



Veryan WebView

On-line work experience software

Student Instructions

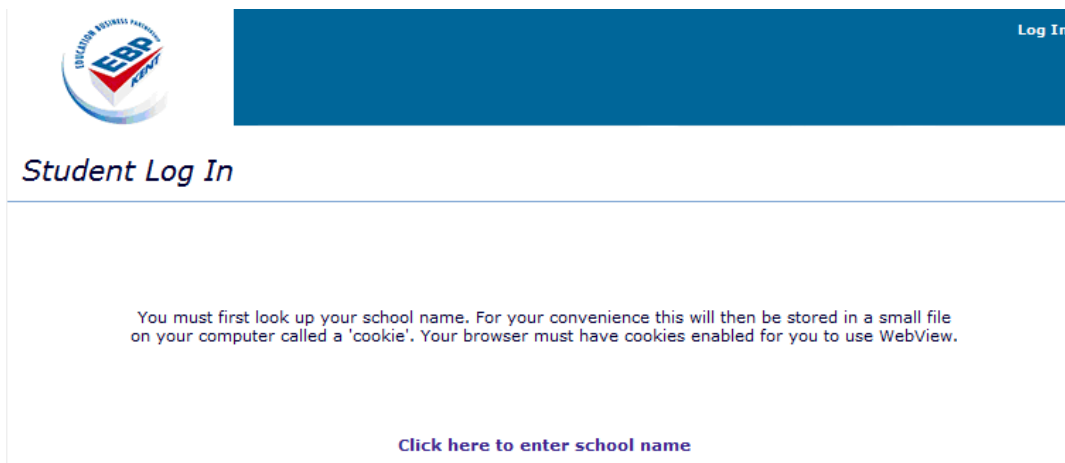
Veryan WebView is an Internet based system that allows you to view information about work experience jobs. It's a very easy system to use and these instructions will help you to get familiar with it.

Getting started

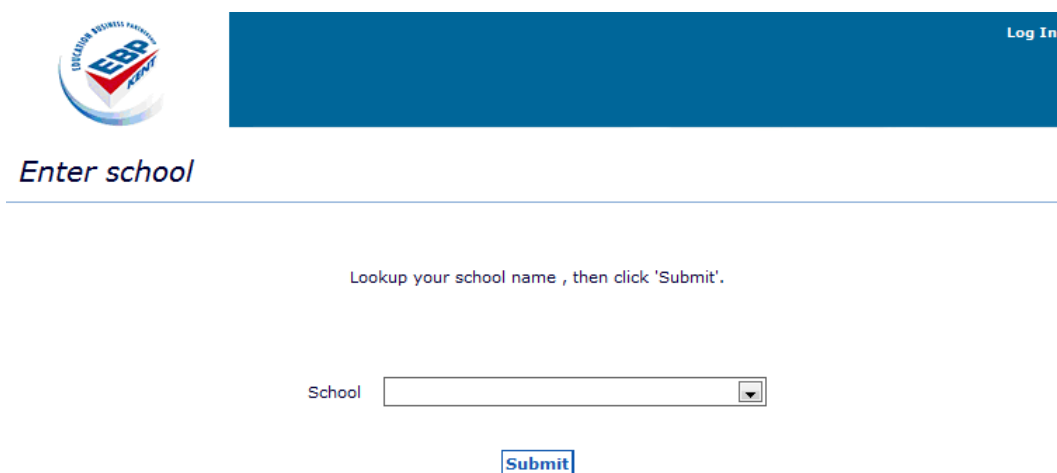
You'll need a computer with an Internet connection and Internet browser software such as 'Microsoft Internet Explorer'.

Open the browser and go to **http://eastkent.learnaboutwork.org**

The first log on page looks like this...



When you click to enter your school name the screen changes and you can choose your school name from a list.



When you have found and selected your school's name, click on the [Submit] button....



Log In

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 **The Grove School**
Name
PIN

[Login](#)

[Clear](#)

Enter your name and PIN - your teacher will supply your PIN

This is the student home page from which you can select different types of work experience, record own placement details and provide feedback about your actual placement



You are logged in as **vicky bell**

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Student Home

This system has been designed to help you look and apply for work experience placements, consider different ways of travelling to work and most of all to gain experience of a work placement.

You must make four selections from the list of available job types.

If you are finding your own placement you will be able to record the details after you have made your selections.

Click **Make Selections** to continue.

If you have any questions about Work Experience, please talk to your teachers.

Using WebView

This system has been designed to help you look and apply for work experience placements.

You must make four selections from the list of available job types.

You will be able to record details of a placement that you are arranging for yourself.

If you are finding your own placement you will be able to record the details after you have made your selections.

If you have any questions about Work Experience, please talk to your teachers.

Click **Make Selections** to continue



























Make Selections

You have until 31/12/2015 to make your selections

Click any item to view job details.

Please make 4 selections from the categories below.

[Click here for information on the colour coding](#)

Classification	Select	Classification	Select
 Accountancy	<input type="text"/>	 Administration	<input type="text"/>
 Banking/Finance	<input type="text"/>	 Catering (General)	<input type="text"/>
 Childcare (Nursery)	<input type="text"/>	 Childcare (Teaching)	<input type="text"/>
 Computing	<input type="text"/>	 Conservation (Buildings)/Architecture	<input type="text"/>
 Conservation (Environment)	<input type="text"/>	 Construction/Maintenance	<input type="text"/>
 Electrical Engineering	<input type="text"/>	 Engineering/Factory	<input type="text"/>
 Estate Agency Work	<input type="text"/>	 Florist	<input type="text"/>
 Gardening/Horticulture	<input type="text"/>	 General Hotel-based	<input type="text"/>
 Hairdressing/Beauty	<input type="text"/>	 Legal	<input type="text"/>
 Library	<input type="text"/>	 Pharmaceutical	<input type="text"/>
 Retailing	<input type="text"/>	 Sport/Leisure	<input type="text"/>
 Vehicle Mechanic	<input type="text"/>	 Warehouse/Storekeeping	<input type="text"/>
 Working with Animals	<input type="text"/>	 Working with elderly/disabled	<input type="text"/>

[Continue](#)

To find out what the different background colours mean, click on [[Click here for information on the colour coding](#)] from the Make Selections page. This screen will be displayed.

You **must** click on the name / icon for the type of work experience that interests you. You will see general information about that type of work experience and only then will you be able to select it.










When you have ranked your four selections in order of preference, the page will look similar to this

Make Selections

You have until 31/12/2015 to make your selections

Click any item to view job details.
Please make 4 selections from the categories below.

[Click here for information on the colour coding](#)

Classification	Select	Classification	Select
 Accountancy	1st	 Administration	4th
 Banking/Finance		 Catering (General)	
 Childcare (Nursery)		 Childcare (Teaching)	
 Computing		 Conservation (Buildings)/Architecture	
 Conservation (Environment)		 Construction/Maintenance	
 Electrical Engineering		 Engineering/Factory	
 Estate Agency Work	2nd	 Florist	
 Gardening/Horticulture		 General Hotel-based	
 Hairdressing/Beauty		 Legal	
 Library		 Pharmaceutical	
 Retailing		 Sport/Leisure	3rd
 Vehicle Mechanic		 Warehouse/Storekeeping	
 Working with Animals		 Working with elderly/disabled	

[Continue](#)

When you are happy with your selections, click the [Continue] button. The following Work Areas page will be displayed

Work Areas

Please indicate in which areas you would be able to work

Area 1 2 3 4

Please give details of any hobbies/interests or vocational courses relating to your choices of placement:

How will you be getting to your placement? Tick all that you could use.

Bus Car Train Bike Walk

[Continue](#)

Use this page to indicate where you would like to work, how you could get there and information that is relevant to your placement selections.

When you have completed this page, you must click the [Continue] button

The Own Placement Details page will be displayed

Own Placement Details

If you intend to arrange your own placement or if you have already done so, please enter as much information as you can in the fields below.

We cannot guarantee placements submitted after 15/07/2012

Employer name	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Telephone number	<input type="text"/>
Brief job details (tasks)	<input type="text"/>
Contact name agreeing to the placement	<input type="text"/>
Person to contact, if different	<input type="text"/>
Employer liability insurance ?	<input type="checkbox"/>
Public liability ins ?	<input type="checkbox"/>

Whether or not you are finding your own placement, you must print the selection form and get it signed by your parent/guardian

[Print Form](#)

If you intend to arrange your own placement or if you have already done so, please enter as much information as you can in the fields above.

Whether or not you are finding your own placement, you must print the selection form and get it signed by your parent / guardian

Work Experience Literature

Click **Work Experience Literature** on the Student Home page and a page similar to this will be displayed



You are logged in as **vicky bell**

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[Home](#)

[Work Experience Literature](#)

[Make Selections](#)

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Work Experience Literature

The documents below may be read online, downloaded and/or printed :

- [Student User Guide](#)
- [The LSC 'Be Safe' booklet, perfect resource for pupils and employers](#)

The information listed here may be read online, downloaded and / or printed.