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Wandsworth EBP

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.
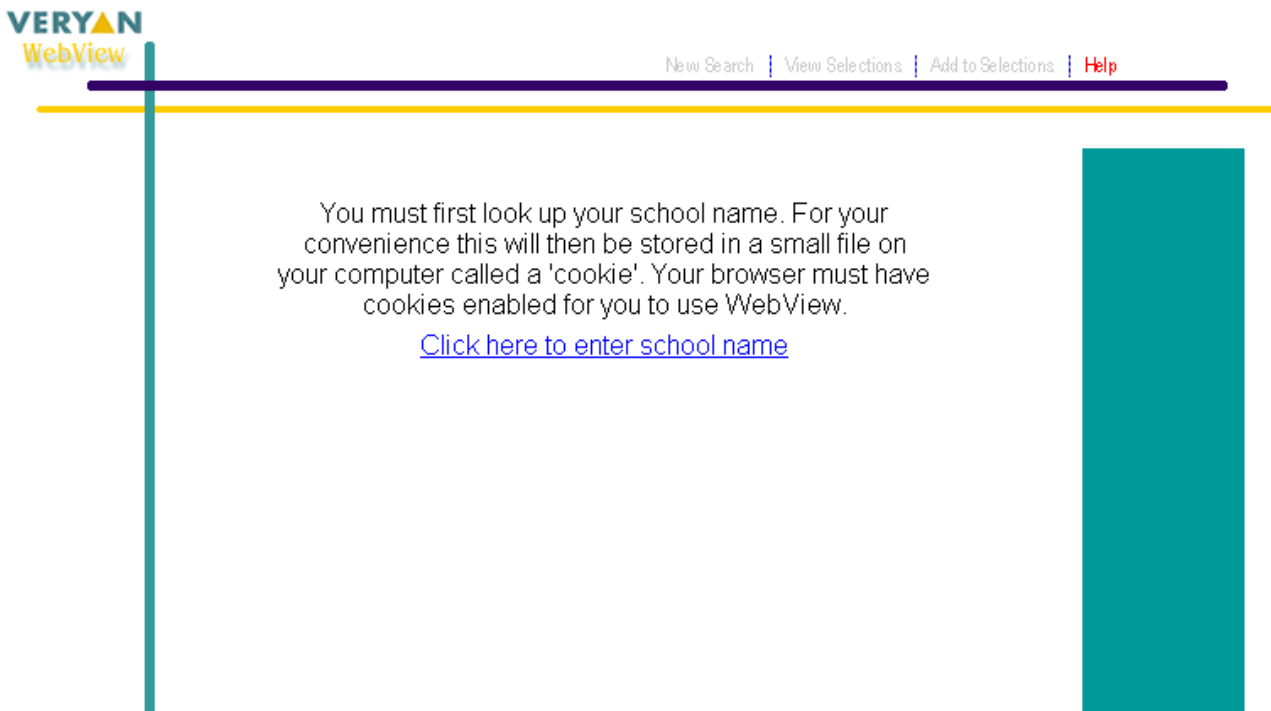
Getting started

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

Open the browser and go to www.LearnAboutWork.net/Wandsworth/
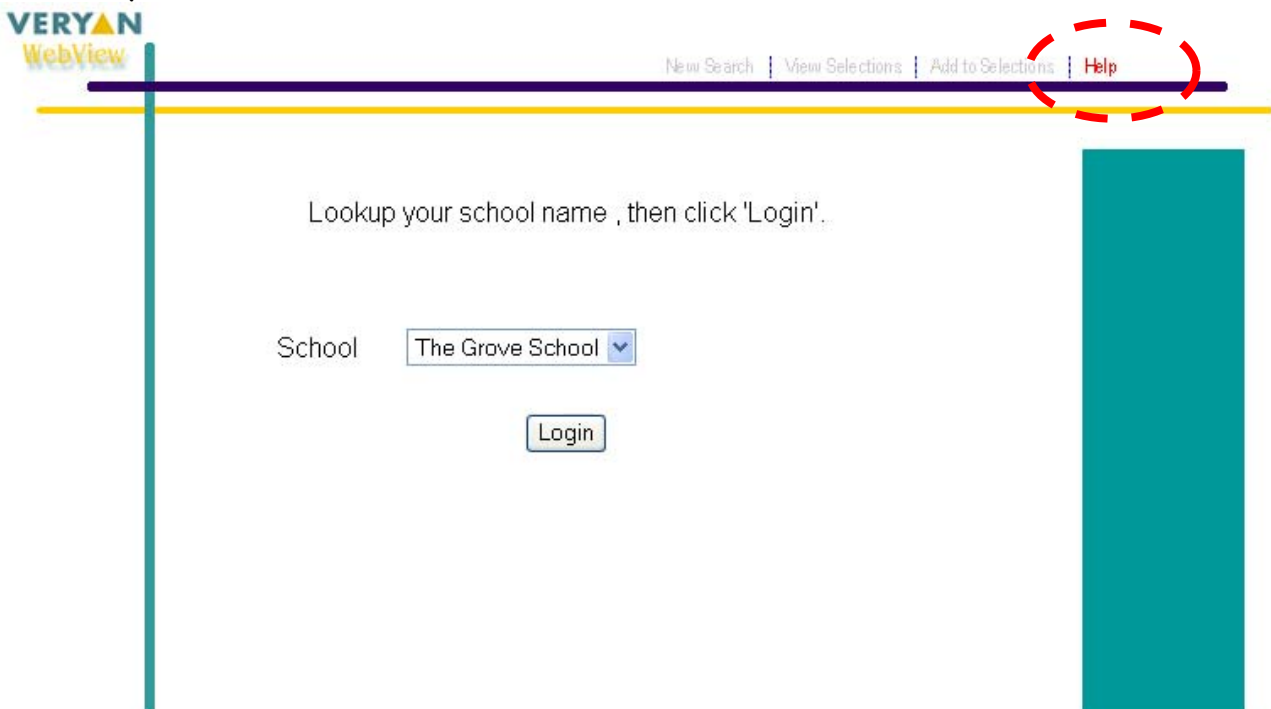

You'll find yourself at the WebView portal page.
Just click on any of the images and you'll be taken to the log-on pages....

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 [Login] button….

TIP! *This and every other screen in WebView has a [Help] button.*
If you're ever unsure of what to do, just click on [Help]

This screen asks you for your name and your 'PIN NUMBER'
Take care to read the on-screen instructions.

VERYAN
WebView

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   Billy Adam
PIN   ●●●●●

[Login] [Clear]

If you make a mistake here you can use the [Clear] button to start again.
When you've correctly entered your details click on [Login]

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.

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There is no need to fill in all the fields. Complete only those required to narrow down your search.

Classification [▼]
Business
Description
Keyword [   ]
Organisation [▼]
Organisation
keyword [   ]
Town   [▼]
Area   [▼]
Postcode [▼]
Job Number [   ]
Job Title
Keyword [   ]

[Go] [Clear]

Congratulations! You're ready to start using WebView!

Using WebView to search for jobs

This is the WebView job search screen. It's very easy to use…
You can put information in one or more of the 'search criteria' fields.

If the field has a list symbol - [⌄] you'll be able to find information in a list behind the field. (Just click on the symbol, then make your choice, like this

Don't worry if the choices you see are different from the ones you see here, every copy of WebView is a little bit different so that it best fits your needs.

Don't worry if you make a mistake; just click the [Clear] button to start again. When you're ready, click the [Go] button to start your search.

Tip! The more fields you complete the fewer jobs you're likely to find as each new search criteria will narrow your search.
Leave all the search fields blank and WebView will display **ALL** the jobs.

Other useful features on the search screen…

The [Go] button will take you to a list of jobs matching your search but if you get this message…
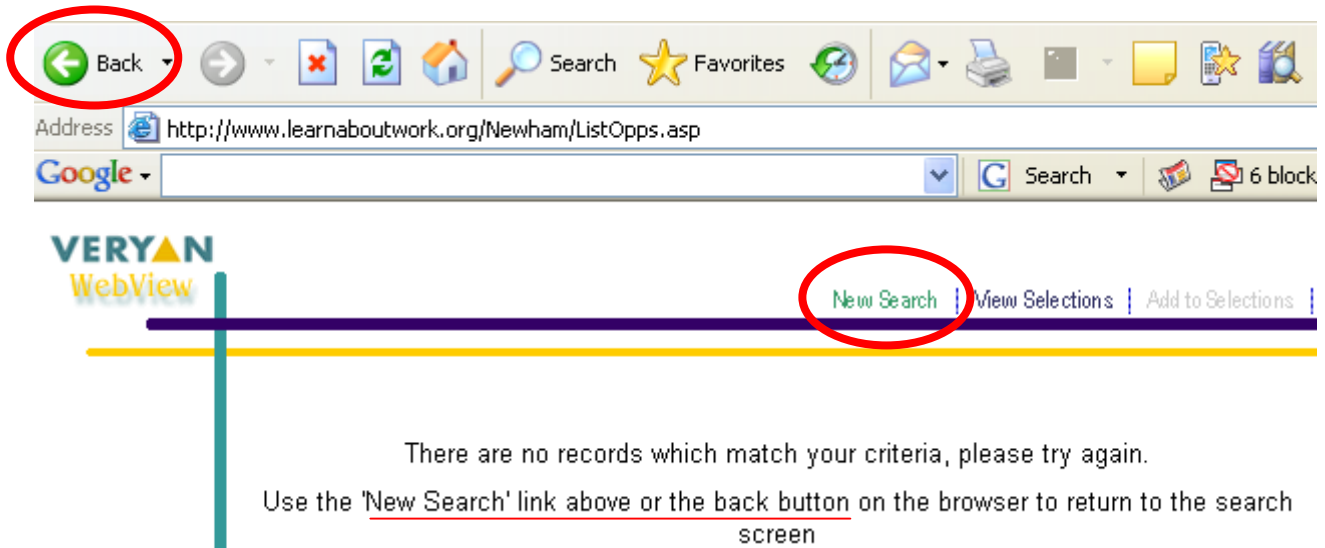
Your search may have been too detailed. Search again with less strict search criteria – for example, you could choose "C*" as the classification instead of the more specific "CAV – Information technology work".
All "C" type jobs are similar and many will involve using computers.

Successful search results look like this….

Records 11 to 20 of 254

If your search finds lots of jobs you'll be able to use the
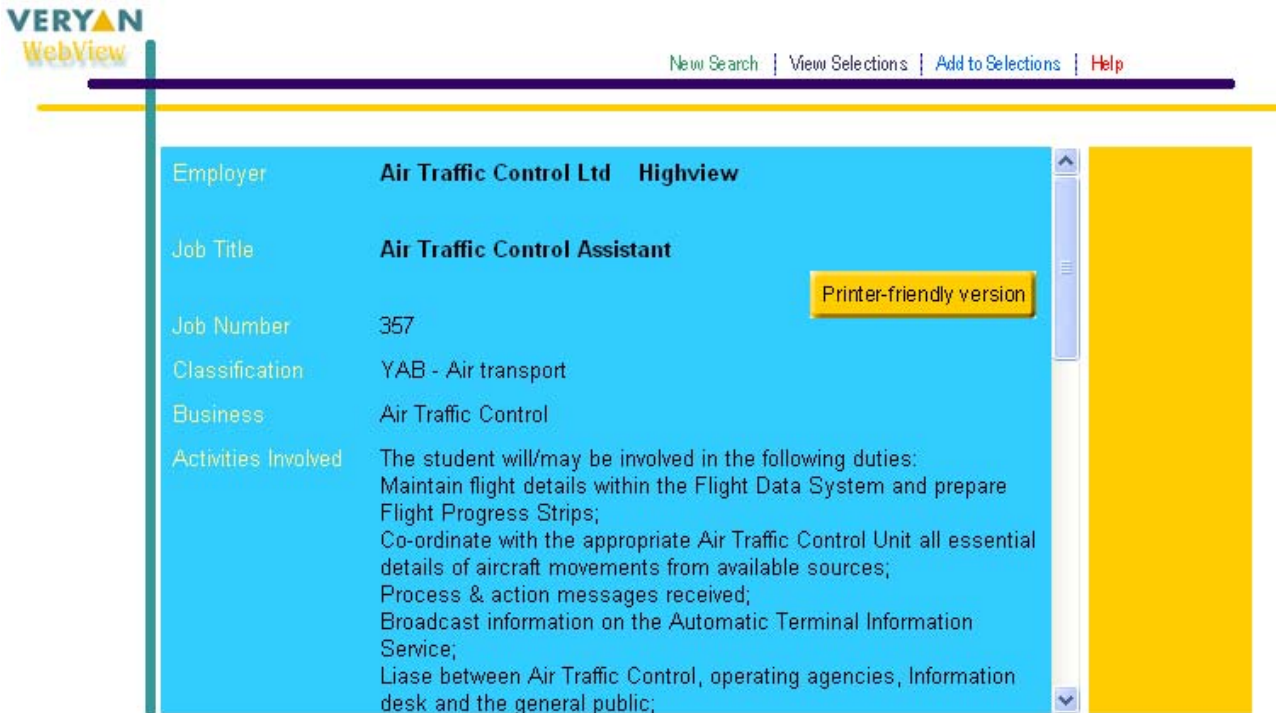◀ Prev   Next ▶ buttons to view them ten to a page.

This screen shows you're the company name, job title, town and job number.

Tip! *If you think you might want to come back and look at a job again, try and remember the job number – it's one of the things you enter into the search screen.*

The "**#**" column will display the number of people who may already have chosen that job. If it's a low number, don't be put off because you may still get the chance to go there and the company may take more than one student at a time. But if a job has already been chosen by a lot of other people, then everyone's chances of getting that job are smaller.

To look at a job in more detail, click on the View button.

The **View** button will take you to this detailed view of a job

VERYAN WebView

New Search | View Selections | Add to Selections | Help

Employer	Air Traffic Control Ltd Highview
Job Title	Air Traffic Control Assistant
	Printer-friendly version
Job Number	357
Classification	YAB - Air transport
Business	Air Traffic Control
Activities Involved	The student will/may be involved in the following duties: Maintain flight details within the Flight Data System and prepare Flight Progress Strips; Co-ordinate with the appropriate Air Traffic Control Unit all essential details of aircraft movements from available sources; Process & action messages received; Broadcast information on the Automatic Terminal Information Service; Liase between Air Traffic Control, operating agencies, Information desk and the general public;

Use the scroll bar to move down the page.

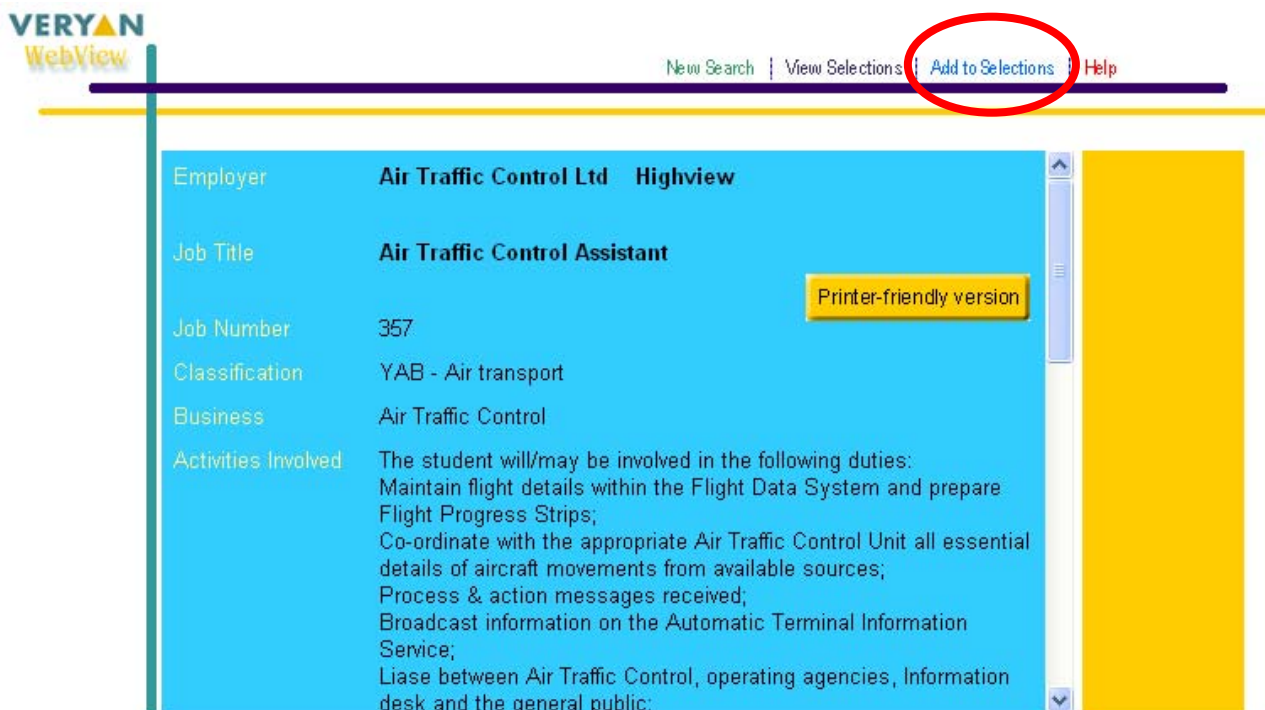If there is one, you can use the **Printer-friendly version** button to see a text version like this.

Employer	Air Traffic Control Ltd (LW5)
Job Title	Air Traffic Control Assistant
Job Number	357
Classification	YAB - Air transport
Business	Air Traffic Control
Activities Involved	The student will/may be involved in the following duties: Maintain flight details within the Flight Data System and prepare Flight Progress Strips; Co-ordinate with the appropriate Air Traffic Control Unit all essential details of aircraft movements from available sources; Process & action messages received; Broadcast information on the Automatic Terminal Information Service; Liase between Air Traffic Control, operating agencies, Information desk and the general public; Provide comprehensive flight briefing and advisory service; Scrutinise, correct, address and dispatch flight plans; Maintain and file records; Monitor and transmit messages to ground service vehicles; Implement Air Traffic Control Emergency procedures when instructed; Assist with the operation of Air Traffic Control Flight Simulator.
General Requirements	Good standard of education especially English Language, Maths and/or Science Student MUST be able to maintain complete accuracy at all times, remain calm under pressure and have the ability to prioritise. A basic knowledge on information systems
Health and Safety	Students may be transported around the airfield by a member of staff. Students will be supervised at all times. Students will use electrical equipment after training. Any Personal Protective Equipment required will be provided and must be worn as directed. Students may have the opportunity to visit other operational departments such as the fire station, engineering services.
Hours	37 hours over over 5 days per week Precise hours to be discussed at interview.
Meals	Student to make own lunch arrangements
Travel	
Clothing	Smart casual (men must wear collar & tie)
Interview	Yes
Website	
Address	Stanborough Airport Placement at Stanborough Airport Highview Highview LW5 1BY LW5 1BY

Whenever you want to start another search, just use the [New search] or [Back] buttons, and don't forget the [Help] button is always available.
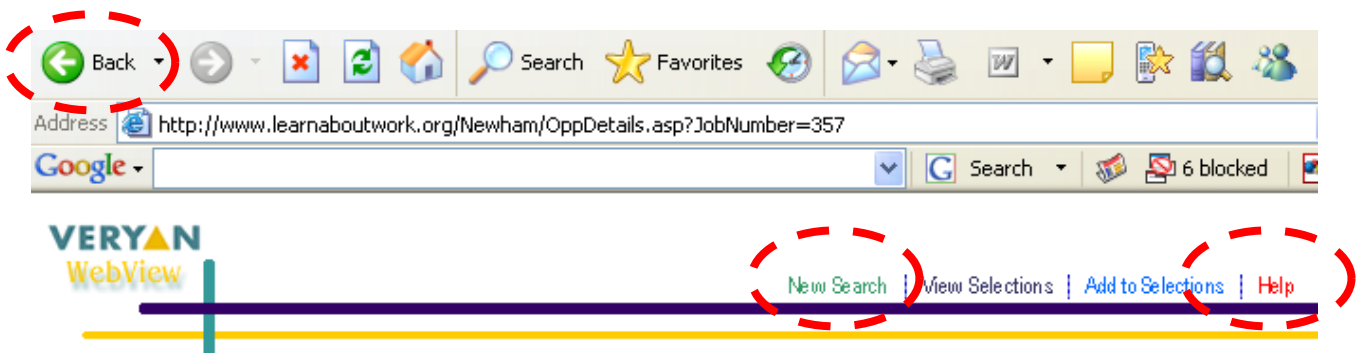
By now you'll probably be pretty familiar with how to search for jobs but if you want more practice, simply keep using the system until you're used to it.
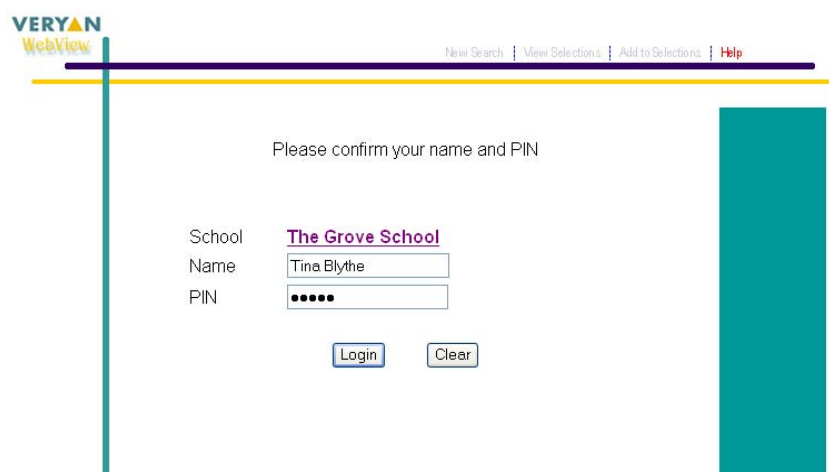
Selecting YOUR jobs

With a job description on screen, the Add to Selections link is shown.

Don't start to 'select' jobs until you've had a chance to look at quite a lot and everything they offer. But when you're ready, this is how you can start to make a list of your job choices…

Clicking on the Add to Selections link will redisplay the logon screen. This is a security measure, your name will be displayed and you just need to confirm your PIN number and click the [Logon] button.

The job that you were viewing when you clicked on Add to Selections will automatically be added to this selection screen.
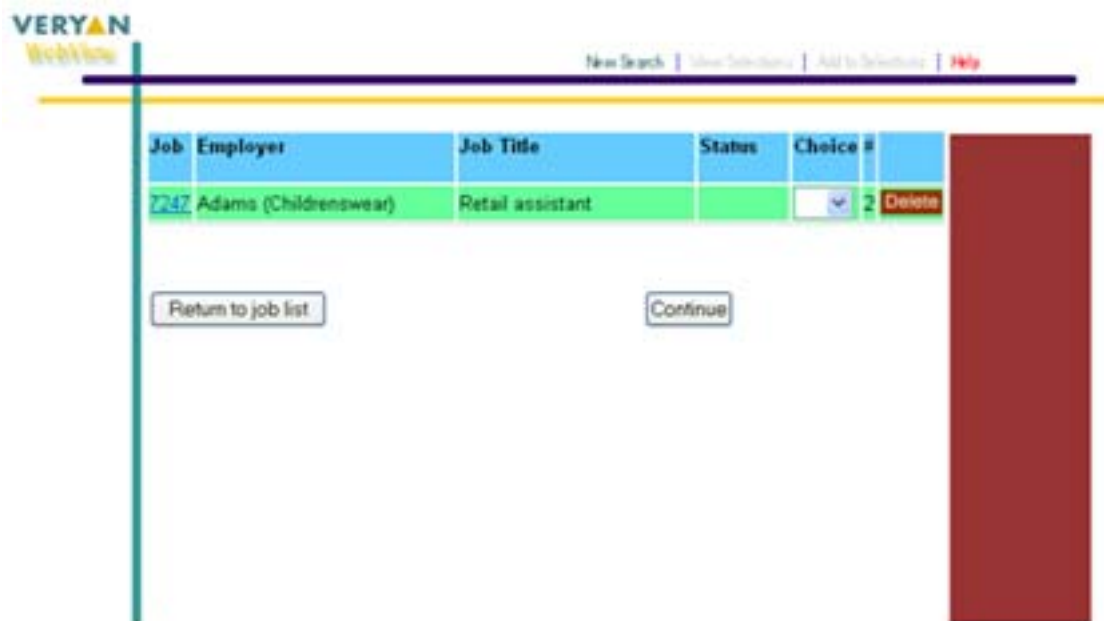
If you made a mistake, or change your mind you can use the Delete button to remove a selected job. Don't worry if you accidentally delete a selection, just go back and choose it again.

Tip! *Don't click on the [Continue] button just yet – we'll come to that later!*

You will need to make four job choices. The jobs are colour coded. You are more likely to have a placement with a 'green' job, than a 'yellow' job and less likely to have a placement with a 'red' job. You can choose up to four 'green' jobs, a maximum of one 'red' job and a maximum of one 'yellow' job.

Viewing / Checking your selections

Once you've started to make your selections you can use WebView at any time to check your job choices. Simply log on to the system as described on pages 3-5 (above).

At the search screen you'll be shown the View Selections option.

You'll then be asked for your PIN number again just as when you used the Add to Selections link (page 11), you can then review your list of job choices without having to search for jobs first – but the New Search link is available if you want to go on to do more searches.

When you've made more choices the screen will look something like this….

Before you can use the [Continue] button, you should use the [Choice] boxes to express your preference for each job. You do this by selecting "1" for your first choice, "2" for your second choice etc.
(Remember there's no *guarantee* that you'll get your first, or any of your choices, but you will if it's *possible*.)

If you don't record your preferences you won't be able to continue to the next step where you will be able to select four categories of work that you are prepared to consider if none of your preferred job choices are available.

If you don't indicate a choice level you'll see this message.

When you have recorded a choice number for each job, click the [Continue] button and you will be taken to the following screen

Use this screen to select up to four categories of work that you are interested in doing, indicate up to four London boroughs where you would be able to help. This information is used to find you a job if your job preferences are not available.

If you are arranging your own placement, please use this screen to type in the name and address of the company.

The screen will then look similar to his

You can reselect your job preferences, categories of work, and the boroughs where you are able to work and change the company name and address if you are arranging your own placement until such time as you click the [Print Form] button.

The [Print form] button 'lock' your choices and sends your choices to the work experience team who will arrange your placement. It will also produce a Work Experience Application Form that you can print. You and your parent / guardian should complete the form and then pass it to your Tutor.