



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

SCHOOL PLEASE DELETE ACCORDING TO YOUR AREA
DEVON /PLYMOUTH <http://Devon.learnaboutwork.org>

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

We have a generic name and PIN
Uffculme Student
1097

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.

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

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Clicking on [Search] will display this screen

The search interface includes a navigation bar with 'Home', 'WEX Noticeboard', 'Work Experience Literature', 'Search', 'My Placement Details', and 'Feedback Form'. The main search area has a 'Search' heading and a 'Please select from the options below, or enter the job number here:' prompt. It features input fields for 'Company', 'Town/Area', 'Telephone', and 'Postcode(s)'. A grid of 24 categories with checkboxes is provided, 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; and Transport and Logistics. There is also an 'ALL' category. A 'Go' button is next to the job number input field. At the bottom, there are 'Search', 'List', and 'Search other EBP-SW areas' buttons.

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 the 'Job number' input field with a 'Go' button. Below it are three postcode selection boxes: 'BS1', 'BA2', and 'BH2', each with an 'or' separator. At the bottom, there are two category checkboxes: 'Performing Arts' and 'Personal and Other Services including health and beauty'.

The search results will be displayed as follows

Opportunity List

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

Job Description

[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 will appear in your "My placement details".