

Delivered by



Connect
South West Limited

Work Experience
Wiltshire Swindon West of England

STUDENT NOTES FOR WEB VIEW

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INTRODUCTION

Veryan WebView is an Internet based system that allows you to view information about employers who have in the past supported students on work experience. It's simple to use and these instructions will help you navigate round the system.

Please remember that as the system can be accessed from any internet connection why not take advantage of using the system together with your parent/carer as this way they can help you decide the types of placements you may be interested in. Also if there is any travel issues associated with the location of the placement.

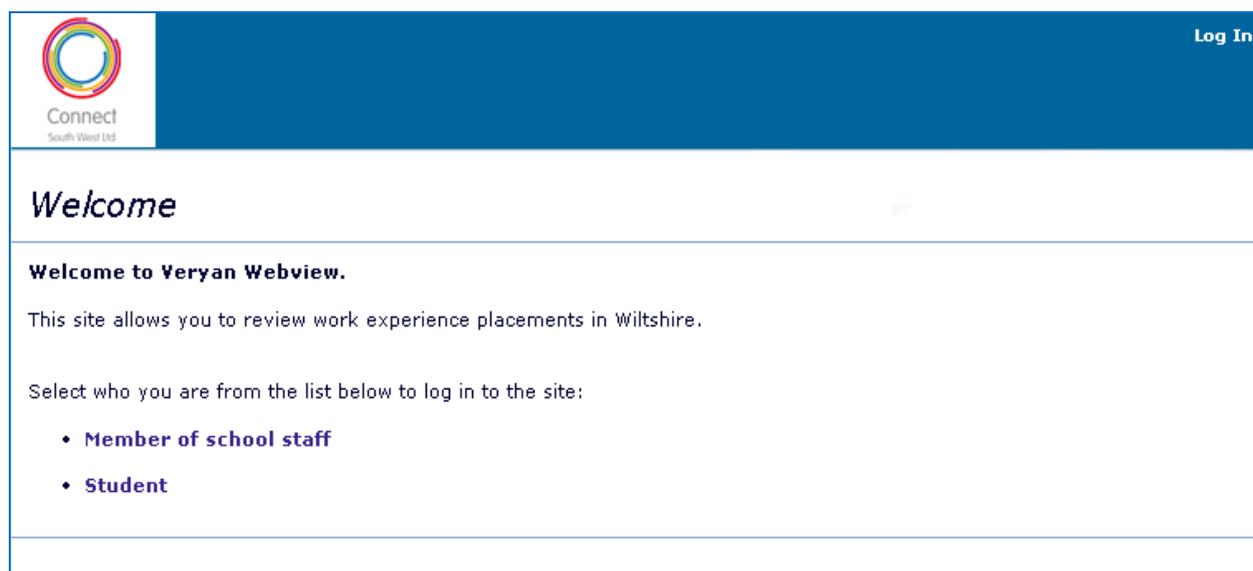
GETTING STARTED

You'll need a computer with an Internet connection and Internet browser software such as 'Microsoft Internet Explorer'.

Open the browser and go <http://LPW.learnaboutwork.org>

NB YOU DO NOT NEED TO PUT WWW IN FRONT OF THE ADDRESS ABOVE

You'll find yourself at the WebView portal page.



Connect
South West Ltd

Log In

Welcome

Welcome to Veryan Webview.

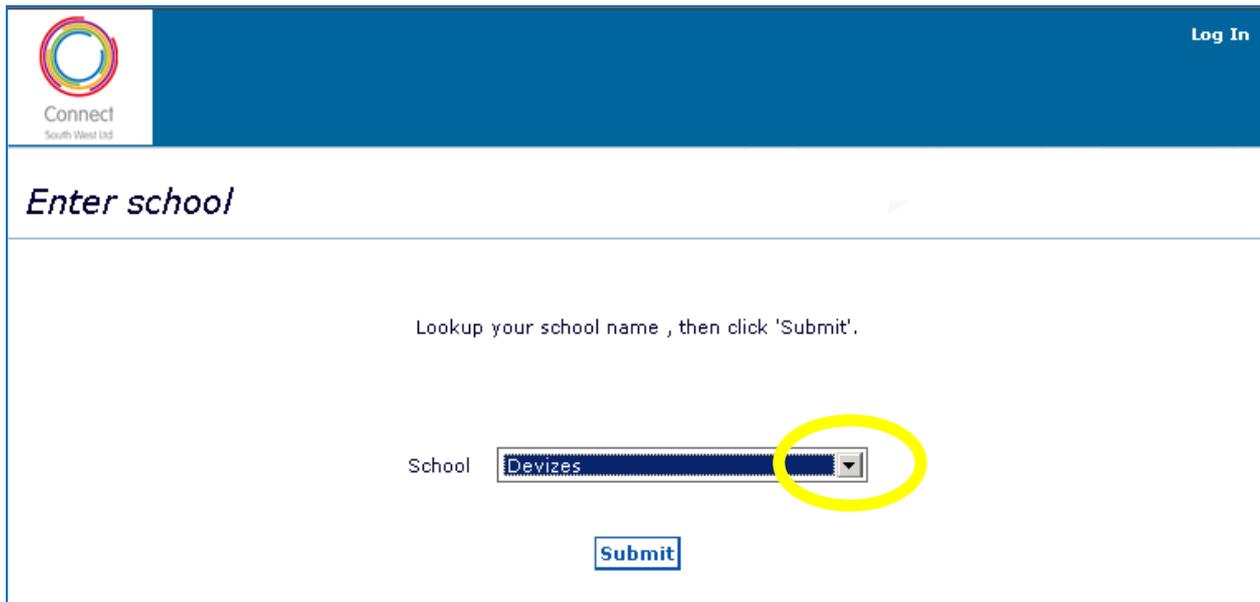
This site allows you to review work experience placements in Wiltshire.

Select who you are from the list below to log in to the site:

- Member of school staff
- Student

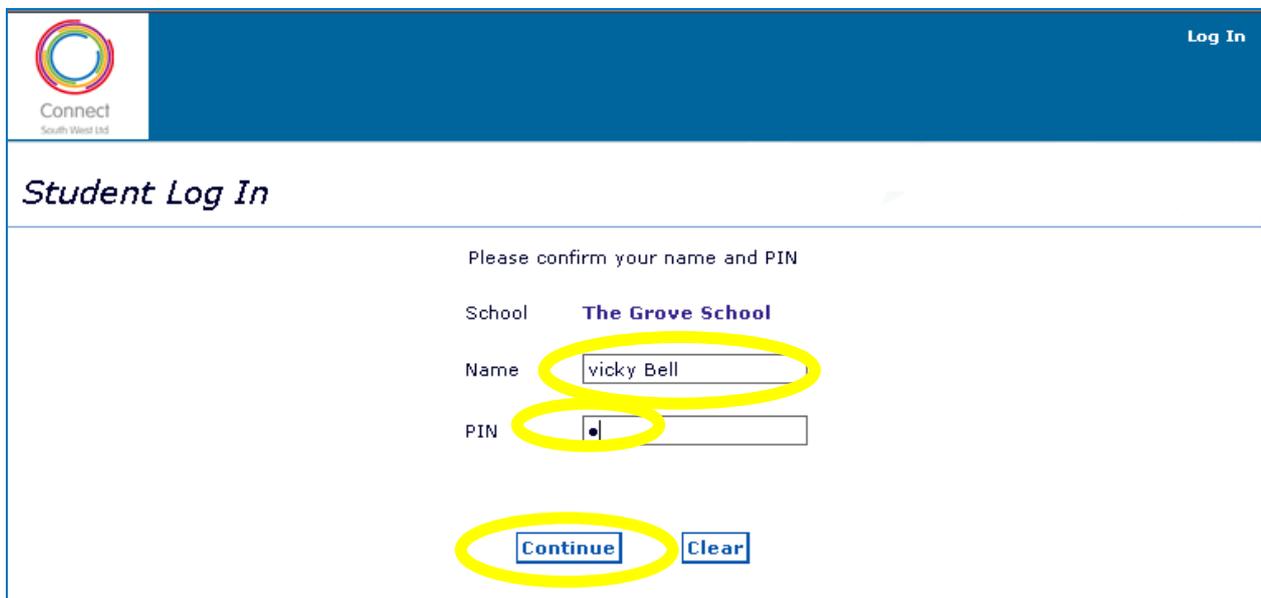
Just click on • **Student**

The first log-on page will then be displayed



If your school name is not in the school box then click the highlighted field to expand the list . When you have found your school name select it and click on the [Submit] button....

The screen will change to:



This screen asks you for your name and 'PIN NUMBER'

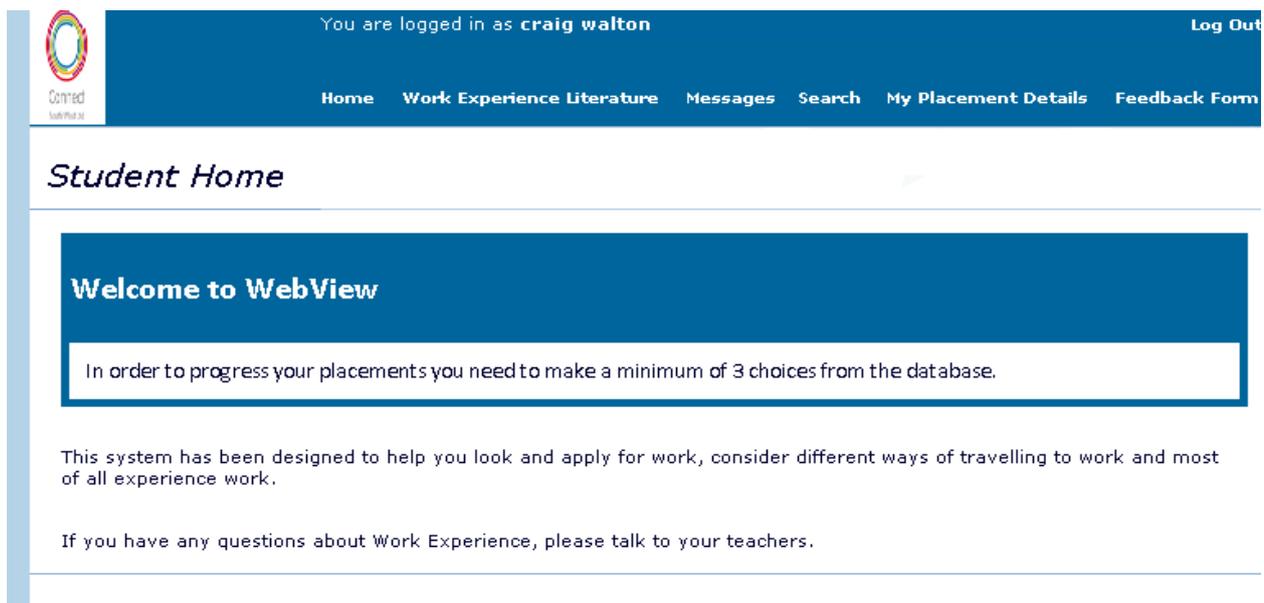
Your school will supply your PIN number. If you make a mistake here you can use the [Clear] button to start again. When you've correctly entered your details click on the [Continue] button. If you are asked to select a batch then please discuss which one to choose with your Work Experience Coordinator.

PIN NUMBERS

Your PIN NUMBER is your unique password to the WebView system. Without it you won't be able to get any further. You should keep your number safe and secret. Do not share the number with anyone else

STUDENT HOME PAGE

Once successfully logged in, the following screen will appear



The screenshot shows the 'Student Home' page. At the top, a blue navigation bar contains the text 'You are logged in as craig walton' and a 'Log Out' link. Below this, a menu includes 'Home', 'Work Experience Literature', 'Messages', 'Search', 'My Placement Details', and 'Feedback Form'. The main content area is titled 'Student Home' and features a blue box with the heading 'Welcome to WebView'. Below this, a white box contains the text: 'In order to progress your placements you need to make a minimum of 3 choices from the database.' Further down, there is a paragraph: 'This system has been designed to help you look and apply for work, consider different ways of travelling to work and most of all experience work.' and another paragraph: 'If you have any questions about Work Experience, please talk to your teachers.'

Congratulations! You're ready to start using WebView!

From the home page you can navigate round the system.

Across the top there are buttons that will take you to different sections of the system.



WORK EXPERIENCE LITERATURE

Here you will find some useful information as you go along about tips and hints. This is being updated regularly so keep an eye out for any new information. This guide will also be there so you can refer back to it

MESSAGES

Please ensure you look at your message page as this is where your work experience coordinator will be posting urgent messages for you.



SEARCH



Web View will help you review possible work experience placements.

Your teacher will let you know if you need to select placements online and, if so, how many, this will also be displayed on your home page.

Clicking on [Search] will display this screen

A screenshot of the 'Search' page on the Connect South West Ltd website. The page has a white background with a blue header. The header includes the Connect logo, the text 'You are logged in as vicky bell', and a 'Log Out' link. Below the header is a navigation bar with links: Home, Work Experience Literature, Messages, Search, My Placement Details, and Feedback Form. The main content area is titled 'Search' and contains several search options: 1. 'Please select from the options below, or enter the job number here:' with a 'Job number' input field and a 'Go' button. 2. 'OR search for all or part of an employer's name here:' with an 'Employer' input field and a 'Go' button. 3. A grid of 18 job categories, each with a colored icon and a checkbox: Administration, Business and Office Work; Building and Construction; Catering and Hospitality; Computers and IT; Design, Arts and Crafts; Education and Training; Engineering; Environment, Plants and Animals; Financial Services; Healthcare; Languages, Information and Culture; Legal and Political Services; Leisure, Sport and Tourism; Manufacturing and Production; Marketing and Advertising; Media, Print and Publishing; Performing Arts; Personal and Other Services including health and beauty; Retail Sales and Customer Services; Science, Mathematics and Statistics; Security and Armed Forces; Social Work and Counselling Services; Transport and Logistics. 4. A section for location-based filtering: 'To restrict your search to a specific post code area or town, enter the details here' with 'Postcode:' and 'Town: salisbury' input fields and a 'Search' button.

You can use this screen to search for different categories (classifications) of work. You can click on more than one category of work that interests you and also narrow your search down by post code or town. You can now select more than one postcode.

The search results will be displayed as follows

You are logged in as **vicky bell** Log Out

Home Work Experience Literature Messages Search My Placement Details Feedback Form

Opportunity List

Records 1 to 5 of 5

| Organisation | Job Title | Town | Job No. | Details |
|------------------------------------|----------------------------|-----------|---------|----------------------|
| Harcourt Medical Centre | Primary Care Observation | Salisbury | 22240 | View |
| Memory Opticians | Optician's Assistant | Salisbury | 21903 | View |
| Salisbury & South Wiltshire Museum | Museum Assistant | Salisbury | 19755 | View |
| Salisbury Cathedral Chapter Office | Education Centre Assistant | Salisbury | 92473 | View |
| Tesco Stores Limited | Pharmacy Assistant | Salisbury | 62682 | View |

Records 1 to 5 of 5

Click on [View] button to see a description of the placement you have selected.

You are logged in as **vicky bell** Help Log Out

Home Work Experience Literature Messages Search My Placement Details Feedback Form

Job Description

[Printable version](#) | [Return to job list](#) | [New search](#) | [Add to selections](#)

| | | | |
|---------------------|--|--------------------------|--|
| Employer | A B Coaching BS24 9EG | | |
| Job Title | Assistant Sports Coach | | |
| Job Number | 112438 | | |
| Classification | GAG - Sport and outdoor pursuits | | |
| Business | Sports Coach | | |
| Aims | This will give an insight into working as a sports coach. | | |
| Activities Involved | The student will be learning about coaching, watching classes, helping with administration etc. The placement may vary according to your level of ability and particular interest. Please be ready to discuss this at interview. | | |
| Other Information | It would be advantageous if the student has a keen interest in this kind of profession as well as some ability. | | |
| Health and Safety | Current Employers Job Description & Risk Assessment as of 11/12/2009 <small>Smoking is not allowed in the workplace.</small> | | |
| Hours | 09.30 - 16.30 The number of hours worked by the student should not exceed 37 per week - (standard 7-8 hour day). | | |
| Meals | Packed Lunch or money . | | |
| Travel | To be arranged by the Student | | |
| Clothing | Dress should be discussed at interview. | | |
| Interview | Yes, student to arrange | | |
| Website | | | |
| Address | 4, Greinton Dunster Crescent WESTON-SUPER-MARE BS24 9EG | Contact Tel. Email | Mr Andy Brooks 07800 630517 andybrooks151@hotmail.com |

[Plan your journey.](#) [Click here for a map](#)

| | |
|---------------------|--|
| | Printable version Return to job list New search Add to selections |
| Employer | A B Coaching B324 DEC |
| Job Title | Assistant Sports Coach |
| Job Number | 112438 |
| Classification | GAG - Sport and outdoor pursuits |
| Business | Sports Coach |
| Aims | This will give an insight into working as a sports coach. |
| Activities Involved | The student will be learning about coaching, watching classes, helping with administration etc. The placement may vary according to your level of ability and particular interest. Please be ready to discuss this at interview. |
| Other Information | It would be advantageous if the student has a keen interest in this kind of profession as well as some ability. |
| Health and Safety | Current Employers Job Description & Risk Assessment as of 11/12/2009 |

Clicking on the Printable Version will give you the option to print all of the information seen on this screen. This option will only be viewable if your school has given you the permissions to print the information off. If you need a printable version and your school have not given you this option please contact your work experience coordinator.

If you wish to return to the previous list or start a new search then click on one of these options

[Return to job list](#) | [New search](#)

Make sure you read all of the information contained in the job description it is set out in sections.

| |
|---------------------|
| Employer |
| Job Title |
| Job Number |
| Classification |
| Business |
| Aims |
| Activities Involved |
| Other Information |

Employer

This tells you the name of the Employer

Job Title

This gives you some information about the title of the role you are reviewing

Job Number

Every job has a unique number and you can go straight to that job from the search screen if you have the number of the job you want to look at

Classification

Each type of job is split into various areas. This shows you what area this particular job belongs to.

Business

This tells you the type of business a company is so could be garage or retail shop.

Aims

This is the information about what the company hope you will get out of a placement with them.

Activities involved

This gives you a little more details about what exactly you will be doing on placemen.

Other information

This would be where the Employer has given any specific information about their requirements. If they have said you need to do something specific then please ensure you speak to your work experience coordinator to discuss the requirements.

Transport links

| | | | |
|--|--|--------------------------------------|--|
| Smoking is not allowed in the workplace. | | | |
| Hours | 09.30 - 16.30 The number of hours worked by the student should not exceed 37 per week - (standard 7-8 hour day). | | |
| Meals | Packed Lunch or money . | | |
| Travel | To be arranged by the Student | | |
| Clothing | Dress should be discussed at interview. | | |
| Interview | Yes, student to arrange | | |
| Website | | | |
| Address | 4, Greinton Dunster Crescent WESTON-SUPER-MARE BS24 9EG | Contact Tel. Email | Mr Andy Brooks 07800 630517 andybrooks151@hotmail.com |
| |  Plan your journey | Click here for a map | |

There is more information contained within the job description make sure you read all of it so you are aware of everything the employer has stipulated.

At the bottom of the page there are two very important links.

The “Click here for a map “gives a street map of the location of the company. It is a good idea to print this out so you know exactly where the placement is

The  will take you to a web site where you can plan your journey to the placement. Make sure you use this link so you know how long it will take you to get to the placement and also what transport you will need to use.

SELECTIONS

If your school has given you the option to make selections you can build up a list of placements that you may wish to contact. To add a placement to your selection click on the “Add to selection” at the top of the job description

[Printable version](#) | [Return to job list](#) | [New search](#) | [Add to selections](#)

When you have a number of possible placements the screen will be as follows.

My Placement Details

| Job | Employer | Job Title | Town | Postcode | Choice | # |
|--------|----------------------------------|------------------------|-------------------|----------|--------|---|
| 109090 | A G Bracey Ltd | Clerical Assistant | Bristol | BS16 9QH | 1 | 1 |
| 106982 | Alliance in Partnership | Catering Assistant | Gloucester | GL2 9EU | | 1 |
| 111806 | Charterhouse Group International | Accounts Assistant | Ramsey | IM8 1EB | | 1 |
| 108135 | 7 Day Catering | Catering Assistant | Stroud | GL5 4AH | | 1 |
| 112438 | A B Coaching | Assistant Sports Coach | WESTON-SUPER-MARE | BS24 9EG | | 1 |

This will display the list of all the opportunities that you have put into your “My Placement Details”. These could be the placements you are considering applying to. The number in the # column shows how many other students including you are also considering applying to that placement.

REMEMBER THAT YOU STILL NEED TO CONTACT THE COMPANY TO FIND OUT IF THEY CAN TAKE YOU ON PLACEMENT. JUST PUTTING THE OPPORTUNITIES INTO THIS SCREEN DOES NOT SECURE THE PLACEMENT

MY PLACEMENT DETAILS



By clicking onto the “My Placement Details” you will be taken to the list of placements you have added.

If you do not have the option to select placements and just use the system as a look up tool. When you select “My Placement Details” you will be shown any placements that have been processed for you.

My Placement Details

| Job | Employer | Job Title | Town | Postcode | Choice | # |
|-------|----------|------------------|-------------------|----------|--------|---|
| 14489 | U F O | Retail Assistant | Weston Super Mare | BS23 1QZ | | 1 |

Submit Print

From My Placement Details you can click the job number and go to the job description associated with that opportunity.

GETTING A PLACEMENT

Once you have spent some time researching you will need to contact that company yourself to see if they would be willing to take you on work experience.

| | | |
|---|--------------------------|--|
| 4, Greinton Dunster Crescent WESTON-SUPER-MARE BS24 9EG | Contact Tel. Email | Mr Andy Brooks 07800 630517 andybrooks151@hotmail.com |
|---|--------------------------|--|

The contact details of the company are at the bottom of the job description.

Remember that this is the first time the employer has had contact with you and so you need to make a really good impression. This contact can be done by letter, phone or email which ever method you use make sure someone else reads what you have written so that you give the best impression possible. This will improve your chances of getting a placement.

EMPLOYER ACCEPTED

When you have secured a placement with an employer you need to refer to your school so that they can tell you the next step in the process. This will mean getting signatures from Employers, Parents guardian and you so that the placement can be confirmed. Once all of this has been confirmed your placement will appear in your "My placement details".

When you have a placement in progress your home page will change to indicate the progress of the placement and if there are any visits that need to be done to the placement prior to starting.

Student Home

Current Status

Job No: **14489** U F O Dates: 04/07/2011 to 15/07/2011

Status: Congratulations, your employer has agreed to take you. Please make contact with your employer as soon as possible to discuss your placement.

You must return the Parent Consent Form for this job

This system has been designed to help you look and apply for work, consider different ways of travelling to work and most of all experience work.

If you have any questions about Work Experience, please talk to your teachers.

This screen will also show any placements that you have completed or are undertaking as part of an alternative programme.

Student Home

| Current Status | |
|---|--|
| Job No: 109090 | A G Bracey Ltd Dates: 29/09/2010 to 04/10/2010 |
| Status: Placement underway, hope you are enjoying your placement. | |
| Job No: 106982 | Alliance in Partnership Dates: 01/09/2009 to 31/12/2009 |
| Status: Completed. | |
| Job No: 111806 | Charterhouse Group International Dates: 26/07/2010 to 30/07/2010 |
| Status: Completed. | |
| Job No: 108135 | 7 Day Catering Dates: 26/07/2010 to 30/07/2010 |
| Status: Completed. | |

Don't forget to use the Journey Planner if you would like help in working out your travel arrangements.

If you wish to see a description of your confirmed placement, click on the Job Number a screen similar to the following one will be displayed.


You are logged in as **vicky Bell**
Help Log Out

Home
Work Experience Literature
Messages
Search
My Placement Details
Feedback Form

Job Description

[Printable version](#) | [New search](#) | [Add to selection](#)

| | |
|---------------------|---|
| Employer | A G Bracey Ltd BS16 9QH |
| Job Title | Clerical Assistant |
| Job Number | 109090 |
| Classification | CAT - Clerical and secretarial work |
| Business | HAULAGE CONTRACTOR |
| Aims | This will give an insight into administration work |
| Activities Involved | Student may assist with general office duties including: Opening and distributing post Data entries into Excel spreadsheets Purchase ledger invoices - matching to delivery notes, entering on accounts system, filing. Wages - Calculating employees hours, entry onto the computer system, distributing payslips Answering the telephone and taking accurate messages Making tea & coffee for staff and customers Helping to update visual progress charts for current workload Writing out checks and paying-in slips Typing job sheets, estimates and quotations |
| Other Information | It would be advantageous for them to be numerate and literate. |
| Health and Safety | EMPLOYERS JOB DESCRIPTION AND RISK ASSESSMENT AS AT 11/06/09 Students will be given an induction on their first day that will include Health and Safety. At no time will the student be left alone on the premises. The number of hours worked by the student should not exceed 37 per week - (standard 7-8 hour day). Parents & students are reminded that under the Health & Safety at Work Act 1974, students are classed as employees and will be subject to Health & Safety regulations that legally requires them to take proper care of themselves and others. It is also an offence to misuse or interfere with anything provided in the interests of Health and Safety. Students must NOT enter areas designated as off limits or use/interfere with equipment also considered as off limits. Student will be provided with all the necessary personal protective |

FEEDBACK FORM

Why not tell us about how your placement went by completing the feed back form and submitting your answers. This can only be done after your placement has been completed.

Student Feedback Form

We would like you to tell us what impact work experience has had on you.
Please complete the following questions and click submit.

Student name : **Vicky Bell** Male Female Dates: 01/09/2009 - 31/12/2009 At: Alliance in Partnership

| How much did you enjoy your work placement? | Very enjoyable | Mostly enjoyable | Some enjoyment | Not enjoyable | |
|--|----------------------------------|----------------------------------|----------------------------------|-----------------------|-----------------------|
| | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| How satisfied were you with your work experience? | Very satisfied | Quite satisfied | Satisfied | Slightly dissatisfied | Dissatisfied |
| | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| What impact did work experience have on your knowledge, skills, and personal qualities? | | | | | |
| AS A RESULT OF MY WORK EXPERIENCE: | Strongly agree | Agree | Disagree | Strongly disagree | |
| 1. I better understand the skills employers are looking for (click here to refer to the chart) | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| 2. I know which personal qualities employers think are important | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| 3. I was able to show my initiative in a workplace | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| 4. I have developed some new skills that employers value(e.g customer awareness, and use of IT) | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| 5. I developed my spoken communication skills, e.g. talking to adults | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| 6. I know I can work well with a team of adults | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| 7. I was able to show a positive attitude at work | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| 8. I feel more confident in handling new situations | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| 9. I have a better understanding of my own strengths and weaknesses | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| 10. I understand better the importance of problem | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | |