

## PROGRESSA PATHWAYS

A SEND-friendly job platform by Progressa Systems

# User Guide

Step-by-step walkthrough for jobseekers, employers, supported internship providers and supporters.

For Jobseekers

For Employers

For SI Providers

For Supporters

Easy Read friendly

100% Free

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Progressa Systems

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# Welcome

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Progressa Pathways is a SEND-friendly job platform. It connects four groups of people:

<p><b>Jobseekers</b></p> <p>Find jobs and supported internships with clear support information.</p>	<p><b>Employers</b></p> <p>Post inclusive opportunities and reach jobseekers who fit the support you offer.</p>
<p><b>SI Providers</b></p> <p>Colleges and training providers that prepare learners and run supported internship programmes.</p>	<p><b>Supporters</b></p> <p>Parents, carers, family members or job coaches helping a learner along the way.</p>

**100% free.** Progressa Pathways is free for everyone. There are no subscriptions and we never take payment.

We're in the build-up stage and would love your input — please use the **Contact** page to share what would help.

This guide is written in plain English. It is split into four parts — one per role — plus a short shared section on signing up and confirming your email.

## What you'll need before you start

- An email address you check regularly.
- For employers and SI providers: your organisation name (a logo helps).
- Optional: a parent, carer or job coach to set up your account with you.

# Signing up & confirming your email

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The sign-up flow is the same for every role. Pick a role, fill in your details, then confirm your email once.

1

## Choose your role

On the sign-up page you will see four role cards: **Jobseeker**, **Employer**, **SI Provider**, and **Supporter**. Click the one that describes you. The form changes to ask for the right information.

2

## Fill in your details

Enter your name, email and a password (at least 6 characters). Employers add a business name and address. SI providers add an organisation name. Tick the agreement and click **Create account**.

3

## Check your email screen

You will see a clear "Check your email" screen explaining the three things to do:

1. **Open the email** from Progressa Pathways. If you can't see it, check your spam or junk folder.
2. **Click the confirmation link**. This proves the email is yours. You only do this once.
3. **Log in** using the email and password you just chose. You'll land on the right dashboard for your role.

If the email never arrives, click **Resend email**. If you typed the wrong address, click **Sign up again**.

**Why we ask you to confirm.** Confirming your email keeps your account safe and stops other people signing up with an address that isn't theirs. You only do it once when you first sign up.

# Part 1 — For jobseekers

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Find a job or supported internship that fits how you work — with the right support in place.

## 1.1 Create your account

1

### Click 'Sign up'

From any page, click **Sign up** in the top right. Keep **Jobseeker** selected.

2

### Enter your details

First and last name, an email you check often, and a password.

3

### Confirm your email and log in

Follow the three steps on the "Check your email" screen. You'll then be able to log in normally.

**Easy Read tip.** If reading is hard, ask a parent, carer or job coach to set up the account with you. You can also turn on **Easy Read** on most pages to see a simpler version.

## 1.2 Search jobs and supported internships

1

### Open 'Find Jobs'

Use the top search to look by job title or postcode. On the left, narrow results by **support features** like *job coach welcome*, *quiet space*, or *flexible interview*.

2

### Browse supported internships

Open **Supported Internships** for structured placements with a job coach.

3

### See inclusive employers

Open **Employers** to browse companies that actively support SEND learners. Green badges show what each employer offers.

## 1.3 Apply with support

1

### Open a listing

Click any job or internship to read the full details. The page includes an **Easy Read** summary and a clear *Good fit if...* list.

2

### **Save or apply**

Use **Save** to keep a listing for later, or **Apply** to start an application. Tick *Ask my supporter to help* if you want a parent, carer or job coach to review it with you.

3

### **Track your applications**

Your dashboard shows every application and its status: *submitted, under review, interview, offered, or not chosen*.

**Staying safe.** Never share bank details, passport scans, or pay anything for an interview. Real employers will never ask. If something feels wrong, use the **Report** link on any listing.

## Part 2 — For employers

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Post inclusive jobs and supported internships, and reach jobseekers who match the support you offer. Posting is free.

### 2.1 Create your employer account

1

#### Open Sign up and choose 'Employer'

Click **Sign up**, then click the **Employer** card. Extra fields appear for your business name and address.

2

#### Use your work email

A work email helps us verify your business faster and keeps your account separate from personal logins.

3

#### Confirm your email and log in

Open the confirmation link, then log in. You'll land on your **Employer dashboard**.

### 2.2 Complete your employer profile

1

#### Add your company details

From the dashboard, open **Profile**. Add your company name, location, website, a short description, and your logo.

2

#### Describe the support you offer

Tick the **support features** you can provide: *job coach welcome*, *flexible interview*, *training provided*, *quiet space*, *visual instructions*, and *work trial*. These show as green badges on your profile and listings.

3

#### Submit for approval

New profiles go to our team for a quick review. Once approved, your profile appears in the **Inclusive employers** directory and you can post listings.

**Why support badges matter.** Jobseekers filter by these badges. The more accurately you describe what you offer, the better matched your applicants will be — saving everyone time.

## 2.3 Post a listing

1

### Open 'New listing'

From your dashboard, click **New listing**. Choose *Job*, *Supported internship*, or *Work experience*.

2

### Write in plain English

Use short sentences. Add a clear *Duties* list and a *Good fit if...* list. Our system can also generate an **Easy Read** summary you can review before publishing.

3

### Pick the right support profile

Set the **pace**, **noise level**, **routine**, and **social interaction** for the role. This helps us match jobseekers who would thrive in that environment.

4

### Submit for review

Save as a draft any time. When you are ready, click **Submit for review**. Approved listings go live and start receiving applications.

## Part 3 — For supported internship providers

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SI providers are colleges and training organisations that run supported internship programmes — preparing learners for the workplace and supporting them through their placement.

**Your account is free.** There is no trial period and no billing. You will never be asked for a card.

### 3.1 Create an SI provider account

1

#### Choose 'SI Provider' on sign up

On the sign-up page, click the **SI Provider** card. Enter your organisation name (for example, *Bridge College SI Service*), your name, work email and password.

2

#### Confirm your email

Open the confirmation email and click the link. Then log in — you'll land on your **SI provider dashboard**.

3

#### No payment required

Your access is permanent and free. There is no billing page on your account.

### 3.2 Use your dashboard

1

#### Manage your programmes

From your dashboard you can post supported internship programmes, just like an employer posts a job. They appear in the **Supported Internships** directory once approved.

2

#### Describe the support you provide

Make sure your programme description explains how you prepare learners, how the job coach is involved, and what employers your learners might be placed with.

## Part 4 — For supporters

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Supporters are parents, carers, family members and job coaches who help a learner explore opportunities and make applications. You get your own account so you can review listings together and keep track of where the learner has applied.

### 4.1 Create a supporter account

1

#### Choose 'Supporter' on sign up

On the sign-up page, click the **Supporter** card. Enter your name, email and a password.

2

#### Confirm your email and log in

Open the confirmation link and log in to reach your **Supporter dashboard**.

### 4.2 Help a learner

1

#### Be linked by the learner

The learner adds you as their supporter from their profile. They choose your permission level — *view only*, *help with applications*, or *receive updates*.

2

#### Review applications together

When a learner ticks *Ask my supporter to help* on an application, it appears on your dashboard so you can read it through with them before they submit.

3

#### Stay safe

Never share the learner's bank details or passport, and never pay anything for an interview. Real employers will never ask. Use the **Report** link on any listing if something feels wrong.

## Getting help

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The **Help** page has Easy Read steps, accessibility options, and guidance on staying safe online. If something is not working, contact us from the **Contact** page — we're actively building the platform and your feedback shapes what comes next.

### Contact and support

Topic	Where to go
Help articles & Easy Read	/help
Full user guide (online)	/help/guide
Accessibility settings	/accessibility
Safeguarding & report a concern	/safeguarding
General contact & feedback	/contact

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