

Getting Started: The Start User Guide

Start is a free, online careers resource created by U-Explore Ltd.

For help, advice or to provide your feedback, contact us on 0113 276 8080 or at info@u-explore.com - we'd love to hear from you.



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First time users

Your Start licence

Welcome to Start! As an active centre, your establishment now has full access to Start. Every teacher, parent and learner at your centre can have unlimited access to Start using your licence details.

Start is an online resource which can be accessed on computers and compatible mobile and tablet devices wherever there is a live internet connection. All new users will need to register an account the first time they use Start, at which point they will create their own username and password for future use.

How to register

Start is accessed at www.startprofile.com, and users will be able to choose **Login** or **Register**. As a Start user, you will have received an email containing registration instructions and two registration codes: one for teacher use and one for students.

New users will be asked to create a username and password. The username must be unique, and this can be an email address if you choose.

If you have not received your codes, or would like us to reissue your details, please email support@u-explore.com

Logging in

Once a user has registered, they will have created a username and password which they can use to log in to Start at any time. Users can request a reminder of their username or password by clicking **Forgot Username** or **Forgot Password**. Please note that in order for this function to work, a valid email address is required in the registration process.

The basics

At the top of every page of Start is a navigation bar which can take a user straight to Home, Profile, Explore, Study and Logout. This user guide is structured in the order above for ease of reference.

When you first log in, you will be able to start the **Tour** which is covered on page 4. There are also four boxes on the home page which are quick links to the key features of Start. Users can use the top navigation bar or these links to find the information they need.

Also on the home page, below the profile summary section, are three boxes:

Suggested Jobs: This section will remain blank until the user has entered information into their Profile by rating their skills, qualities, interests and work preferences. Go to page 8 for more information on how to rate these areas.

Once a user has begun the rating process, this section will display job roles that are matched to their profile. If a user views and then rates one of their job suggestions, it will disappear from this list and instead be found in **My Choices**. The job suggestions list is intended to promote roles that the user may not have considered.

Suggested Qualifications: Start will also display suggested qualifications for the user to consider and rate. Qualification suggestions are generated from the jobs that the user is interested in, and therefore will remain blank until one or more jobs have been rated.

Suggested Destinations: Suggested destinations are generated from local and national providers who offer courses matching the preferred qualifications of the user. The results are displayed in location order with the nearest appearing first.

Taking the Tour

First time users have the option to start a tour for a quick walk-through method of exploring careers and creating a basic profile. The tour can take between 10 and 30 minutes to complete. Prompts will appear for the user to choose to move through each section by clicking Next, or to Leave the Tour. Users can choose to leave the Tour at any time. Any completed sections will automatically be saved and users can return to the same stage by selecting the Start Tour option again from the home page. By clicking Next in the prompt boxes the user will be guided through each section of Start.

For users to complete the tour they will be prompted to rate as a minimum 5 Interests, 16 Skills, 21 Qualities, and 22 Work Preferences, and to rate as a minimum 1 job and 1 qualification. They will then have a basic profile showing suggested jobs, qualifications and destinations. Users can choose to rate more interests, skills, qualities and work preferences in order to achieve a more accurate user profile.

Searching for jobs

How the search works

At the top right hand corner of Start, there is a white search box that can be used at any time. Users can use this feature to navigate straight to job roles that interest them, or find ideas based on a key word search.

Typing a search term then hitting 'return' or 'enter' will take the user to a page of job profiles. The results will be ordered by relevance, and the user also has the option to display their results by **suitability**. This will reorder their results to ensure that the jobs most suited to them are displayed at the top of the page. This feature will be activated once the user has rated a selection of skills, qualities, interests and work preferences (see page 8 for more information).

Hints and tips

Users can find a specific job profile by searching for a job title, such as doctor, mechanic, or chef. Their results will display the role searched for, as well as a selection of other related job profiles.

Users can also use the search to find results based on their initial ideas. Some suggestions are listed below:

Subject areas (graphics, biology, history, computing)
Hobbies and interests (sport, television, shopping, cycling, reading, gigs)
Working environments (outside, laboratory, office, school, farm)
Industry areas (medicine, education, engineering, tourism, beauty)
Activities and skills (talking, writing, drawing)

Troubleshooting

If a search returns no results, try the following:

- Check for spelling mistakes
- Ensure that the search term is 3 characters or more. For example, search Physical Education rather than PE, or Design and Technology rather than DT.
- Try less specific search terms

If you would like to suggest that a search term is added, or have any feedback on the results that your searches are providing, please email feedback@u-explore.com and we will be happy to review them.

Profile

Within the profile are four sections where users can personalise their experience of Start. This is where they can access content they have saved, such as rating jobs that interest them, and suggestions that the system has generated based on the completion of the About Me section.

My Details

Basic personal information collected on registration will be displayed here. Users can also personalise this area further with a photo and contact details. By adding their home post code their location will be updated to this address. If left blank, the system will use the establishment's location. This location is used to display distances within Start's maps from the user to local providers and opportunities.

About Me

This section displays the skills, qualities, interests and work preferences the user has rated. When using Start for the first time, this section will be empty. Users can click to add to the sections, which takes them to a page where they can rate themselves in these four areas. See **Explore Skills, Qualities, Interests and Work Preferences** for more information on this function. At any time, users can return to the About Me page to update their ratings and add comments which may include evidence of where they have demonstrated a quality, or an action point to improve a skill.

My Choices

Users are able to make choices in three main areas: Jobs, Qualifications and Destinations. On completion of About Me, Start will also begin to make suggestions in these areas based on the user profile.

Jobs: Any jobs that the user has rated will be displayed here. Beneath this is a list of suggested jobs, based on the information provided about their skills, qualities, work preferences and interests. They can see their **suitability** for each role, and the career **availability**.

Qualifications: Any qualifications that the user has rated will be displayed here. Start will also display suggested qualifications for the user to consider and rate. Qualification suggestions are generated from the jobs that the user is interested in, and therefore will remain blank until one or more jobs have been rated.

Destinations: Any providers that the user has rated will be listed here, along with a list of suggestions which are presented in order of distance from the user's registered location. Suggested destinations are generated from local providers which offer courses matching the preferred qualifications of the user.

Jobs that suit me

Note: Career suggestions will be more closely matched if users have spent some time reflecting upon, and rating, their own skills, personal qualities, interests and work preferences. They can do this by choosing the **Explore** drop-down menu item at the top of the home page. Each skill, quality, interest and work preference can be rated on a scale and will inform the user's suggested careers within their profile. For more information on rating these areas, see page 8.

The **Jobs that suit me** page displays the jobs that best match the user based on the information entered in their profile. The job roles that have the largest number of skills, qualities, interests and work preferences involved that the user has rated highly will appear at the top of the list.

If a user returns to any of their skills, qualities, interests and work preferences, the changes they make to their ratings will be immediately reflected in their job results.

This page will also display the job roles that a user has liked, as long as they have been matched as suitable for that user. Job roles that a user has rated but which are not deemed to be suitable are stored in the My Choices section of the Profile (see page 6 for more details).

Job profiles

All job profiles provide detailed information to help users understand more about that role, how they could progress into the role, and whether their profile is matching them as suitable for the job. As well as key information about the expectations of the job, the **Is this for me?**, **Availability** and **Live Vacancies** sections have been designed to help users make informed decisions based on their suitability to, and the availability of, each role.

Clicking **Is This For Me?** will show the user all the skills, qualities, interests and work preferences required for the role, and show them how they match up based on their profile ratings. Start will show users how involved each of these areas are, next to how they chose to rate themselves. If a user's rating would require improvement for them to progress into this role, this will be flagged as a suggestion to improve under the 'How you match up' section.

Selecting **Availability** will help young people to make informed decisions about careers. It shows users the employment picture nationally and regionally for the chosen career sector, and a forecast for future employment for the sector, the gender split and employment type for the sector.

Choosing **Live Vacancies** will show users the latest live apprenticeship, traineeship and job vacancies, not just to help young people looking to apply immediately to these opportunities, but also to provide further information about availability for those considering the career.

Users can **Rate** the jobs that interest them, and choose from Fair, Good, Strong or Favourite. Only one job can be selected as a Favourite, and it is not compulsory to choose a favourite job.

Explore

Job Sectors

The world of work can be explored independently of completing the profile and generating suggestions. Clicking Explore then Job Sectors displays a page of 32 job sectors in alphabetical order. Start's 1700 job profiles can be found under these job sector icons.

Skills

Skills can be rated as Weak, Fair, Good, Strong or Excellent. A user can choose Unrated if they feel they do not have this skill. There are 31 skills available to rate, and users can rate as many or as few as they like. Rating more skills improves the accuracy of the job suggestions, and we recommend at least 50% of the skills are rated to optimise this feature.

Qualities

Qualities can be rated as Weak, Fair, Good, Strong or Excellent. A user can choose Unrated if they feel they do not have this quality. There are 42 qualities available to rate, and users can rate as many or as few as they like. Rating more qualities improves the accuracy of the job suggestions, and we recommend at least 50% of the qualities are rated to optimise this feature.

Interests

Interests can be rated as Fair, Good or Strong. A user can choose Unrated if they do not have this interest. There are 47 interests available to rate, and users can rate as many or as few as they like. Rating 5 or more interests is recommended to optimise this feature. Rating an interest has a direct impact on a user's job suggestions, therefore if they have an interest but they wouldn't want to pursue a related career, they may choose Unrated or Fair.

Work Preferences

Work Preferences can be rated as Avoid, Not Keen, OK, Like or Love. A user can choose Unrated if they have no significant preference. There are 44 work preferences available to rate, and users can rate as many or as few as they like. Rating more work preferences improves the accuracy of the job suggestions, and we recommend at least 50% of the work preferences are rated to optimise this feature.

Study

What to Study

Users can find out about the full range of qualifications available to them within the 'What to Study' section, divided into academic and vocational sections. By selecting a qualification from the list they will be able to find out about it in detail, including entry requirements and what could follow on from their learning. Users are able to rate qualifications that appeal to them as they explore. They can do this by selecting Rate Now and choosing Interested, Favouring, Considering or Favoured. Selecting Favoured will move the selected qualification to the top of the user's choices in their profile.

Where to Learn

The interactive map will enable users to find learning providers and training providers in the UK. If the user has provided their postcode in their profile the map will automatically zoom into the surrounding area, alternatively Start will use the location of the establishment they are registered to. Users can zoom out or type in an alternative location to widen their search to other areas. Clusters of providers in the same location are displayed as a number. Clicking this number will expand the individual pins. Users can remove or add provider types from the map, to narrow their search. For example, they might choose to search for training providers and FE colleges only for post-16 vocational learning options, or just Universities for post-18 academic learning options.

Apprenticeships

The interactive map will enable users to find apprenticeship providers and training providers in the UK. If the user has provided their postcode in their profile the map will automatically zoom into the surrounding area, alternatively Start will use the location of the establishment they are registered to. Users can zoom out or type in an alternative location to widen their search to other areas.

Clusters of results in the same location are displayed as a number. Clicking this number will expand the individual pins. Users can filter results by keyword or phrase, to narrow their search. For example, they might choose to search for 'Hairdressing', 'IT', 'Digital' etc.

The data displayed in this feature is taken from the Government's Find an Apprenticeship service. Start imports updated data from this source on a weekly basis. For more information on the Find an Apprenticeship service, go to www.gov.uk/apply-apprenticeship

Accessibility

Dyslexia mode

At the foot of every page in Start is a 'Turn On Dyslexia Mode' function. Clicking this will replace the font used throughout the site with OpenDyslexic. Dyslexia mode can be deactivated by clicking 'Turn Off Dyslexia Mode'.

OpenDyslexic has been created to help with some of the symptoms of Dyslexia. The letters have weighted bottoms to help Dyslexic users recognise direction and to reduce rotation, and the font also has wider spaces between each letter.

OpenDyslexic

To find out more about OpenDyslexic go to www.opendyslexic.org.

Increasing font sizes

The fonts in Start can be increased by using the zoom function within your computer's browser settings.

Technical requirements

Desktop specification

Version 1.0.0

Start can be used on desktop computers and compatible mobile devices. Please inform your technical support department of the minimum requirements listed below.

Ensuring content isn't blocked

For student use, HTTP and HTTPS access is required from the client machines to the following internet addresses:

www.startprofile.com app.startprofile.com icould.com

	PC	MACINTOSH	LINUX
OPERATING SYSTEM	Rec Windows 8 or later	Rec Mac OSX 10.9 or later	Rec Red Hat® Enterprise Linux 5.11 or later, Ubuntu 12.04 or later
	Min Windows Vista SP2	Min Mac OSX 10.8	Min Red Hat® Enterprise Linux 5.11 or later, Ubuntu 12.04 or later
PROCESSOR	Rec Intel Core™ i3 2.5 GHz	Rec Intel Core™ i5 2.9 GHz or faster	Rec Intel Core™ i3 or equivalent
	Min Intel Core™ 2 Duo 2 GHz	Min Intel Core™ i3 3.2 GHz	Min 2.33 GHz x86 compatible processor
MEMORY	Rec 4GB RAM		
	Min 2GB RAM		
DISPLAY	Rec Display and graphics card capable of a minimum resolution of 1024 x 768		
AUDIO	Min Sound card and speakers/headphones [1]		
BROWSER	Rec A recent version of a browser such as Chrome, Firefox, Safari 9, or Edge		
	Min A recent version of a browser such as Chrome, Firefox, Safari 7, or Internet Explorer (version 9+)		
PRINTER	Rec Colour printer (if printing content)		
	Min Black/white or colour printer (if printing content)		
NETWORK	Rec A network and internet connection capable of at least 600 Kbit/s download and 5 Kbit/s upload per active user		
	Min A network and internet connection capable of at least 450 Kbit/s download and 5 Kbit/s upload per active user		

Mobile and tablet specification

Version 1.0.0

	IOS	ANDROID	WINDOWS
OPERATING SYSTEM	Rec iOS 8 or later	Rec Android 4.0 or later	Rec Windows Mobile 9 or later
	Min iOS 7	Min Android 2.3	Min Windows Mobile 8
DEVICE VERSION	Rec iPhone 6 or later, iPad Air or later	Rec Google nexus 5x or equivalent Google Nexus 9 or equivalent	Rec Microsoft Lumia 950 or later Microsoft Surface Pro 4 or equivalent
	Min iPhone 4 iPad 4th Gen	Min Google nexus 4 or equivalent Google Nexus 7 or equivalent	Min Microsoft Lumia 535 Microsoft Surface Pro 3 or equivalent
BROWSER	A recent version of a browser such as Chrome, Firefox, Safari, or Internet Explorer		
NETWORK	A 3G internet Connection or better (Wifi recommended)		

KEY	
Rec	This is the recommended specification you should have in order for Start to operate
Min	This is the minimum specification you should have in order for Start to operate

What security precautions does Start use when transmitting information across the internet?

All personal information, including usernames and passwords is transmitted securely via SSL

Does Start store any information from the internet?

No, apart from the temporary directories used in windows, Start does not save any information on the local client computer or device. All information is requested from the source servers each time it is needed - this guarantees the content you access is always up to date.

For any additional questions or for technical support, please email support@u-explore.com.