

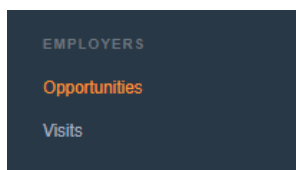


How to book Open Doors visits using eProspectus

Step #1: Log in to your eProspectus account at <https://admin.eprospectus.co.uk/>

If you do not have an eProspectus account, please contact the Careers Hub at Careers.Hub@eastsussex.gov.uk and the team will arrange one for you.

Step #2: In the menu on the left-hand side, find 'Employers' and then click on 'Opportunities'.



You will then see a list of all the Open Doors opportunities currently available. Please note that only opportunities that are currently live will be shown here.

Employer Opportunities						
Schools / Employer Opportunities						
Opportunities						
50 entries per page Clear Searches						
Ref	Title	Employer	Town	Sector	Group Size	Age Group
	AAK BD Foods	AAK BD Foods	St Leonards on Sea	Food Technology	< 10	Y7 – Y13
	Aldershaw Handmade Tiles	Aldershaw Handmade Tiles	Sedlescombe	Design Technology	< 5	Y7 – Y13
	BMR Construction	BMR Construction	Eastbourne	Design Technology	< 10	Y7 – Y13
	Cats Protection	Cats Protection (National Cat Adoption Centre)	Haywards Heath	Animal Care	< 25	Y7 – Y13
	East Sussex Library (Hastings)	East Sussex Libraries (Hastings)	Hastings	PSHE	< 15	Y7 – Y13
	Hydro Hotel	Hydro Hotel	Eastbourne	Hospitality	< 25	Y7 – Y13

You can filter and search by the name of the employer, town, sector, group size and age group using the arrows and search bars at the top of the page.

To find out more about the opportunity, either click on the name of the employer or the pencil icon on the right. Here you will find an overview of the visit along with any specific details and the dates when the opportunity is available.

Employer Opportunity
Schools / Employer Opportunities / Employer Opportunity

AAK BD Foods
AAK BD Foods

Request Visit
Back

About the Visit

Available From:
30/07/2026

Available To:
30/10/2026

Age Group:
Y7 – Y13

Group Size:
< 10

Sector:
Food Technology

Overview

They are offering visits to their site in St Leonards which will involve a factory tour, looking at the decant, kitchen, filling and packing rooms, and a presentation from members of staff about their job roles on-site, from order processing to the dispatch warehouse, and their career journey. Visits can also be tailored to focus on their administrative roles on-site.

Specific Details

AAK BD Foods are flexible about dates for visits. Visits typically last 1-2 hours and can take place between 10am and 3pm. They can host groups of 6-10 students per visit. Visits are ideal for students interested in careers in the food and manufacturing industry or other departmental roles on-site such as admin, purchasing, etc. Lab coats and safety shoes will be provided for the site tour.

The full address of the site is AAK BD Foods, Unit 68 Castleham Road, Castleham Industrial Estate, St Leonards, TN38 9NU. Parking is available in the car park outside Unit 67.

About the Employer

AAK BD Foods

Unit 68 Castleham Road
Castleham Industrial Estate
St Leonards on Sea
East Sussex
TN38 9NU

Overview

AAK BD Foods makes sauces, chutneys and other accompaniments. Their specialised kitchens in St Leonards manufactures a variety of chilled, ambient and frozen products which are shipped around the UK to be used in food service and retail settings.

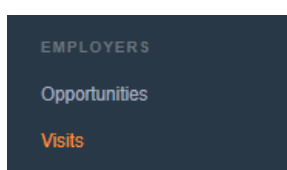
Step #3: To request a visit, click the green ‘Request visit’ button at the top of the page and it will take you to a short form to complete. Please ensure you give as much detail as possible here as it allows the team to ensure the opportunity is suitable for you.

- **Target Dates:** These are a list dates you’d like to be considered for a visit. You can add multiple dates and we’d suggest using the format ‘22.09.26, 12.10.26...’
- **Comments:** Please use this to add as much detail about the group of students who you’d like to take including any SEND or medical needs. This is so the team can inform the employer to ensure the safety and welfare of your students.

If your contact name isn’t showing on the drop-down list, then you will either need to add yourself to the contacts tab in ‘Schools – Details’ (If you have these permissions) or speak to the member of staff who has admin permissions for your school.

Once you have filled in the form, click ‘Create’. This then sends your request to the Open Doors team who will deal with your request.

Step #4: Once you’ve requested your visits, you can view them all in the ‘Visits’ section using the menu on the left-hand side.



Employer Visits
Schools / Employer Visits

Active Closed

50 entries per page

Clear Search CSV

Reference	Employer	Title	Date	Status
Search	Search	Search	Search	
	G M Monk Ltd	G M Monk		School Requested 
	Kier Construction	Kier Construction		School Requested 

If your visit is showing as ‘School Requested’ in the status column, this means that it’s currently being reviewed by the Open Doors team. ‘Confirmed’ means that the Open Doors team have approved your request. You will also be notified via email if your request has been approved.

Step #5: Once your visit has taken place, yourself and the employer will be asked to complete a short feedback form. You can either do this via the email you will receive or by clicking on the speech bubble icon next to your visit which will then open up the form for you to complete. Once you’re done, click submit.

Brighton & Hove Albion Foundation	Brighton & Hove Albion Foundation		Awaiting Review 
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I need to cancel my visit

If you need to cancel your visit, then please click on the visit you need to cancel and go to the ‘Activity Log’ tab.

Visit for AAK BD Foods - AAK BD Foods

Request **Activity Log** Review

+ Add Activity Log

Clear Searches

50 entries per page

Date	Added By	Details
Search	Search	Search

No activity logs that meet your criteria have been created for this visit.

Showing 0 to 0 of 0 entries

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Click on the ‘+ Add Activity Log’ button and complete the information boxes, making sure to tick the ‘Cancellation Request’ box and also change the Activity Type to ‘Cancel Request’ in the drop-down box, and then save. This will then notify the team of your request.

Activity Log

Schools / Visits / Visit / Activity Log

Activity Log

Employer Contact

Stacey Donnellan (main contact)

School Contact

Please Select...

Activity Type

Cancel Request

Activity Date

10/08/2026

☒ Cancellation Request (this will change the visit status)

Details

Please give full details of why you want to cancel this visit so that the Hub team can advise the employer.

Optionally, you can upload a file relevant to this activity log. If multiple files are needed then more can be added once the activity log has been saved.

Choose File

No file chosen

Save

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If you have any questions, please contact the Open Doors team at OpenDoors@eastsussex.gov.uk