STUDENT WEBVIEW GUIDE

Login
School: Uffculme School (from the drop down)
Username: Uffculme Student
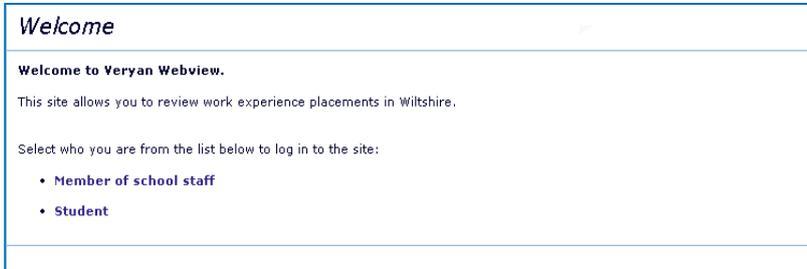PIN: 5172

GETTING STARTED

You will need a computer with an Internet connection.
1. Open an internet browser and go to the following address: http://Devon.learnaboutwork.org

The WEBVIEW portal page will be displayed.

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

2. Click 'Student'

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

4. Enter the details provided to you and hit continue. If you are asked to select a batch then please discuss this with your coordinator.
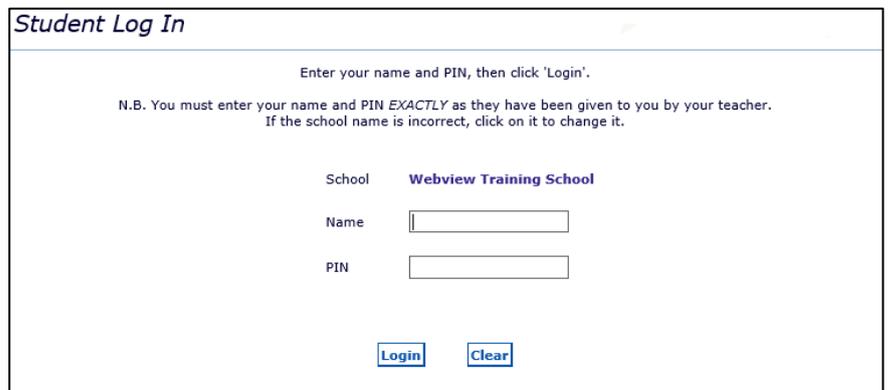
Student Log In

Enter your name and PIN, then click 'Login'.

N.B. You must enter your name and PIN *EXACTLY* as they have been given to you by your teacher.
If the school name is incorrect, click on it to change it.

School   **Webview Training School**

Name   [   ]

PIN   [   ]

[Login]   [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.

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

EMPLOYER SEARCH

Clicking on the Search tab will display this screen:

This allows you to search for different classifications of work.

More than one classification can be chosen, and this can be narrowed down further using the postcode or town function.

The search results will be displayed as follows:

Opportunity List

Records 1 to 1 of 1

Organisation	Job Title	Town	Job No.	Details
CSW SEND	Assistant in the IT Dept. & Computer Support	EXETER	52590	View

Records 1 to 1 of 1

Click the [View] button to see a description of the placement. The Employer's contact details are at the bottom.

Selecting 'Printable Version' will give you the option to print all the information on this screen. However, this will only be viewable if your school has given you the permissions to print. If you need a printable version and your school has not given you access, please contact your work experience coordinator.

If your school have given you the correct permissions, you will also be able to shortlist potential placement choices by clicking 'Add to selections'.

If you wish to return to the previous list or start a new search, then click on 'Return to job list' or 'New search'.

Job Description

Printable version | Return to job list | New search | Add to selections

Employer	CSW SEND EX2 5JL
Job Title	**Assistant in the IT Dept. & Computer Support**
Job Number	52590
Classification	CAV - Information technology work
Business	Careers and Enterprise People developers
Aims	Insight into using computers in a business environment and how the department supports the IT of the company
Activities Involved	The student may be able to gain a range of skills and learn about a range of activities including. Dealing with queries relating to, installing and configuring operating systems and software. Testing computers, keyboards, mouse and monitors, installing software. Inputting data, testing programs to find faults, helping to answer queries. Student will assist with general office admin work including word processing, data input, scanning, filing, photocopying. Basic hardware upgrades and repairs to laptops, PCs Setup and configure mobile phones, reset to factory settings where necessary
Other Information	A keen interest in and understanding of computers. A good standard of English and maths are required. Student must respect the confidentiality of this placement. Student to have good IT skills. Ability to work confidently as part of a team.

EMPLOYER ACCEPTED

Once 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.
When this is confirmed, your placement will appear in the "My placement details" section.

FEEDBACK FORM

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