



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

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

Enter school

Lookup your school name , then click 'Submit'.

School

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

PIN

STUDENT HOME PAGE

Once successfully logged in. The home page will be displayed

Student Home

Welcome to WebView

In order to progress your placements you need to make a minimum of 3 choices from the database.

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.

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.

You are logged in as Dummy student

Home WEX Noticeboard Work Experience Literature Search My Placement Details Feedback Form

Search

Please select from the options below, or enter the job number here: Job number

Company Telephone

Town/Area Postcode(s) or or

Administration, Business and Office Work Financial Services Performing Arts

Building and Construction Healthcare Personal and Other Services including health and beauty

Catering and Hospitality Languages, Information and Culture Retail Sales and Customer Services

Computers and IT Legal and Political Services Science, Mathematics and Statistics

Design, Arts and Crafts Leisure, Sport and Tourism Security and Armed Forces

Education and Training Manufacturing and Production Social Work and Counselling Services

Engineering Marketing and Advertising Transport and Logistics

Environment, Plants and Animals Media, Print and Publishing ALL All Categories

Search other EBP-SW areas

The search results will be displayed as follows

<i>Opportunity List</i>				
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

<i>Job Description</i>	
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

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.

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