GETTING STARTED

You'll need a computer with an Internet connection.

Open up an internet browser and go to the following address

http://devon.learnaboutwork.org



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

Welcome	F
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	

Click

Student

The log-on page will then be displayed



Use the drop down box to select Hele's School and click on the [Submit] button.... The screen will change to the Student log in page:

Enter the log in details below and hit continue.

Hele's School Login details:

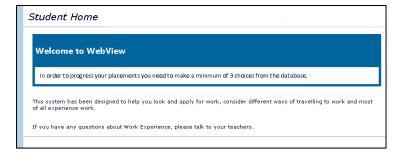
NAME: H Student

PIN: **2552**

Student Log In Please confirm your name and PIN School The Grove School Name vicky Bell PIN • Continue Clear

STUDENT HOME PAGE

Once successfully logged in. The home page will be displayed



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.

SEARCH

Web view will provide the ability to review possible work experience placements.

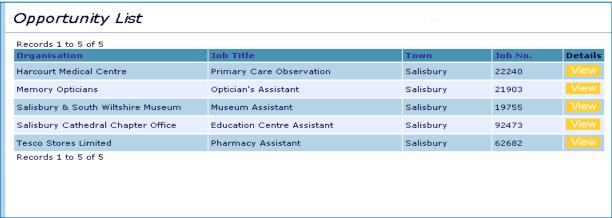
Clicking on [Search] will display this screen
This screen is used to search for different employment sectors.
Search for local placements by entering Plymouth into the Town bar.



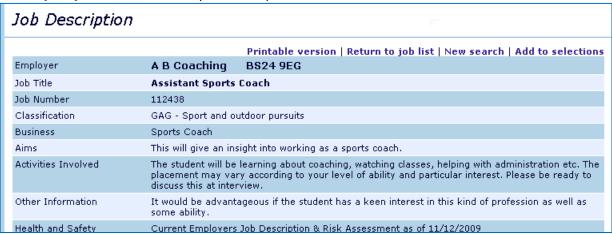
WEBVIEW Student Guide



The search results will be displayed as follows



Click on [View] button to see a description of the placement



The information contained in the job description is set out in sections. Make sure you have read them all.

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.



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

Remember that this is the first time that the employer has had contact from you. You need to make a really good impression.

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.