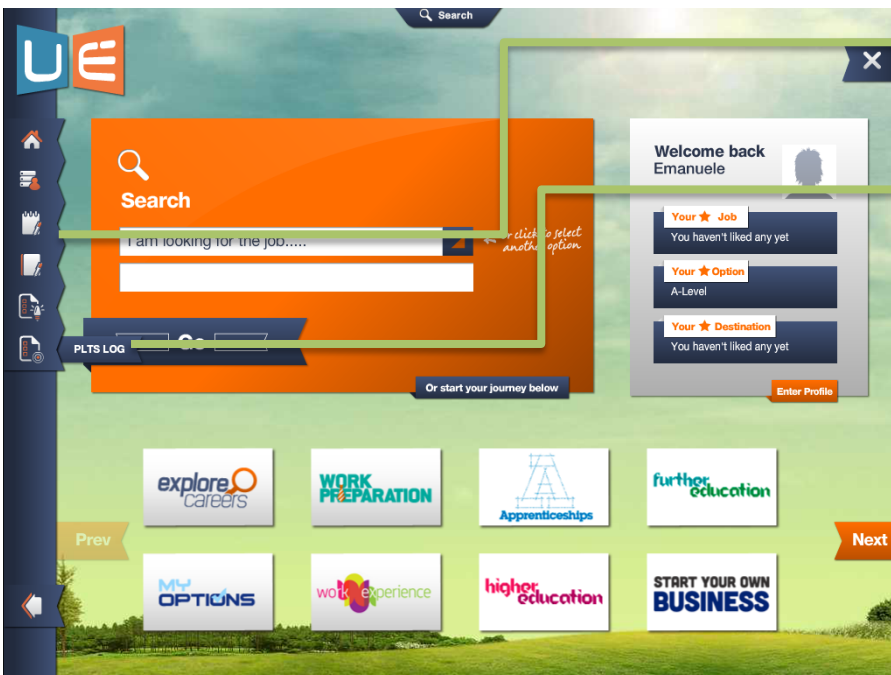


Work experience

Work experience will give you tips on “how to make a good impression”, “How to organize your own work experience”

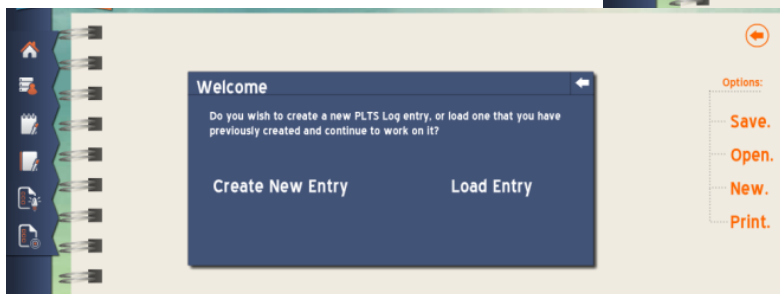
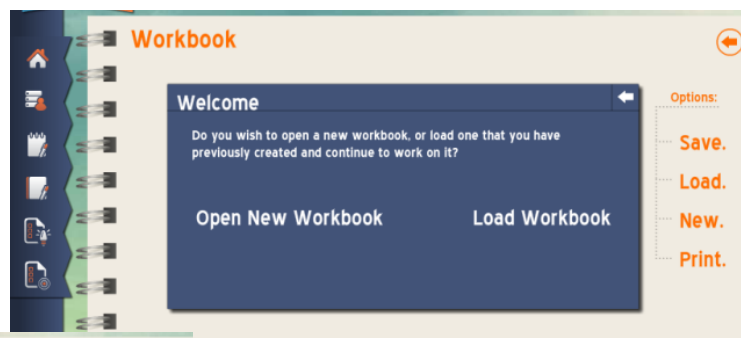
Also Interview skills and how to apply.

Workbook and Skill Log



Workbook is a “how to” tool

Skill Log you can record your personal learning and thinking skills





Why use U-Explore?

CV Builder

- You can access this through your personal profile.
- Click on CV builder and go through each step.
- Some of this information will have already been populated from information in your profile.
- You can make a number of entries about your skills and experience and include which ones you want on your CV, depending on what you are applying for.
- This information can also be used for your UCAS personal statement and you might have a different one prepared for each subject you are considering.

Exploring Careers

- Go to Explore Careers on the U-Explore main navigation page to start your research into career options or you can use the search function.
- Under Explore Careers, you will find 15 industry sectors each of which provide you with a video introduction, virtual tours of the workplace environment with information spots, job banks, business profiles and more.
- There are hundreds of jobs in the job banks and where there is the film icon, you can watch a short clip of someone who works in that job. The information page tells you what you would do, what you might earn, hours and conditions, what skills and qualifications you will need, what ICT you might use and some useful tips.
- Click the like button to add jobs you are interested in to your profile. These can be deleted later if you change your mind.

Applying for a job

- On the main navigation page, select Work Preparation to find lots of useful information on writing a CV, applying for a job and interview skills. There are also video clips in the mentor bank to explain how to apply for a job, including what to wear.

- There is a useful case study which shows two people interviewing for the same job; you can watch and compare their interviews.

Work Experience

- If you are seeking a work placement, you can find lots of useful information and tips here, including how to make an application.
- Learn about Health & Safety.
- Look at your career progression from here.
- Record your achievements.

Skills Log

- You can record your personal learning and thinking skills under the PTLs log.
- And your enterprise skills under the Enterprise Log. See left hand side of webpage for icons.
- The information you enter will serve as a record of your achievements and progression and will contribute to your personal profile on U-Explore and your CV.
- Learn from these logs what employers and universities are looking for and how to demonstrate you have these skills.

Workbooks

- Also on left hand side of web page you will see an icon for Workbooks.
- Explore the range of workbooks available which include how to choose your options, how to prepare for work experience, how to assess your personal skills, how to explore career options and many more.

