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| CSW Enterprise Ltd |
| STUDENT WEBVIEW GUIDE |
|  |

# GETTING STARTED

You’ll need a computer with an Internet connection.

Open up an internet browser and go to [the](http://dorset.learnaboutwork.org) following address

SCHOOL PLEASE DELETE ACCORDING TO YOUR AREA

DEVON /PLYMOUTH <http://Devon.learnaboutwork.org>

SOMERSET <http://Somerset.learnaboutwork.org>

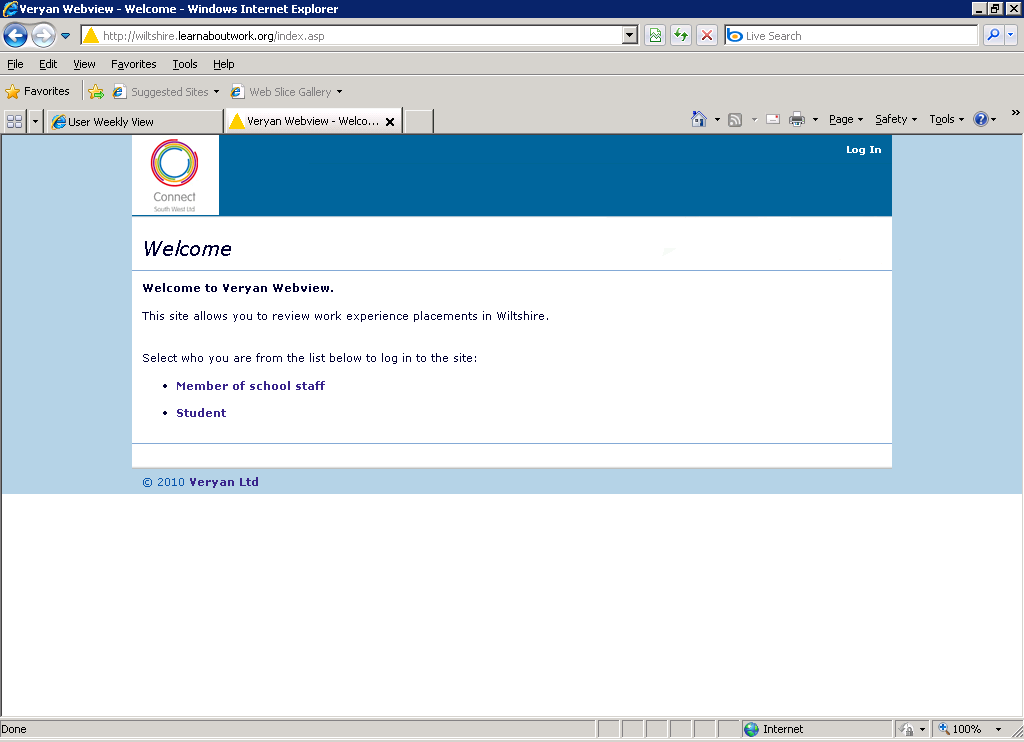
SWINDON <http://Swindon.learnaboutwork.org>

DORSET <http://Dorset.learnaboutwork.org>

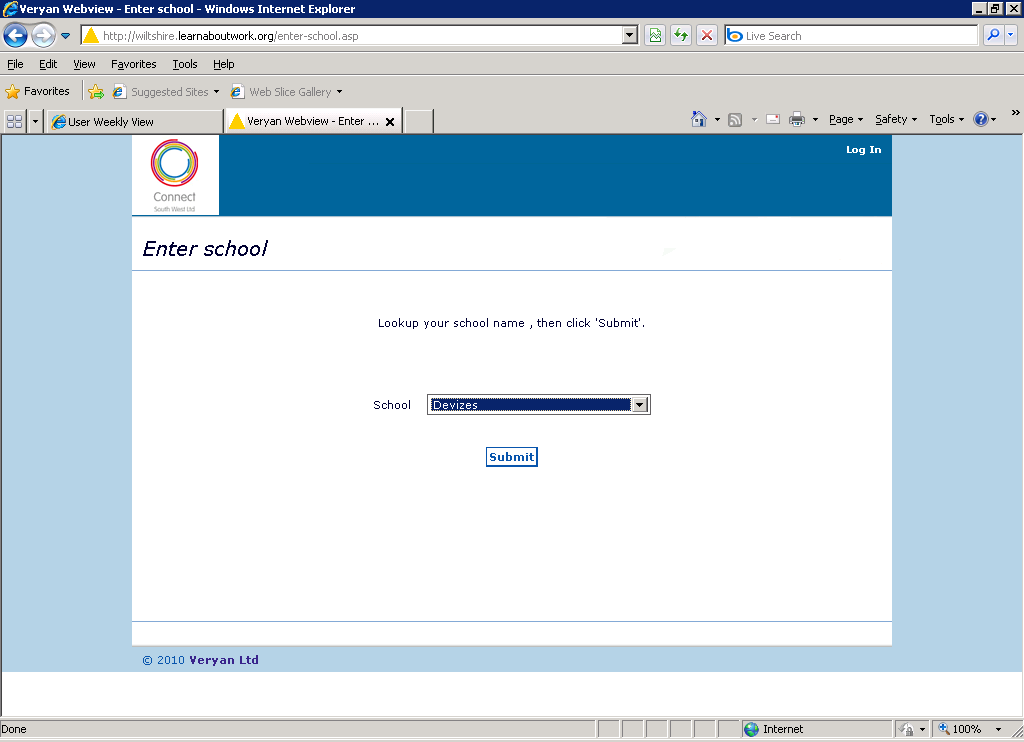
ALL OTHER AREAS <http://EBP-SW.learnaboutwork.org>

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

The WEBVIEW portal page will be displayed.



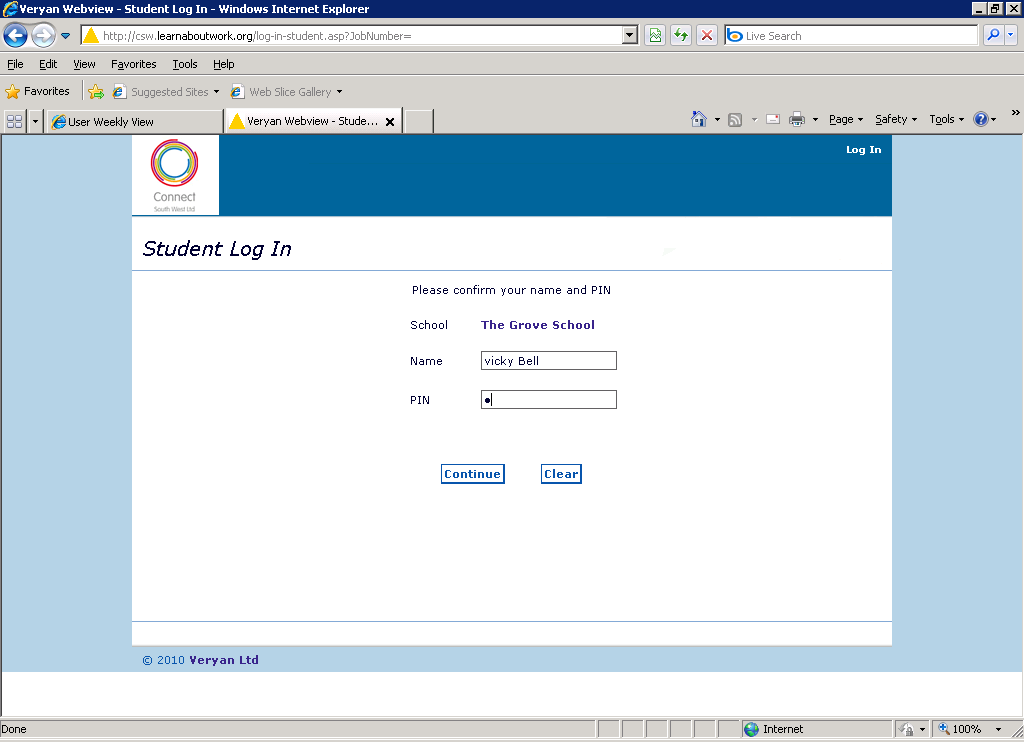


Click

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.

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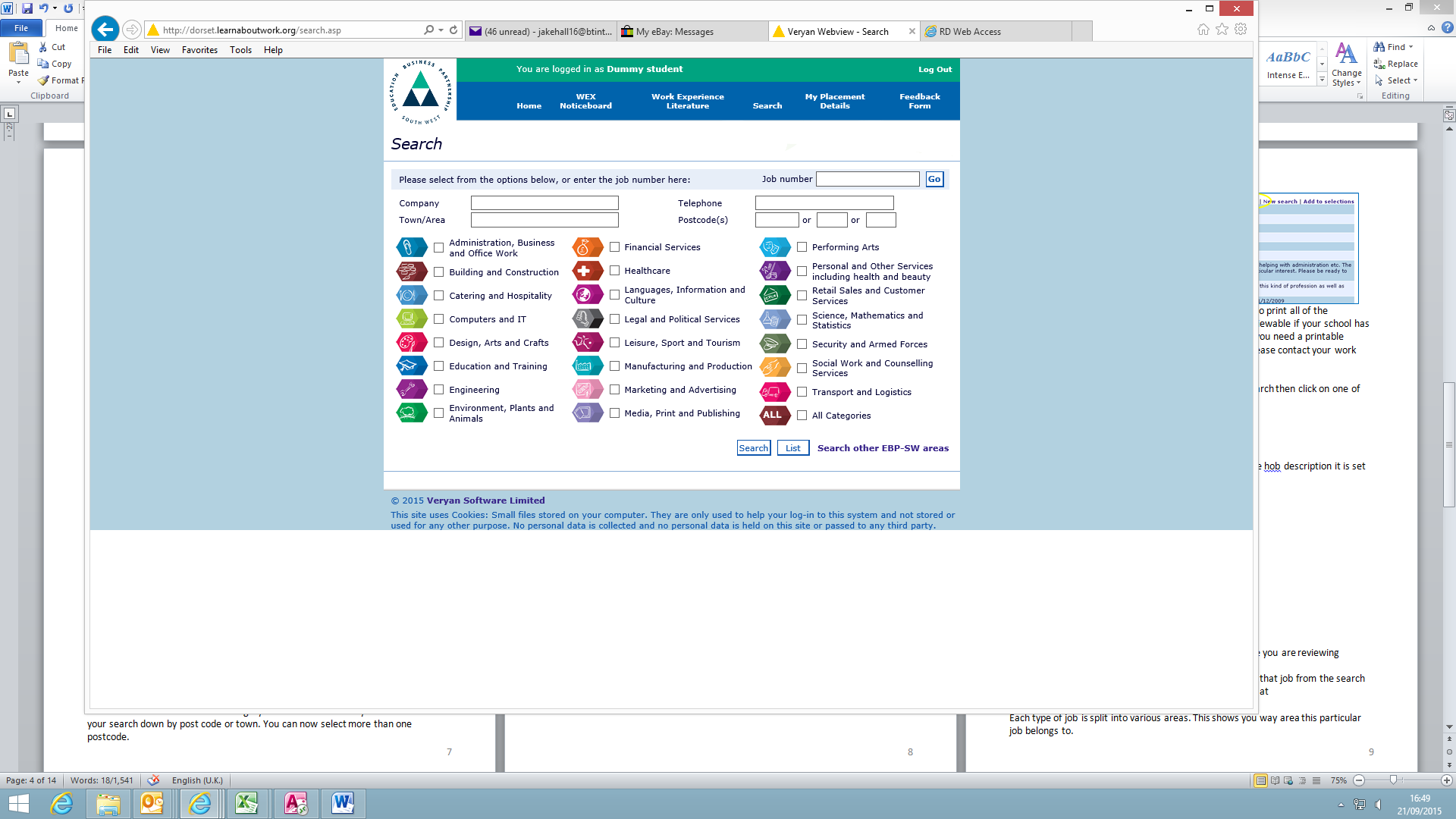
# STUDENT HOME PAGE

Once successfully logged i. 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.

# SEARCH

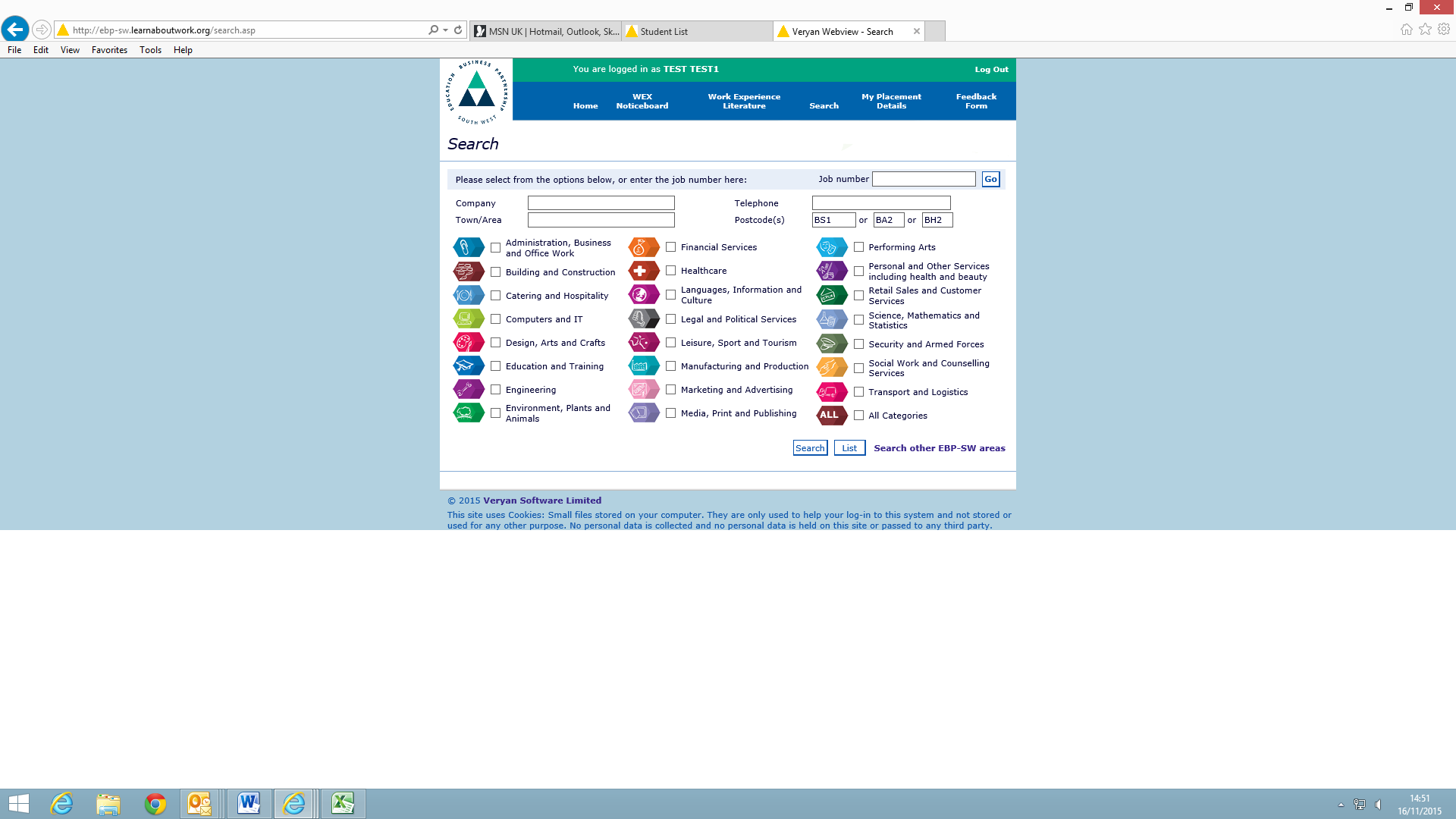
Web view will provide the ability to review possible work experience placements.



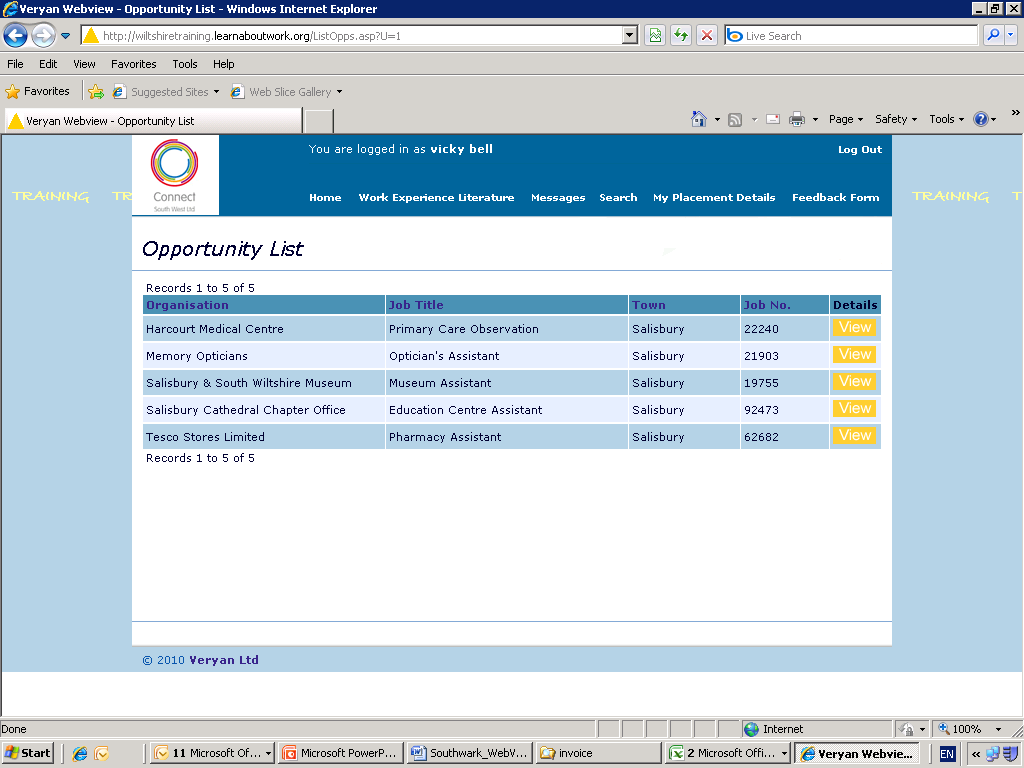
Clicking on [**Search**] will display this screen

This screen is used to search for different categories (classifications) of work.

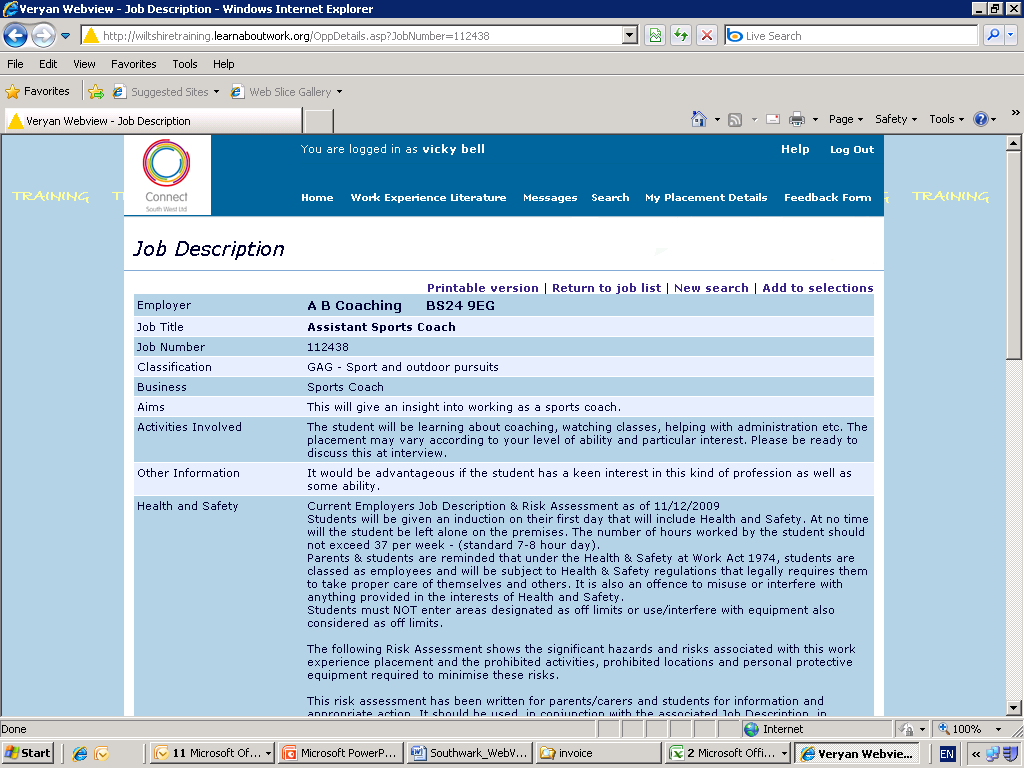
You can click on more than one category of work that interests you and also narrow your search down by postcode or town. You can select more than one postcode.

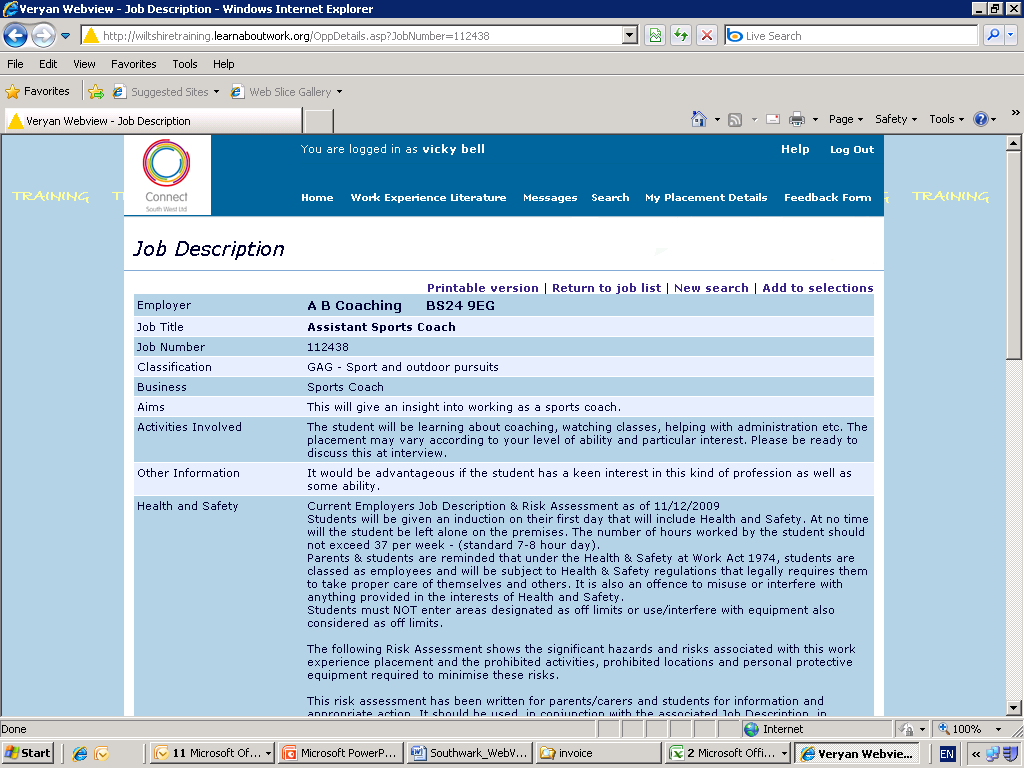


The search results will be displayed as follows

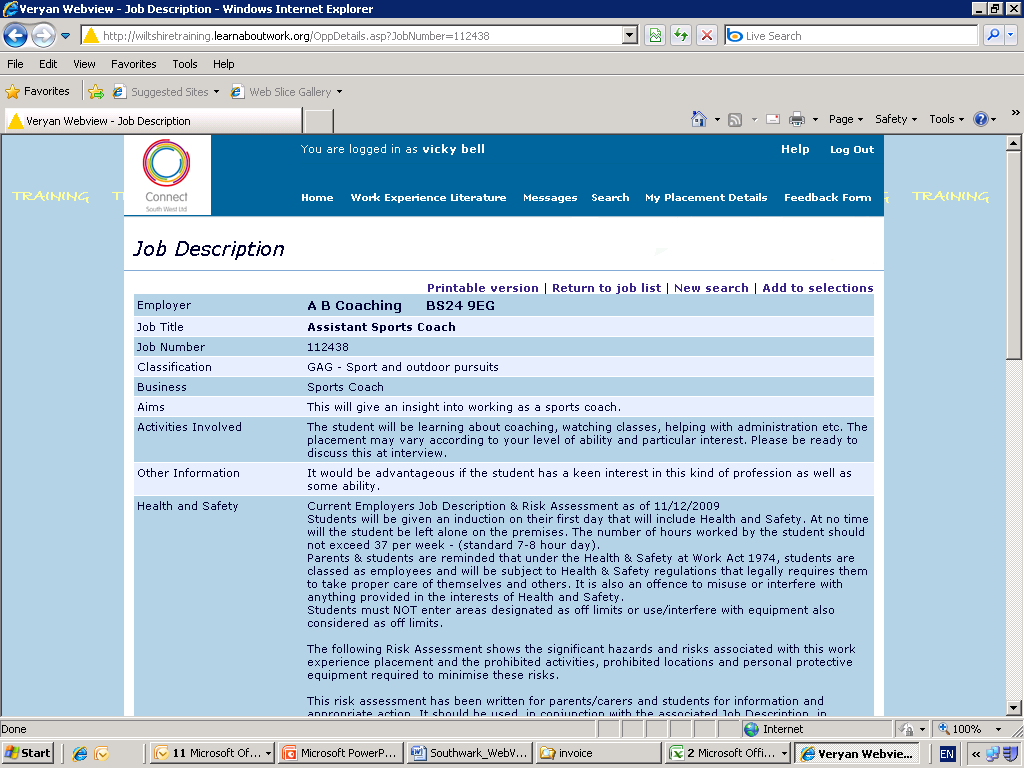


Click on [View] button to see a description of the placement





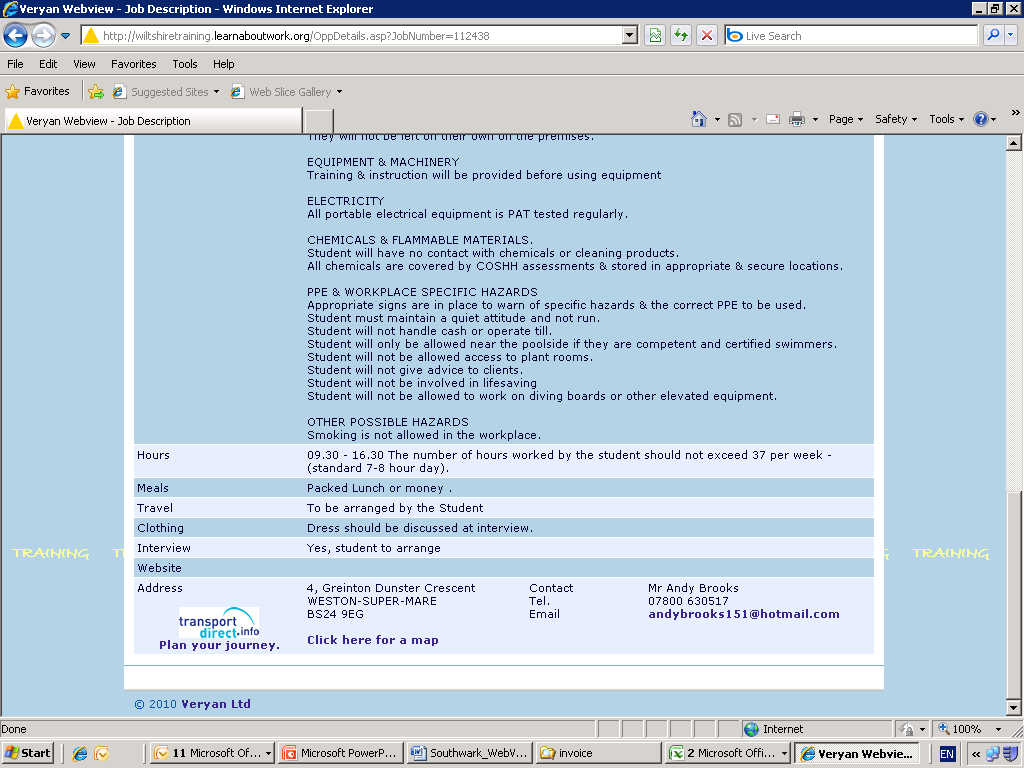
Clicking on the Printable Version will give you the option to print all of the information seen on this screen. This option will only be viewable if your school has given you the permissions to print the information off. If you need a printable version and your school has not given you this option please 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 

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.



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”.

# FEEDBACK FORM

Why not tell us about how your placement went by completing the feedback form and submitting your answers. This can only be done after your placement has been completed.

