



online work experience

Student Guide

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getting started



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.


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

1. Open the browser and go to www.bepgroup.net
2. Just click on



and you'll be taken to the log-on pages ...

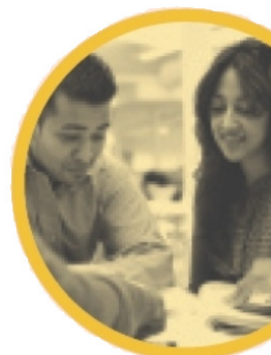
3. Choose **student** from the list of options.
4. The next page looks like this ...

Log In

Student Log In

You must first look up your school name. For your convenience this will then be stored in a small file on your computer called a 'cookie'. Your browser must have cookies enabled for you to use WebView.

[Click here to enter school name](#)



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

BEP
GROUP

Enter school

Lookup your school name , then click 'Submit'.

School

[Submit](#)

5. This screen asks you for your name and your 'PIN NUMBER'. If your name is spelt incorrectly please inform your coordinator as your certificate will be printed with this information at the end of your placement.

Log In

BEP
GROUP

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**

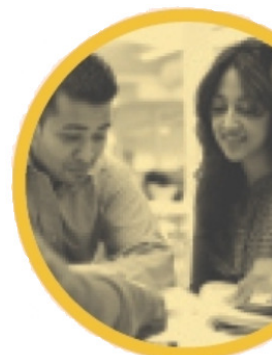
Name

PIN

[Login](#) [Clear](#)

Your tutor will supply the PIN number. If you make a mistake here you can use the [Clear] button to start again. When you've correctly entered your details click on the [Submit] button.

About PIN NUMBERS... The 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.



6. When you have successfully logged in, the following screen will appear.



You are logged in as **louise netherton** Log Out

BEP GROUP Home Work Experience Literature Make Selections Own Placement My Placement Details Feedback

Student Home

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

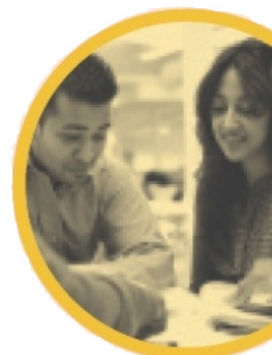
To guarantee work experience in your preferred sector you will be required to find an own placement which will need to be checked for Health and Safety. The form must be signed by the employer and your parent/guardian. This should then be returned to your school coordinator before the deadline.

For information on how to go about finding your own placement, select own placement from the menu bar above

If you are NOT looking to find your own placement please go to **Make Selections**

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

7. Congratulations! You're ready to start using WebView! You can click on the [Work Experience Literature] link (top menus) and choose student user guide] to help you with the next step – making selections.



work experience literature



1. Click on the **Work Experience Literature** [link] on the Student Home page.

You are logged in as **vicky bell** [Log Out](#)

[Home](#) **Work Experience Literature** [Make Selections](#) [Own Placement](#) [My Placement Details](#) [Feedback](#)

Student Home

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

To guarantee work experience in your preferred sector you will be required to find an own placement which will need to be checked for Health and Safety. The form must be signed by the employer and your parent/guardian. This should then be returned to your school coordinator before the deadline.

For information on how to go about finding your own placement, select own placement from the menu bar above

If you are NOT looking to find your own placement please go to **Make Selections**

[Submit](#)

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

A screen similar to the following will be displayed.

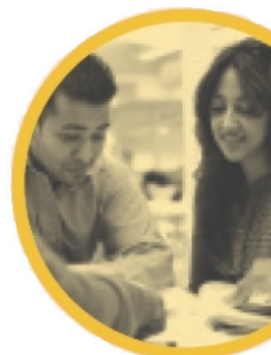
You are logged in as **louise netherton** [Log Out](#)

[Home](#) **Work Experience Literature** [Make Selections](#) [Own Placement](#) [My Placement Details](#) [Feedback](#)

Work Experience Literature

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

- [Guides and useful information](#)



2. Click on the Student User Guide (link) and the following page will appear in another window, select students, WebView student guide and then you can either download and view, or print the instructions for using this system.



BEP Group Work Experience

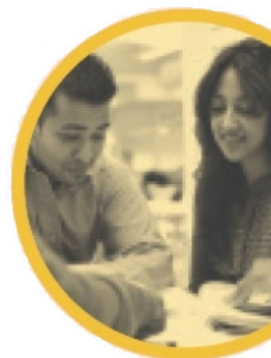
Search this site

[HOME](#) [STUDENTS](#) [SCHOOLS](#) [EMPLOYERS](#)

From these pages, you can find lots of information on Work Experience organised by the Business Education Partnership (BEP Group).

Use the links above to find information relevant to you.

If you can't find what you are looking for, please call the office on (lo-call) 0845 273 2226 or 01708 436440 from a mobile. The office is open Monday to Friday, 8.30 to 17.30 in school term time and Monday to Friday 8.30 to 15.30 in school holidays. Alternatively you can email the office at info@begroup.net.



using 'WebView'



The system lets you browse and select different types of work experience. You will be able to record details of a placement that you are arranging for yourself.

If you are thinking of making your own placement, please see the Own Placement section of this document first.

Stage 1: Category selection.

1. Select different types of work

Clicking on [Make Selections] from the Student Home page will display this screen.

Make Selections

Green Table

You must choose at least two 'green' job families before you can move on, but you may choose more if you wish. There are a good number of work experience opportunities available in 'green' job families.

| | Classification | Select | | Classification | Select |
|--|--|-------------------------------------|--|----------------------------|--------------------------|
| | Administration, Business and Office Work | <input checked="" type="checkbox"/> | | Education - Childcare | <input type="checkbox"/> |
| | Education - Teaching | <input checked="" type="checkbox"/> | | Personal (Hair and Beauty) | <input type="checkbox"/> |
| | Retail Sales and Customer Services | <input type="checkbox"/> | | | |

Amber Table

You may choose as many 'amber' job families as you like (once you have selected at least two 'green' job families). Placement opportunities are limited in some job family areas.

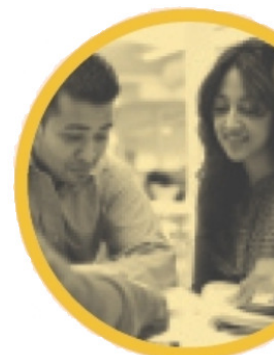
| | Classification | Select | | Classification | Select |
|--|------------------------------------|--------------------------|--|--|-------------------------------------|
| | Animals | <input type="checkbox"/> | | Building and Construction - Manual Trades | <input checked="" type="checkbox"/> |
| | Catering | <input type="checkbox"/> | | Engineering - Mechanical (inc Motor Vehicle) | <input type="checkbox"/> |
| | Environment and Plants | <input type="checkbox"/> | | Financial Services | <input type="checkbox"/> |
| | Healthcare | <input type="checkbox"/> | | Hospitality | <input type="checkbox"/> |
| | Languages, Information and Culture | <input type="checkbox"/> | | Legal and Political Services | <input type="checkbox"/> |
| | Leisure and Tourism | <input type="checkbox"/> | | Media, Print and Publishing | <input type="checkbox"/> |
| | Personal (Support Services) | <input type="checkbox"/> | | Social Work and Counselling Services | <input type="checkbox"/> |

Red Table

You may choose 1 selection from the 'red' job families. Placement opportunities in these areas are very limited and so you are encouraged to still find your own placement.


| | Classification | Select | | Classification | Select |
|--|---|--------------------------|--|------------------------------|-------------------------------------|
| | Building and Construction - Professional Trades | <input type="checkbox"/> | | Computers and IT | <input type="checkbox"/> |
| | Design, Arts and Crafts | <input type="checkbox"/> | | Education - Training | <input type="checkbox"/> |
| | Engineering - Professional and Technical | <input type="checkbox"/> | | Manufacturing and Production | <input type="checkbox"/> |
| | Marketing and Advertising | <input type="checkbox"/> | | Performing Arts | <input checked="" type="checkbox"/> |
| | Science, Mathematics and Statistics | <input type="checkbox"/> | | Security and Armed Forces | <input type="checkbox"/> |
| | Sport | <input type="checkbox"/> | | Transport and Logistics | <input type="checkbox"/> |

[Continue](#)





2. If you click on the name/icon for each category of work experience, you will see general information about the selected type of work experience. A page similar to this will be displayed.



Administration, Business and Office Work

Job types (available for work experience)
Admin Assistant, Clerical Assistant, Office Assistant, Receptionist, Estate Agent's Assistant

Background
Every organisation, large or small, needs effective administration. People working in this sector provide the support an organisation needs to meet its objectives.

Roles in this job family range from managers, who devise policies and make decisions, to clerical workers, who collect, store, interpret and distribute information. Jobs may involve supervising colleagues or dealing with clients, members of the public and representatives of other organisations, either face to face or on the telephone.

Most employees in this sector are based in offices. Workers may spend all or part of their time sitting at a desk using a computer and a telephone. Many jobs involve travel to other premises for site visits, meetings and conferences. This can be local or throughout the UK. Some jobs, such as European Union (EU) official, provide the opportunity to work overseas. Work environments vary from modern purpose-built open plan offices to small rooms attached to busy factories and transport depots, and from high-rise city centre office blocks to isolated farms in rural areas. Full-time workers usually work 37 hours a week, Monday to Friday. Part-time work and job share are available in many roles.

3. You must select four different classifications (types of work) from the classifications listed on the Make Selections page.
4. When you are happy with your selections, click the [Continue] button. The following screen will be displayed.

My Placement Details

You have until 01/10/2015 to make your selections

| Job family | Choice | |
|---|--------|---|
| Administration, Business and Office Work | 1 | ✕ |
| Education - Teaching | 2 | ✕ |
| Building and Construction - Manual Trades | 3 | ✕ |
| Performing Arts | 4 | ✕ |

After putting your selections in order of preference you will not be able to log back into the system to amend them.

[Continue](#)

5. If you wish to change your selection(s), you can delete one or more from the [My Placement Details] screen using the delete icon. You can then return to the [Make Selections] to select again.
6. When you are happy with your selections, you must record your preferred choice of placement in the range 1 to 4 on the [My Placements Details] screen (shown above).
7. When you click the [Continue] button your selections become locked and the following Work Areas screen will be displayed.

(You will need to ask your teacher to unlock your selections if you have made a mistake).



8. Use this next screen to indicate where you would like to work and how you could get there.



Work Areas

Please indicate in which areas you would be able to work

| | | | |
|--------|------------|--------|---------------|
| Area 1 | Colchester | Area 2 | Chelmsford |
| Area 3 | Tendring | Area 4 | Canvey Island |

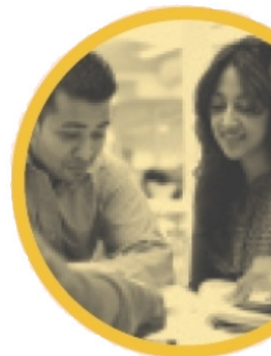
How will you be getting to your placement? Tick all that you could use.

Bus Car Train Bike Walk

[Finish](#)

Then click the [Finish] button.

9. The information that you have submitted will now be used to find you a work experience placement.
10. If you are looking to secure your own placement, then you will have a deadline to secure one by. If you are unsuccessful then you will be able to log back in to Webview and make a 'live job' selection, which will be approximately 12 weeks before your placement is due to start.
11. The 'own placement' form can be printed from the work experience literature website.



own placements



1. Click on Own Placement from the Student Home page.

BEP GROUP You are logged in as **vicky bell** [Log Out](#)

[Home](#) [Work Experience Literature](#) [Make Selections](#) **[Own Placement](#)** [My Placement Details](#) [Feedback](#)

Student Home

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

To guarantee work experience in your preferred sector you will be required to find an own placement which will need to be checked for Health and Safety. The form must be signed by the employer and your parent/guardian. This should then be returned to your school coordinator before the deadline.

For information on how to go about finding your own placement, select own placement from the menu bar above

If you are NOT looking to find your own placement please go to **Make Selections**

[Submit](#)

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

Then click on [\[Click here for information on how to go about finding your own placement\]](#).

Own Placement Details

[Click here for information on how to go about finding your own placement.](#)

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 and press submit.

You will also need to make 4 selections from the database in case you cannot take up this job.

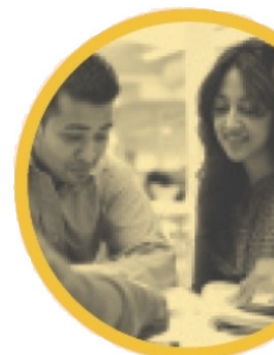
| | |
|--|---|
| Employer name | <input type="text" value="Mr Bun the Baker"/> |
| Address | <input type="text" value="1 Gingerbread Lane"/> <input type="text" value="Anytown"/> |
| Postcode | <input type="text"/> |
| Telephone number | <input type="text"/> |
| Contact name agreeing to the placement | <input type="text" value="Mrs Bun"/> |

[Print Form](#)

You must print this form and get it signed by your employer and parent/guardian

We cannot guarantee placements submitted after 01/10/2015

2. If you do not submit your own placement form by the deadline given to you by the school, then you will need to make selections on Webview (see 'Using Webview' and 'Live Job Selection' sections).
3. When you know the name of the employer you are arranging your own placement with, you can click the [\[Own Placement\]](#) link at the top of the page to record your own placement detail. You will still need to submit a hard copy of the form signed by the employer and your parent/guardian.



'Live Job' Selection



1. Approximately 12 weeks before your placement start date, you can log back in to Webview with your Pin number. Your school coordinator will let you know the date when this can be done.

Click on [Search] to make 'live job' selections.

You are logged in as **charles Brown** Log Out

BEP GROUP Home Work Experience Literature **Search** Own Placement My Placement Details Feedback

Student Home

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

You now need to make selections from the jobs database, do this via the **Search** link above.

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

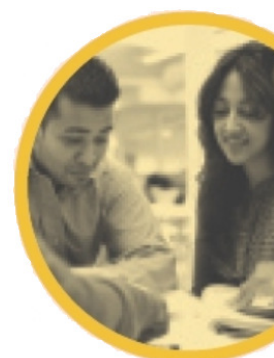
2. If you have already noted on the system that you have secured your own placement then you will see the screen below and therefore 'live job' selections cannot be made. You will need to speak to your coordinator if this is not the case.

You are logged in as **vicky bell** Admin Menu

BEP GROUP Home Work Experience Literature Search Own Placement My Placement Details Feedback

Message

As you have recorded a Self Found placement, you do not need to make selections from the database.





- By clicking on specific sectors you can see all 'live jobs' in that sector available to your school. You can also search all sectors by clicking the All occupations button. If you want to tailor your search using the Postcode or Area filters, you must select submit to save the changes before selecting all or specific occupations.

You are logged in as **The Grove School** Admin Menu

Home Noticeboard Search Students & Bookings School Details Reports, Lists & Literature Print & track student documents

Search

Please select one of the options below, or enter the job number

OR lookup an employer's name here:

| | | |
|---|--|--------------------------------------|
| Administration, Business and Office Work | Engineering - Mechanical (inc Motor Vehicle) | Media, Print and Publishing |
| Animals | Engineering - Professional and Technical | Performing Arts |
| Building and Construction - Manual Trades | Environment and Plants | Personal (Hair and Beauty) |
| Building and Construction - Professional Trades | Financial Services | Personal (Support Services) |
| Catering | Healthcare | Retail Sales and Customer Services |
| Computers and IT | Hospitality | Science, Mathematics and Statistics |
| Design, Arts and Crafts | Languages, Information and Culture | Security and Armed Forces |
| Education - Childcare | Legal and Political Services | Social Work and Counselling Services |
| Education - Teaching | Leisure and Tourism | Sport |
| Education - Training | Manufacturing and Production | Transport and Logistics |
| | Marketing and Advertising | ALL All occupations |

To restrict your search to a specific post code area or town, enter the details here and press submit before making your classification selection.

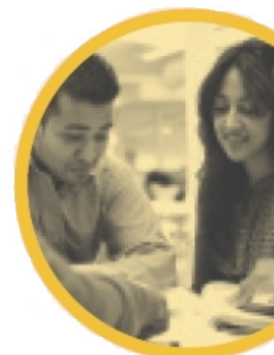
Postcode: Area:

- By clicking View you will see the job description and availability for that placement.

Opportunity List

Records 1 to 20 of 24 First | Previous | Next | Last

| Organisation | Job Title | Postcode | Job No. | Details |
|---|-------------------------------------|----------|---------|----------------------|
| Accident Victims Helpline Limited | Admin Assistant | IG3 9UU | 31550 | View |
| Ace Accountants and Tax Consultants Ltd | Accounts Clerical Assistant | IG1 4QR | 29417 | View |
| Active Change Foundation | Administrative Assistant | E10 7EA | 32369 | View |
| Atlantic Housing | Admin Assistant | E4 7ES | 35567 | View |
| Canary Wharf Contractors | Clerical Work | E14 5AB | 17521 | View |
| Commercial Trade Services Ltd | Clerical Assistant | E10 7LG | 37543 | View |
| Community Development Institute | Admin Assistant | IG1 1QP | 8525 | View |
| Cornerstones Solicitors | Junior Office Assistant | E18 2LY | 30008 | View |
| Darrell James Travel | Admin Assistant | E11 2RJ | 29518 | View |
| Hainault Underground Station | General Assistant | IG6 3BD | 28729 | View |
| Higham Hill Library (LBWF) | Library Customer Services Advisor | E17 5HS | 37671 | View |
| Jetfly Ltd | Admin Assistant | E11 4HH | 16077 | View |
| Jobcentre Plus Walthamstow | Administrative Assistant | E17 6RH | 38056 | View |
| Lea Bridge Library (LBWF) | Library Customer Services Assistant | E10 7HU | 37738 | View |
| London Vocational College | Admin Assistant | IG1 4PE | 40714 | View |
| LPL Commercial Investigations | Clerical Assistant | IG8 8HD | 6222 | View |
| MSM Catering | Admin Assistant | IG1 3AD | 40768 | View |
| Persona HR Ltd | Office Assistant/Admin Assistant | E10 7QY | 38802 | View |
| Qazi and Co. Accountants | Office Assistant | E17 4QX | 37875 | View |
| Ray Lodge TMO | Clerical Work | IG8 7PE | 14566 | View |



- Make sure you read the job description carefully. You will also see the full address of the company, so you can ensure that you can travel there.



Job Description

Return to job list | New search | **Add to selections** | Help

| | |
|-------------------|--|
| Employer | Accident Victims Helpline Limited IG3 9UU |
| Job Title | Admin Assistant |
| Job Number | 31550 |
| Classification | Administration, Business and Office Work |
| Business | Credit Hire Company |
| Skills Gained | |
| Job Description | Comply with company safety policy, be aware of risk assessments that apply. Student duties may include: General administration work such as word processing, photocopying, filing, faxing. Distribution of the incoming post Telephone enquiries Invoicing and ordering. |
| Requirements | Willing to work and learn. Students should be confident, with initiative and able to communicate. A good level of literacy and numeracy are required. Keyboard skills are useful. |
| Health and Safety | An induction will be given on first day, which will include Health & Safety. All electrical equipment used by student such as Photocopier, PC's, Fax, etc. has been electrically safety tested. Student tasks may involve some light lifting of files and packs of photocopier paper - with induction, instruction, training and with supervision. |

If you are interested in this as a potential placement then click on [Add to selections] and follow the on screen instructions. If you are not interested click on [New Search] Each time you add a choice to your selections, you will be asked to log back in. This is a security measure to ensure that if you leave your computer, someone else cannot make all the selections and submit them on your behalf.

REPEAT: The above 3 steps and save as many jobs as you like to your shopping basket. You will eventually need to condense these down to a minimum of 4 selections. (6 selections will be the maximum number you can select).

- By clicking on [My Placement Details] from the student home screen you will see what choices you have saved into your basket. You will need to rank them (1 being your most preferred and 6 being your least) You can re-look at the job descriptions by clicking on the job number on the left hand side of the screen before submitting.

You are logged in as **louise netherton** Log Out

Home Work Experience Literature Search Own Placement **My Placement Details** Feedback

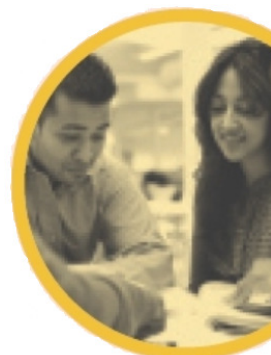
My Placement Details

Transport for London
Journey Planner
Choose how you want to travel

Return to job list | New search | Help

| Job | Employer | Job Title | Town | Postcode | Status | Choice | # |
|-----|------------------------------|--------------------------|-------------|----------|--------|--------|---|
| 12 | Natwest Bank PLC | Customer Service Officer | Leytonstone | E11 3AA | | ▼ | 2 |
| 19 | Smilers Nursery | Nursery Assistant | Leyton | E10 5EF | | ▼ | 2 |
| 17 | NatWest Bank Plc | Bank Clerk | Walthamstow | E17 7LL | | ▼ | 2 |
| 19 | Smilers Nursery | Nursery Assistant | Leyton | E10 5EF | | ▼ | 2 |
| 13 | Vision Facilities Management | Catering Assistant | Leyton | E10 7AB | | ▼ | 1 |

- The number in the column marked # shows the number of students who have also selected this placement – if this number is high you may wish to reconsider your selection! Once you are certain of your selections, click on [Submit] Remember you could be matched to any one of your choices so ensure you are happy with them all before submitting! You should also check your choices with your parents/carers.



placement initial confirmation



1. The allocation is run by BEP Group and you will be given a deadline to finalise your choices before this allocation can be run. It allocates the maximum number of students to their choices.
2. Login and click on the [My Placement Details] link on your home page.
3. Once the allocation has been run you will be able to access your account and look up the placement allocated to you (See example below).

| My Placement Details | | | | | | | |
|----------------------|-------------------------|--------------------|-------------|----------|-------------------|--------|---|
| Journey Planner | | Plan your journey. | | | New search Help | | |
| Job | Employer | Job Title | Town | Postcode | Status | Choice | # |
| 3184 | Nasim and Co Solicitors | Clerical Assistant | Forest Gate | E7 9LN | Booked 1 | 1 | 1 |

This will show you the placement that you have been given. The status will either be Allocated or Booked (placement selected from Webview) or Bkd OP (Own placement you found yourself).

4. You will then be given paperwork with your placement details which you need to ensure you read and understand. Attached will also be agreement forms for you and your parent/guardian to sign before your placement starts.
5. You MUST make contact with your employer. This must be at least four weeks before your placement starts. Some employers will expect you to attend an interview! If you do not make contact with an employer then you may well be at risk of losing your placement and being in school for the placement dates.
6. If you are in the Transport for London area, you can use the Journey Planner to plan your journey to your placement. Just click on the link at the top of the page.
7. Following the allocation, if you do not have a booked placement your basket will be empty and you will need to restart the 'live job' selection again.
8. In some cases you may have to repeat the above process a number of times. Sometimes an employer withdraws their placement offer after the allocation, when they have received their notification of a placement.

