



# **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](http://www.bepgroup.net)
2. Just click on Portals / Wex online

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 ...

**BEP GROUP** 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


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### Enter school

Lookup your school name , then click 'Submit'.

School

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

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### 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

Name

PIN


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

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.

**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

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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.

**BEP GROUP** 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.



## 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](#)





- 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.

- You must select four different classifications (types of work) from the classifications listed on the Make Selections page.
- 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	Delete
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](#)

- 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.
- 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).
- 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.

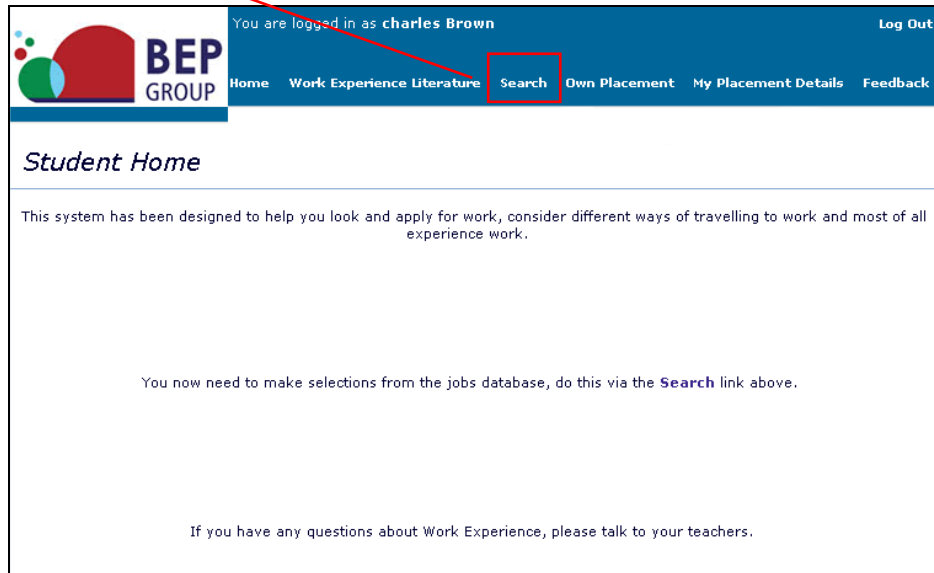


# 'Live Job' Selection

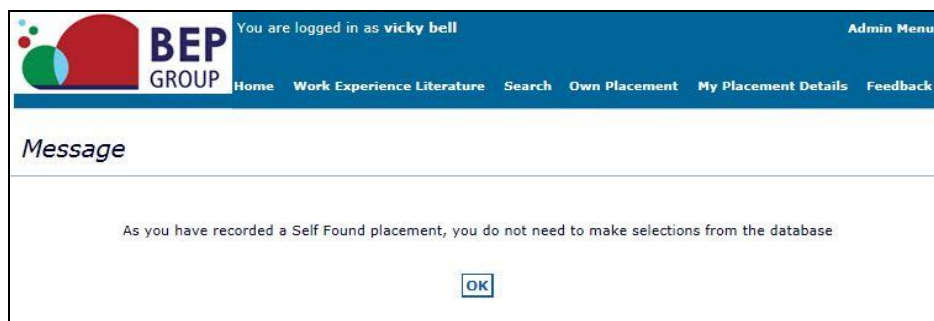


1. Approximately 12 weeks before your placement start date, you can log back in to Webview with your Pin number. Your school coordinator will let you know the date when this can be done.

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



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.





- 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
- Animals
- Building and Construction - Manual Trades
- Building and Construction - Professional Trades
- Catering
- Computers and IT
- Design, Arts and Crafts
- Education - Childcare
- Education - Teaching
- Education - Training

- Engineering - Mechanical (inc Motor Vehicle)
- Engineering - Professional and Technical
- Environment and Plants
- Financial Services
- Healthcare
- Hospitality
- Languages, Information and Culture
- Legal and Political Services
- Leisure and Tourism
- Manufacturing and Production
- Marketing and Advertising

- Media, Print and Publishing
- Performing Arts
- Personal (Hair and Beauty)
- Personal (Support Services)
- Retail Sales and Customer Services
- Science, Mathematics and Statistics
- Security and Armed Forces
- Social Work and Counselling Services
- Sport
- Transport and Logistics
- 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.

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	<a href="#">View</a>			
Ace Accountants and Tax Consultants Ltd	Accounts Clerical Assistant	IG1 4QR	29417	<a href="#">View</a>			
Active Change Foundation	Administrative Assistant	E10 7EA	32369	<a href="#">View</a>			
Atlantic Housing	Admin Assistant	E4 7ES	35567	<a href="#">View</a>			
Canary Wharf Contractors	Clerical Work	E14 5AB	17521	<a href="#">View</a>			
Commercial Trade Services Ltd	Clerical Assistant	E10 7LG	37543	<a href="#">View</a>			
Community Development Institute	Admin Assistant	IG1 1QP	8525	<a href="#">View</a>			
Cornerstones Solicitors	Junior Office Assistant	E18 2LY	30008	<a href="#">View</a>			
Darrell James Travel	Admin Assistant	E11 2RJ	29518	<a href="#">View</a>			
Hainault Underground Station	General Assistant	IG6 3BD	28729	<a href="#">View</a>			
Higham Hill Library (LBWF)	Library Customer Services Advisor	E17 5HS	37671	<a href="#">View</a>			
Jetfly Ltd	Admin Assistant	E11 4HH	16077	<a href="#">View</a>			
Jobcentre Plus Walthamstow	Administrative Assistant	E17 6RH	38056	<a href="#">View</a>			
Lea Bridge Library (LBWF)	Library Customer Services Assistant	E10 7HU	37738	<a href="#">View</a>			
London Vocational College	Admin Assistant	IG1 4PE	40714	<a href="#">View</a>			
LPL Commercial Investigations	Clerical Assistant	IG8 8HD	6222	<a href="#">View</a>			
MSM Catering	Admin Assistant	IG1 3AD	40768	<a href="#">View</a>			
Persona HR Ltd	Office Assistant/Admin Assistant	E10 7QY	38802	<a href="#">View</a>			
Qazi and Co. Accountants	Office Assistant	E17 4QX	37875	<a href="#">View</a>			
Ray Lodge TMO	Clerical Work	IG8 7PE	14566	<a href="#">View</a>			



5. 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	<b>Accident Victims Helpline Limited</b> <b>IG3 9UU</b>
Job Title	<b>Admin Assistant</b>
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).

6. 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

Plan your journey.

[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

[Submit](#)


7. 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							
 Plan your journey.		<a href="#">New search</a>   <a href="#">Help</a>					
Job	Employer	Job Title	Town	Postcode	Status	Choice	#
<a href="#">3184</a>	Nasim and Co Solicitors	Clerical Assistant	Forest Gate	E7 9LN	Booked 1	<input type="text" value="1"/>	<input type="text" value="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.

