

Develop Education Business Partnership



Veryan WebView

On-line work experience software

Student Instructions

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WebView (Student) User Guide	
Student Initiated Form	
Data Agreement Form	

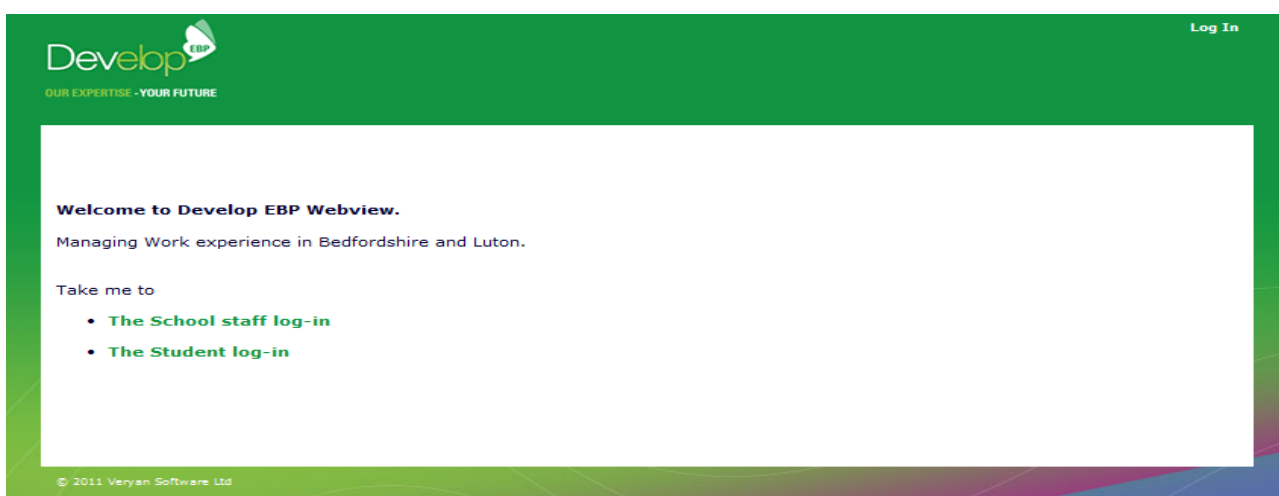
Veryan WebView is an Internet based system that allows you to view information about work experience jobs. It's a very easy system to use and these instructions will help you to get familiar with it.

Getting started

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

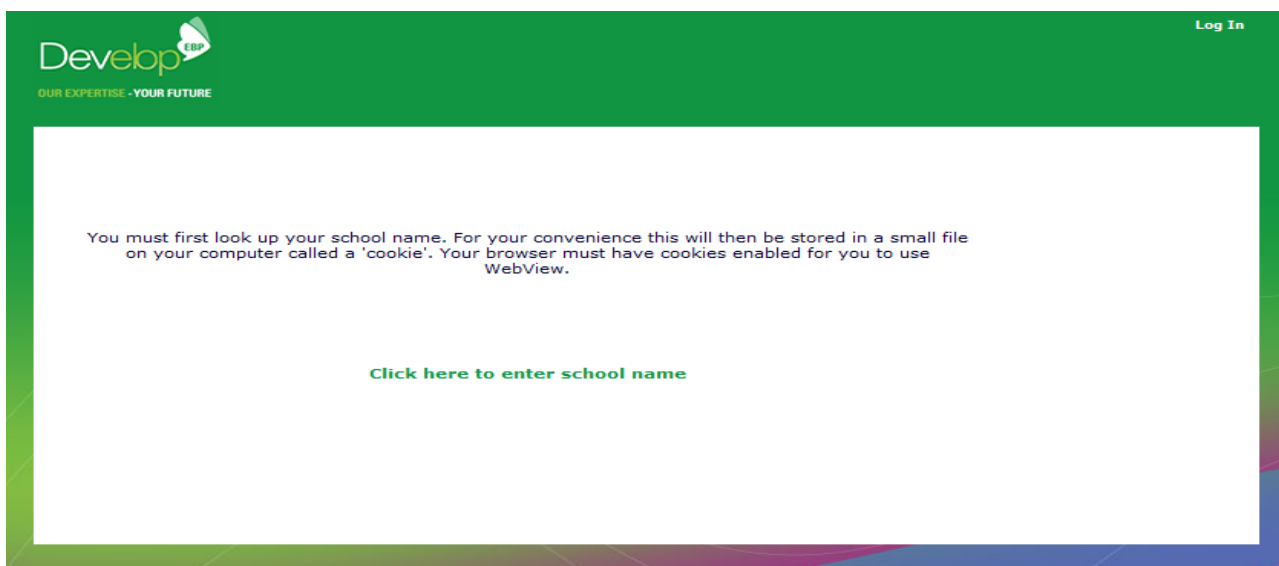
Open the browser and go to <http://develop.learnaboutwork.org>

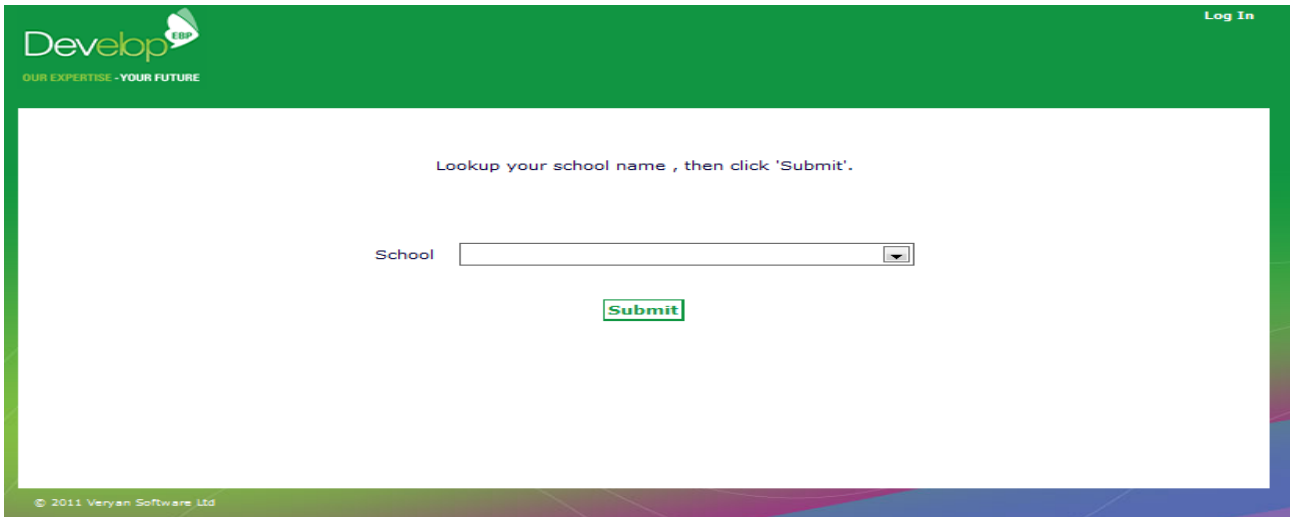
You'll find yourself at the WebView portal page.



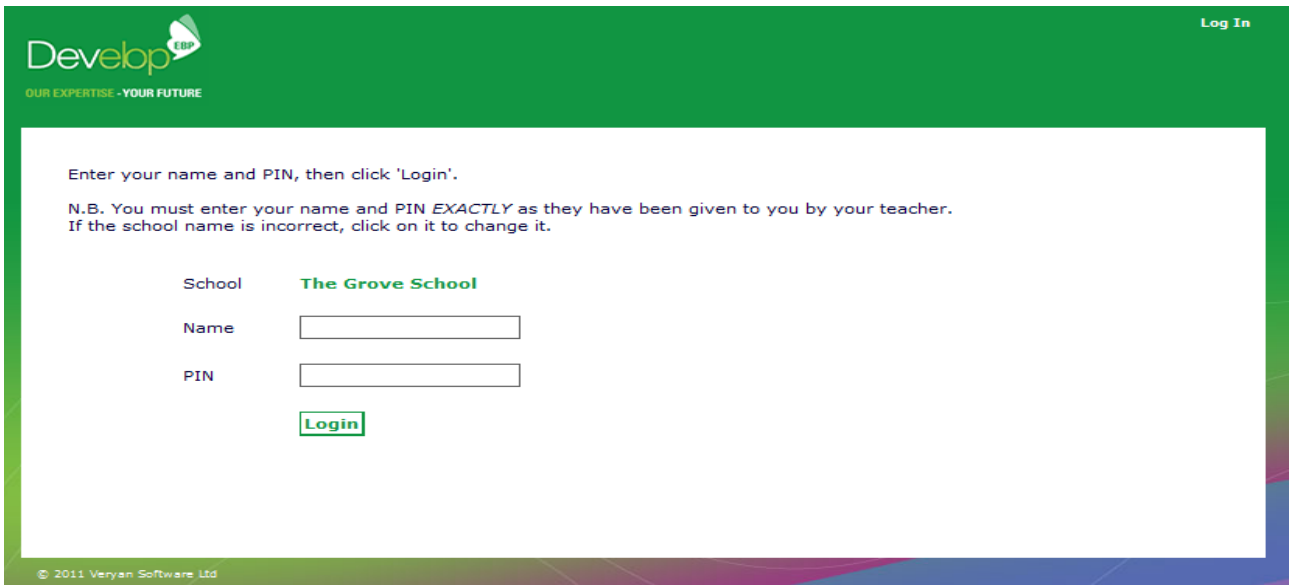
Just click on **the student log-in** and you'll be taken to the log-in pages....

The first log in page looks like this...





Select your school name from the list and click the [Submit] button



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

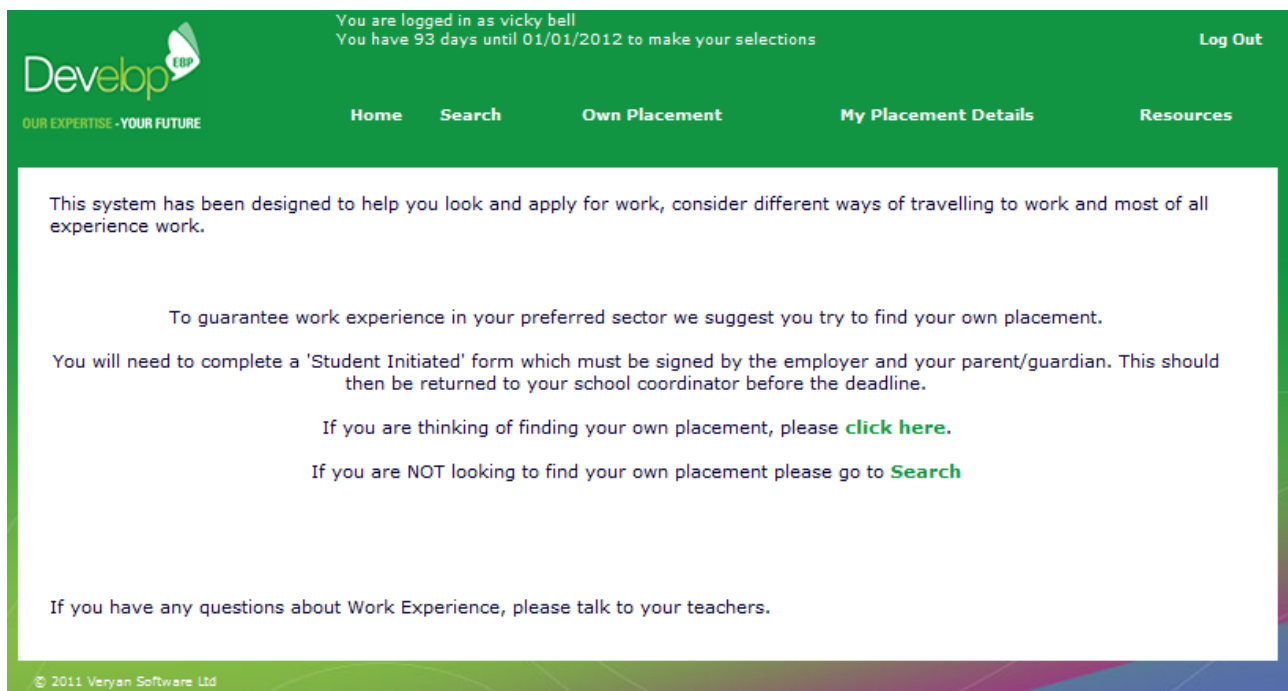
Your tutor will supply the PIN number.

When you've correctly entered your details click on the [Submit] button.

About 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.

When you have successfully logged in, the following home page will appear



Congratulations! You're ready to start using WebView!

Please read the home page. If you have any questions, please ask your teachers.

The home page displays your name and how many days there are to the deadline for making your placement selections.

Finding your own placement

If you are finding your own work experience placement, then [click here](#) in the home page or alternatively click the [Own Placement] link in the navigation menu.

If you are not looking to find your own placement, then click [search](#) in the home page or alternatively click the [Search] link in the navigation menu. See the section Using WebView to search for placements

If you have clicked on [click here](#) or the [Own Placement] link then the following page will be displayed for you to complete.

You are logged in as vicky bell
You have 90 days until 01/01/2012 to make your selections Log Out

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Home Search Own Placement My Placement Details Resources

If you are arranging your own placement please complete the fields below and click Submit

You will also need to complete a 'Student Initiated Form' which you can print from the second button below if these forms are not issued to you. Take this form to your employer and ask them to fill in their details, then return the form to your teacher as soon as possible.

Name and address of employer

Telephone number

Contact name

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Record the details of your own placement

You are logged in as vicky bell
You have 93 days until 01/01/2012 to make your selections Log Out

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If you are arranging your own placement please complete the fields below and click Submit

You will also need to complete a 'Student Initiated Form' which you can print from the second button below if these forms are not issued to you. Take this form to your employer and ask them to fill in their details, then return the form to your teacher as soon as possible.

Name and address of employer

Telephone number

Contact name

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Then click the [Submit] button or click the [Print SI Form] if your teacher has asked you to print a Student Initiated Form.

You must click the [Submit] button to save your own placement details. Your teacher will see these.

This page will be displayed when you have submitted your own placement details.

You are logged in as vicky bell
You have 93 days until 01/01/2012 to make your selections Log Out

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Your own placement details have been saved, [click here to print the Student Initiated Form](#) if required

You can print a Student Initiated Form from here too!

Using WebView to search for placements

WebView will help you find work experience placements.

You must submit a minimum of six selections. The maximum you can submit is ten.

Clicking on [Search] will display this screen

You are logged in as vicky bell
You have 90 days until 01/01/2012 to make your selections

Log Out

Home Search Own Placement My Placement Details Resources

Key word: Employer: Town: Postcode:

<input type="checkbox"/> Administration, Business and Office Work	<input type="checkbox"/> Financial Services	<input type="checkbox"/> Performing Arts
<input type="checkbox"/> Building and Construction	<input type="checkbox"/> Healthcare	<input type="checkbox"/> Personal and Other Services including health and beauty
<input type="checkbox"/> Catering and Hospitality	<input type="checkbox"/> Languages, Information and Culture	<input type="checkbox"/> Retail Sales and Customer Services
<input type="checkbox"/> Computers and IT	<input type="checkbox"/> Legal and Political Services	<input type="checkbox"/> Science, Mathematics and Statistics
<input type="checkbox"/> Design, Arts and Crafts	<input type="checkbox"/> Leisure, Sport and Tourism	<input type="checkbox"/> Security and Armed Forces
<input type="checkbox"/> Education and Training	<input type="checkbox"/> Manufacturing and Production	<input type="checkbox"/> Social Work and Counselling Services
<input type="checkbox"/> Engineering	<input type="checkbox"/> Marketing and Advertising	<input type="checkbox"/> Transport and Logistics
<input type="checkbox"/> Environment, Animals and Plants	<input type="checkbox"/> Media, Print and Publishing	

You can use this page to search for different categories (classifications) of work.

Click on the category or categories of work that interests you.

You can also search on categories of work in combination with other search criteria e.g. town, employer name and postcode. A page similar to this is displayed.

You can search for all placements in a specified town or postcode or offered by an employer

The key word search allows you to search for a specific word e.g. horse. This would find all placements that mentioned the word horse.

The next page is an example of the results from a search

You are logged in as vicky bell
You have 90 days until 01/01/2012 to make your selections Log Out

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Home Search Own Placement My Placement Details Resources

Records 1 to 20 of 62		First	Previous	Next	Last
Organisation	Job Title	Post code	Job No.	Details	
Adams Moore Solicitors	Clerical Assistant	LU1 3HG	27088	View	
Age Concern Luton	Clerical Assistant	LU1 2DW	29463	View	
Aircargo & Container Services Ltd	Clerical Assistant	LU2 9NL	2394	View	
Airparks Services Ltd	Reception/Clerical Assistant	LU1 4BZ	10478	View	
Allianz Insurance	Clerical Assistant	LU1 3LU	28603	View	
Anachem Limited	Clerical/Lab Assistant	LU4 8EF	2510	View	
Answerpoint Ltd	Clerical Assistant	LU1 1HS	9662	View	

You can use the [First](#) | [Previous](#) | [Next](#) | [Last](#) options to view ranges of records.

Click on [\[View\]](#) to see a description of the placement that interests you.

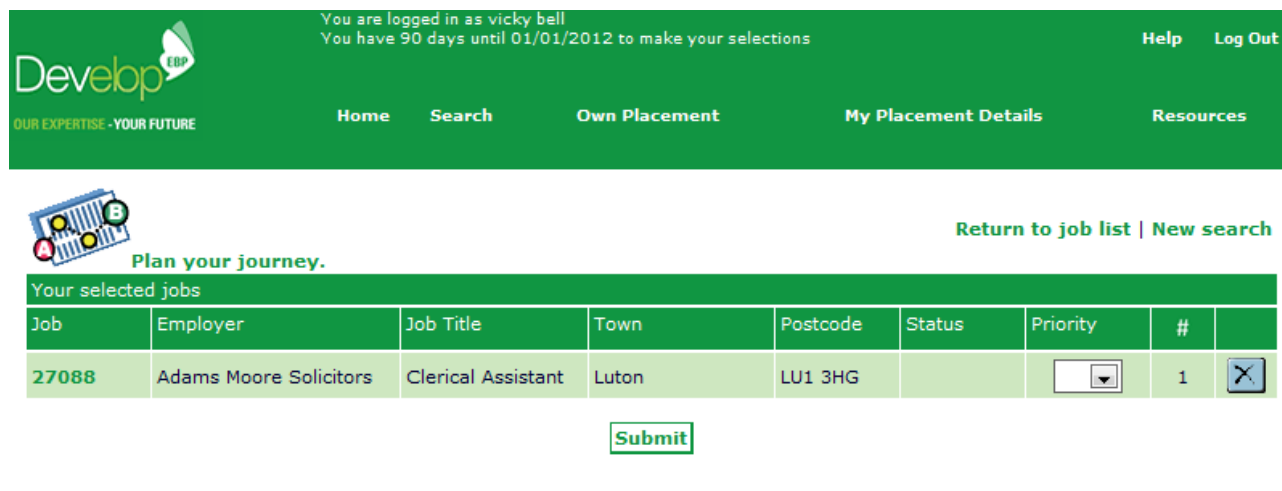
[Printable version](#) | [Return to job list](#) | [New search](#) | [Add to selections](#)

Employer	Adams Moore Solicitors
Job Title	Clerical Assistant LU1 3HG
Job Number	27088 Next HS Visit 04/09/2013
Classification	Admin,Business and Office Work
Business	Solicitors
Placement Address	105 Park Street Luton LU1 3HG
Website	www.adamsmoore.net
Activities Involved	Word processing, photocopying, filing, faxing Distribution of incoming post, preparing outgoing mail Telephone enquiries, invoicing and ordering Assisting with the extraction of details from reports Use of the computer to input text, handle data or produce graphics Assisting in the handling of routine enquiries and provision of information required Supporting staff as required, students will work shadow administration staff Shadow staff to court
Other information	Keyboard skills would be an advantage Communication skills would be useful Students should note that strict confidentiality is required on this placement. Packed Lunch Required
Health and Safety	Students will be given an induction on their first day that will include Health & Safety Slips, trips and falls, workplace risks covered at induction At no time will the student be left alone on the premises Students will use some office equipment such as a PC, shredder, photocopier etc. after training Students should use all electrical equipment with due care Students should take regular breaks if involved in extensive IT work Students may be transported by a lone adult Parents are reminded that students are classed as employees for insurance purposes and will be subject to Health & Safety regulations that legally require 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
Hours	Monday to Friday 9am to 5.30pm
Clothing	Smart clothes. No jeans.
Interview required?	Yes

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](#)

If you wish to select this placement for your work experience then click on [Add to Selections](#)

Clicking on [Add to Selections](#) will display the My Placement Details page

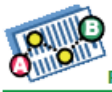


You are logged in as vicky bell
You have 90 days until 01/01/2012 to make your selections

Help Log Out

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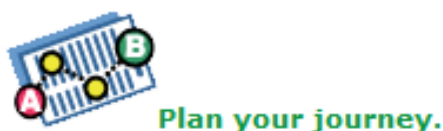
Home Search Own Placement My Placement Details Resources

 [Plan your journey.](#) [Return to job list](#) | [New search](#)

Your selected jobs

Job	Employer	Job Title	Town	Postcode	Status	Priority	#	
27088	Adams Moore Solicitors	Clerical Assistant	Luton	LU1 3HG		<input type="text"/>	1	<input type="button" value="X"/>

You can use this website to work out how you would travel to your selected placement(s). Just click on the [Plan your journey](#) link



You can now make further searches and / or record selections and / or delete your selections.

The **#** column displays the number of students including you that have chosen placement.

Alternatively you can use the [Log Out] link and return later to search and / or make selections.

If you wish to see a description of your selected placement, click the job number ([27088](#) in this example).

If at anytime you wish to see your selections to date, just click on the [My Placement Details] link.

You may delete any or all of your selections by clicking the [Delete] button

When you have made all your selections, you can then record your preferred choice level for each of your selections.

When you click [Submit] a message will be displayed stating that your choices have been saved. The 'My Placement Details' page will now look similar to this.



Plan your journey.

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

Your selected jobs								
Job	Employer	Job Title	Town	Postcode	Status	Priority	#	
27088	Adams Moore Solicitors	Clerical Assistant	Luton	LU1 3HG		3	1	<input type="button" value="X"/>
19071	University of Bedfordshire	IT Assistant	Luton	LU1 3JU		4	1	<input type="button" value="X"/>
25232	Urban Saints	Media Assistant	Luton	LU2 0AH		1	1	<input type="button" value="X"/>
24220	Brake & Service World Ltd	Clerical Assistant	Luton	LU4 8EZ		5	1	<input type="button" value="X"/>
5453	Bedfordshire Football Association	Clerical/Sports Assistant	Dunstable	LU5 4JU		6	1	<input type="button" value="X"/>
4888	Snappy Snaps	Photography Shop Assistant	Luton	LU1 2TY		2	1	<input type="button" value="X"/>

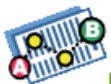
You cannot delete your selection(s) if you have clicked [Submit] as this locks your selections. You will need to ask your teacher to unlock your selections.

Placement Confirmation

When your placement has been confirmed, you will be able to see your confirmed placement.

Login and click on the [My Placement Details] link.

A page similar to the following will be displayed.



Plan your journey.

[New search](#)

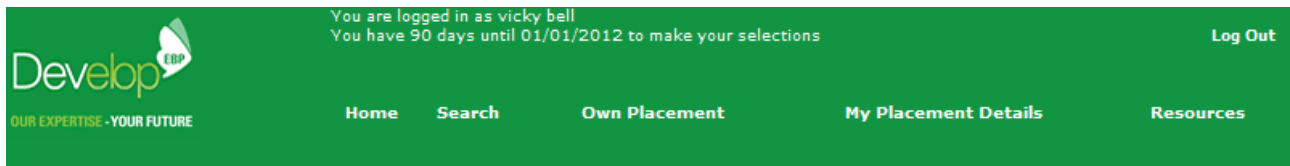
Your selected jobs								
Job	Employer	Job Title	Town	Postcode	Status	Priority	#	
27088	Adams Moore Solicitors	Clerical Assistant	Luton	LU1 3HG	Fixed	3	1	<input type="button" value="X"/>
19071	University of Bedfordshire	IT Assistant	Luton	LU1 3JU		4	1	<input type="button" value="X"/>
25232	Urban Saints	Media Assistant	Luton	LU2 0AH		1	1	<input type="button" value="X"/>
24220	Brake & Service World Ltd	Clerical Assistant	Luton	LU4 8EZ		5	1	<input type="button" value="X"/>
5453	Bedfordshire Football Association	Clerical/Sports Assistant	Dunstable	LU5 4JU		6	2	<input type="button" value="X"/>
4888	Snappy Snaps	Photography Shop Assistant	Luton	LU1 2TY		2	1	<input type="button" value="X"/>

From this page you can see which placement has been arranged (Fixed) for you. If there are other statuses displayed, please ask your teacher what they mean

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

Resources

Click on the [Resources] link to display this page



The documents below may be viewed online/downloaded and/or printed out:

- [Student Initiated Form](#)
- [Data Agreement Form](#)

The documents listed may be viewed online and printed. Click on any one to view the document. The *WebView User Guide* tells you how to use this system.