



CSW Enterprise Ltd

STUDENT WEBVIEW GUIDE

WEBVIEW Student Guide

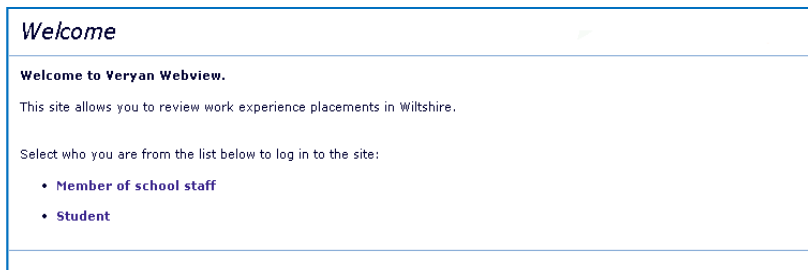
GETTING STARTED

You'll need a computer with an Internet connection.
Open up an internet browser and go to the following address

<http://Devon.learnaboutwork.org>

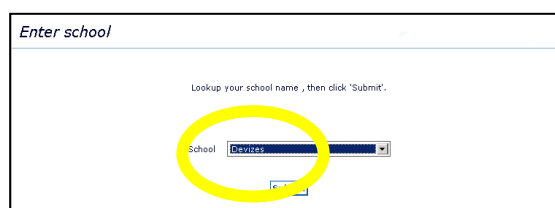
NB: YOU DO NOT NEED TO PUT WWW IN FRONT OF THE ADDRESS

The WEBVIEW portal page will be displayed.



Click **Student**

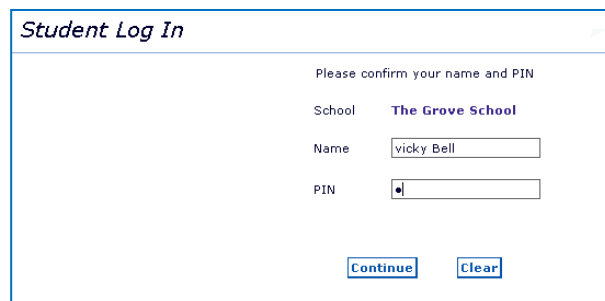
The log-on page will then be displayed



Use the drop down box to select your Educational establishment and click on the [Submit] button....
The screen will change to the Student log in page:

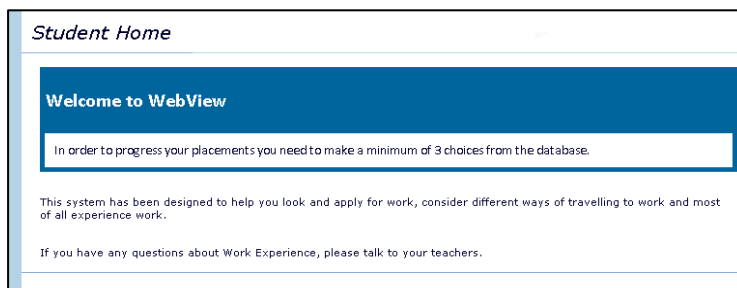
Enter the log in details provided to you and hit continue.
If you are asked to select a batch then please discuss which one to choose with the work experience coordinator.

- Axe Valley Academy
- Name - **Axe Student**
- PIN - **2485**



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.

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Clicking on [Search] will display this screen

The screenshot shows the search page with the following elements:

- Header: "You are logged in as Dummy student" with a "Log Out" link.
- Navigation: Home, WEX Noticeboard, Work Experience Literature, Search, My Placement Details, Feedback Form.
- Search Section: "Please select from the options below, or enter the job number here:" with a "Job number" input field and a "Go" button.
- Filters:
 - Company: [input field]
 - Town/Area: [input field]
 - Telephone Postcode(s): [input field] or [input field] or [input field]
 - Category Grid: A grid of 24 categories with checkboxes, including:
 - 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
 - All Categories
- Buttons: Search, List, Search other EBP-SW areas.

This screen is used 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 postcode or town. You can select more than one postcode.

This close-up shows:

- Job number: [input field] Go
- Postcodes: [input field] or BA2 or BH2
- Categories:
 - Performing Arts
 - Personal and Other Services including health and beauty

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

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	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

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 has 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](#)

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. Once all of this has been confirmed your placement is booked.

FEEDBACK FORM

Why not tell us about how your placement went by completing the feedback 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"/>