



**Veryan WebView**

**On-line work experience software**

**Student Instructions**

<u>Getting Started</u>	3
<u>Work Experience Literature</u>	7
<u>Using WebView</u>	8
<u>Browsing for Different Types of Work</u>	8
<u>Placement Confirmation</u>	11

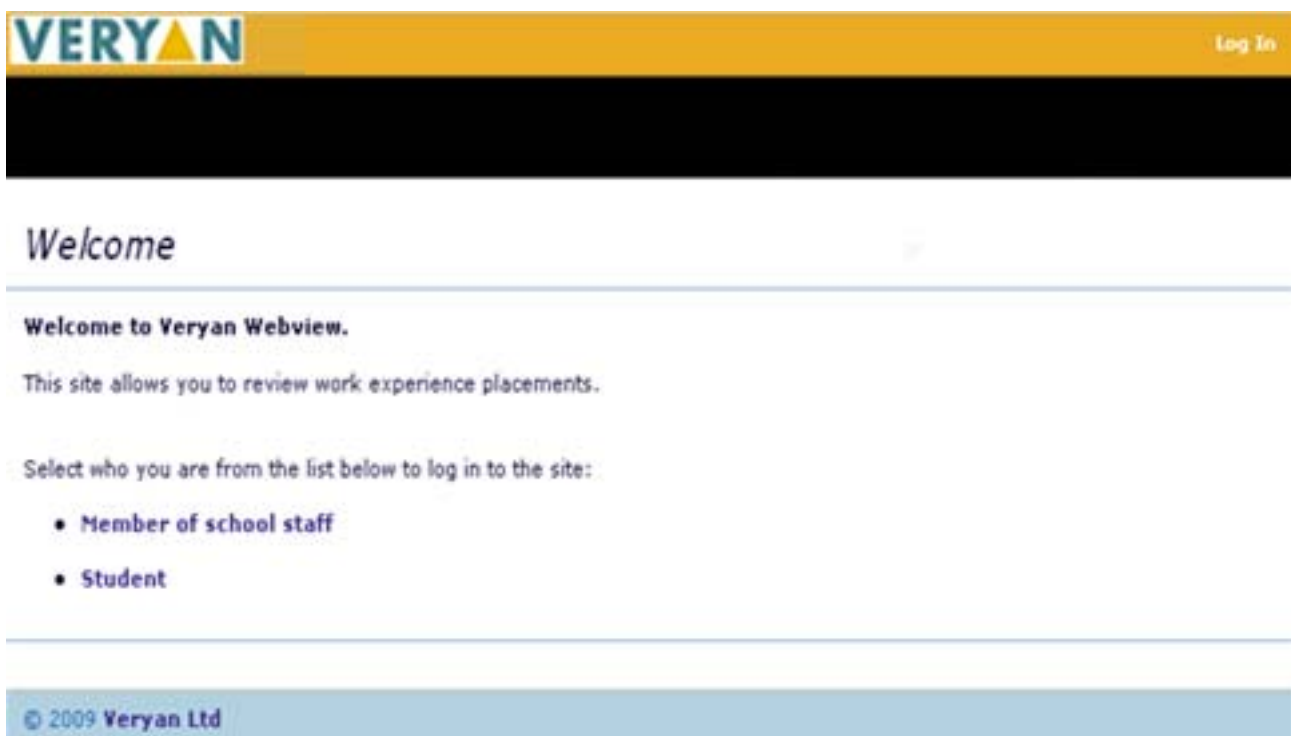
Veryan WebView is an Internet based system that allows you to view information about work experience jobs. It's a very easy system to use and these instructions will help you to get familiar with it.

## 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://cornwall.learnaboutwork.net/>

You'll find yourself at the WebView portal page.



Just click on • **Student**

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

The first log on page looks like this...

The screenshot shows the top of the VERNYAN website. A yellow header bar contains the VERNYAN logo on the left and a 'Log In' link on the right. Below the header is a black bar. The main content area has a title 'Student Log In' and a horizontal line. A text box contains the message: '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.' Below this is a blue button labeled 'Click here to enter school name'. At the bottom, a light blue footer bar contains the copyright notice '© 2009 VERNYAN Ltd'.

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

The screenshot shows the 'Enter school' page. It features the same yellow header bar with the VERNYAN logo and 'Log In' link. Below the header is a black bar. The main content area has a title 'Enter school' and a horizontal line. A text box contains the instruction: 'Lookup your school name , then click "Submit".' Below this is a form with a label 'School' next to a dropdown menu. A blue 'Submit' button is positioned below the dropdown. At the bottom, a light blue footer bar contains the copyright notice '© 2009 VERNYAN Ltd'.

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

VERYAN 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 **The Grove School**

Name

PIN

---

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This screen asks you for your name and your 'PIN NUMBER'

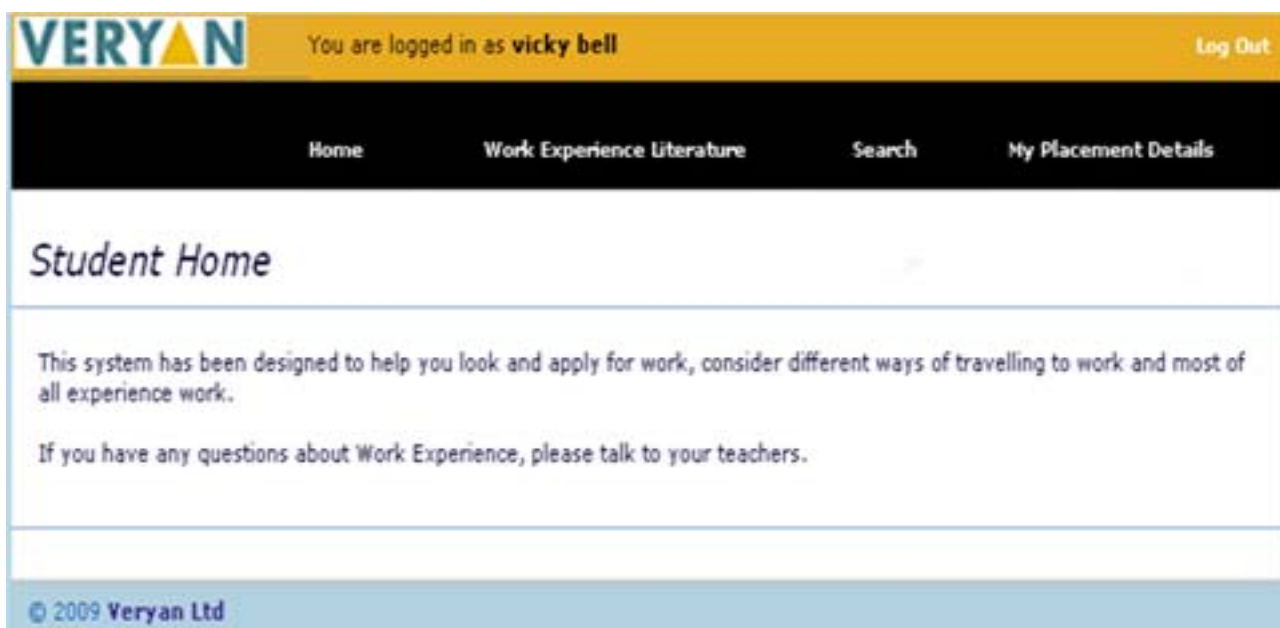
Your teacher will supply the PIN number.

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...*

*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.*

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

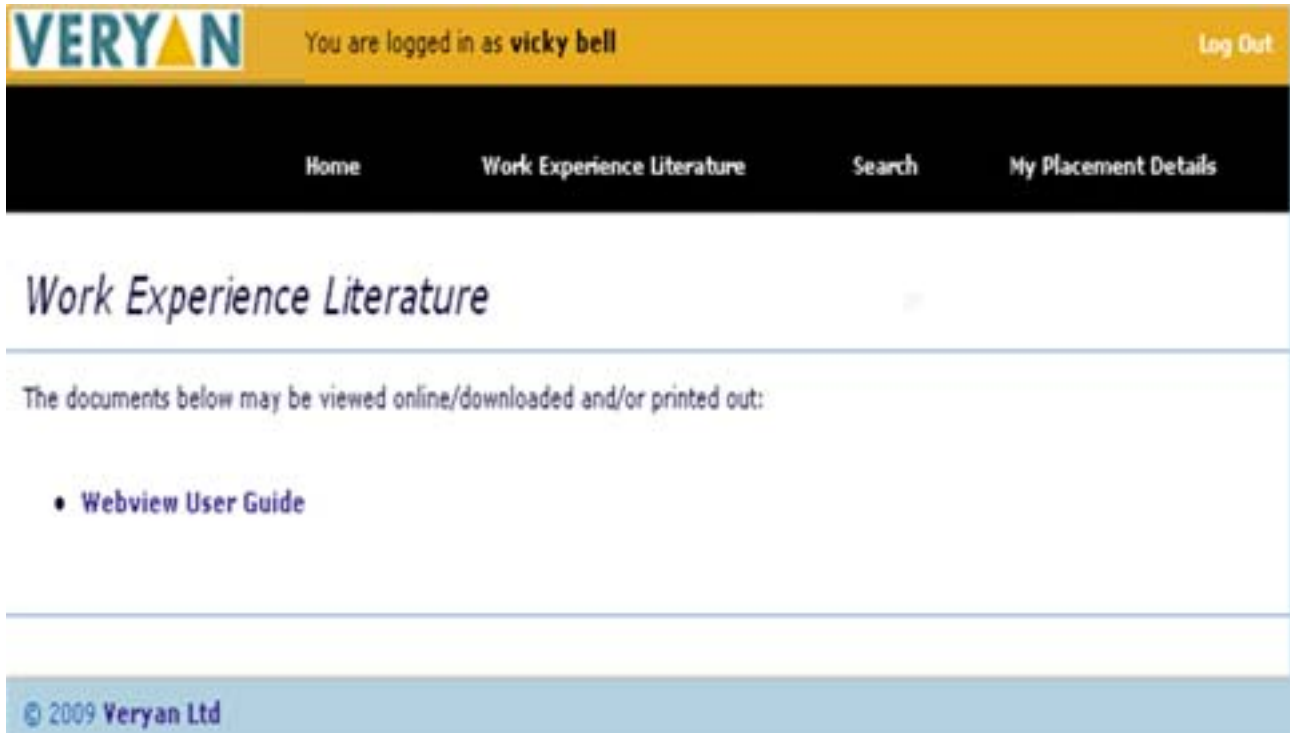


Congratulations! You're ready to start using WebView!

## Work Experience Literature

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

A screen similar to the following will be displayed



The screenshot shows a web interface for VERYAN. At the top, there is a yellow header with the VERYAN logo on the left, the text "You are logged in as vicky bell" in the center, and a "Log Out" link on the right. Below the header is a black navigation bar with four white links: "Home", "Work Experience Literature", "Search", and "My Placement Details". The main content area has a white background with the heading "Work Experience Literature" in a large, italicized font. Below this heading is a horizontal line, followed by the text "The documents below may be viewed online/downloaded and/or printed out:". Underneath this text is a bulleted list containing one item: "• [Webview User Guide](#)". At the bottom of the page, there is a light blue footer with the text "© 2009 Veryan Ltd".

Click on the [WebView User Guide](#) (link) to see and print this student user guide

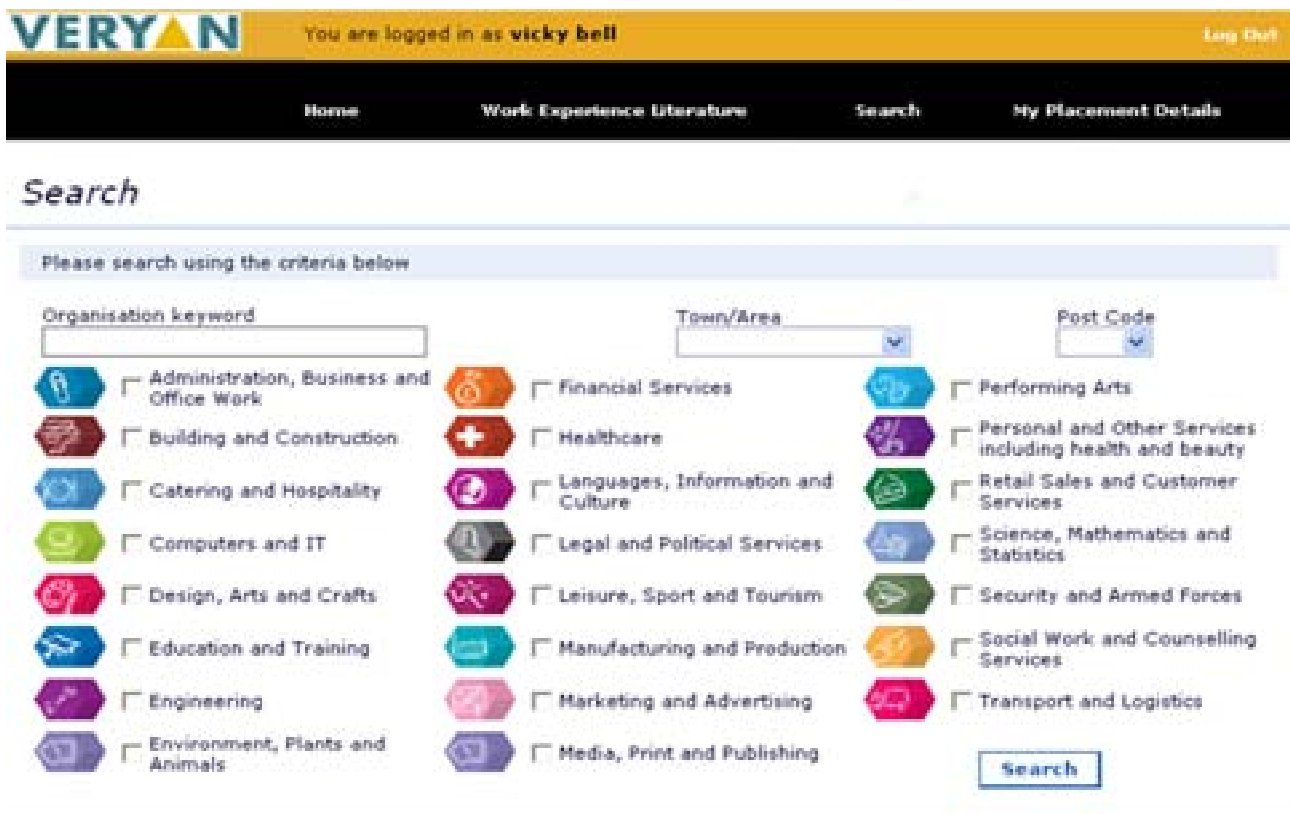
## Using WebView

WebView will help you find work experience placements.

Your teacher will tell you what to do when you have found work experience placements

## Browsing for different types of work

Clicking on [Search] from the Student Home page will display this page



The screenshot shows the VERYAN website interface. At the top, there is a yellow header with the logo 'VERYAN' on the left, the text 'You are logged in as vicky bell' in the center, and a 'Log Out' link on the right. Below the header is a black navigation bar with four white links: 'Home', 'Work Experience Literature', 'Search', and 'My Placement Details'. The main content area is titled 'Search' and contains a light blue box with the instruction 'Please search using the criteria below'. Below this are three search criteria: 'Organisation keyword' with a text input field, 'Town/Area' with a dropdown menu, and 'Post Code' with a dropdown menu. The central part of the page features a grid of 24 categories, each with a colored icon and a checkbox. The categories are: Administration, Business and Office Work; Building and Construction; Catering and Hospitality; Computers and IT; Design, Arts and Crafts; Education and Training; Engineering; Environment, Plants and Animals; Financial Services; Healthcare; Languages, Information and Culture; Legal and Political Services; Leisure, Sport and Tourism; Manufacturing and Production; Marketing and Advertising; Media, Print and Publishing; Performing Arts; Personal and Other Services including health and beauty; Retail Sales and Customer Services; Science, Mathematics and Statistics; Security and Armed Forces; Social Work and Counselling Services; and Transport and Logistics. A 'Search' button is located at the bottom right of the category grid.

You can use this page to search for work experience placements in different types of work experience.

You can select more than one category of working by ticking the boxes, restrict your search to a town or postcode by selecting from the lists and search for an employer by name by entering the details in the [Organisation Keyword](#) box



Click the [Search] button, having selected your criteria, and a screen similar to this will be displayed.

VERYAN You are logged in as vicky bell Log Out

Home Work Experience Literature Search My Placement Details

### Opportunity List

Records 1 to 20 of 179 [First](#) | [Previous](#) | [Next](#) | [Last](#)

Organisation	Job Title	Town	Job No.	Details
Addition Accountants Limited	Generic junior clerk/accounts asst	Fenzance	12396	<a href="#">View</a>
ADM Investor Services International Ltd	Financial service work	London	12260	<a href="#">View</a>
Alexander & Co Chartered Certified Accountants	Generic junior clerk/accounts asst	Wadebridge	9447	<a href="#">View</a>
Alliance and Leicester Plc	Banking assistant	Truro	11738	<a href="#">View</a>
Anderson Lloyd LLP	Finance and related work	Truro	13527	<a href="#">View</a>
Ashley Public Relations	Generic junior clerk/accounts asst	Callington	15707	<a href="#">View</a>
Atkins Ferrie Chartered Accountants	Generic junior clerk/accounts asst	Helston	4699	<a href="#">View</a>
Atlantic Consultancy Services Limited	Generic junior clerk/accounts asst	Wadebridge	15207	<a href="#">View</a>
Audit Comission	Generic junior clerk/accounts asst	Truro	7580	<a href="#">View</a>
Balme Kitchen and Pearce	Generic junior clerk/accounts asst	Truro	14030	<a href="#">View</a>
Barclays Bank Plc	Banking assistant	London	12950	<a href="#">View</a>
Barclays Bank Plc	Banking assistant	Plymouth	13886	<a href="#">View</a>
Barclays Bank Plc	Banking assistant	Torpoint	6849	<a href="#">View</a>
Barclays Bank Plc	Banking assistant	St Austell	11680	<a href="#">View</a>

This page displays the names of those organisations that are offering work experience according to the category(ies) of work and criteria that you selected previously.

You can use the [First](#) | [Previous](#) | [Next](#) | [Last](#) options to view ranges of records.

You can click on the column heading to sort each column into alphabetical order.

Click [View] in the 'Details' column to reveal further information about the work experience job that interests you.

A screen similar to the one below will be displayed.

## Job Description

[Printable version](#) | [Return to job list](#) | [New search](#) |

Employer	<b>Addition Accountants Limited TR18 4AE</b>		
Job Title	<b>Generic junior clerk/accounts asst</b>		
Job Number	12396		
Next HS Visit Due By	12/09/2012		
Classification	NAB - Accountancy		
Business	Accountancy		
Aims	Students should complete the aims/objectives section of their Work Experience Logbook prior to the start of the placement, in particular identifying key skills which will be used on this placement.		
Activities Involved	Tasks on placement may include filing, photocopying, general clerical duties, checking invoices have been calculated correctly, matching delivery notes with purchase invoices, some word processing and computer work. There will be some opportunity to observe qualified staff at work. Tasks and activities can include: preparation of accounts; computerised bookkeeping; preparation of VAT returns; computerised payroll; awareness of Limited Company Accounts; tax returns and general office procedures.		
Other Information	The pupil must be of smart appearance and be interested in accounting/finance. Good mathematical ability.		
Health and Safety	Generic Risk Assessment: The pupil WILL NOT: work unsupervised unless on unsupervised errands; enter areas designated as off limits or use/interface with equipment also considered as off limits; misuse/interface with anything provided in the interests of health and safety; have access to unsuitable material on the internet. (HAZARD) Use of general office / IT equipment - (RISK) electrocution, general fatigue - (CONTROL MEASURE) equipment PAT tested, regular breaks, regular inspection. (HAZARD) Slips, trips and falls due to spillages, traffic route obstructions, stairs, ramps and steps - (RISK) strains, pulls, general harm, physical injury, etc - (CONTROL MEASURE) adequate lighting, employer to maintain a safe and tidy working environment, spillages cleared appropriately, suitable footwear to be worn, pupil informed of danger areas. (HAZARD) Manual handling - lifting, pulling, moving, etc - (RISK) strains, pulls, physical injury, etc - (CONTROL MEASURE) appropriate lifting and handling training given, good handling technique used, load reduced to acceptable levels, working environment/route free from obstructions, pupil only to undertake manual handling tasks that are within their own capabilities. (HAZARD) Making and transporting hot drinks/food - (RISK) burns/scalds - (CONTROL MEASURE) dangerous areas identified. (HAZARD) Psychological capacity - (RISK) stress, trauma, distress - (CONTROL MEASURE) pupil should be continually mentored. For specific risk assessment for this job please see the risk assessment section of the Approval & Consent Form.		
Hours	Monday to Friday 9am till 5.30pm		
Meals	Packed lunch - unless employer states otherwise.		
Travel	own arrangements		
Clothing	Smart dress, sensible shoes. No Jeans or Trainers. No Facial Jewellery.		
Interview	Yes, student to arrange		
Website			
Address	Old Bakehouse Lane Chapel Street  Penzance TR18 4AE <a href="#">Click here for a map</a>	Contact Tel. Email	Mr Mike Adams 01736 331333  <b>Plan your journey.</b>

You can now read and print a description of this type of work, and use the [click here for a map](#) and the [Plan your journey](#) to work out how you could travel to this placement

If you wish to return to the previous list or start a new search then click on one of these options [Return to job list](#) | [New search](#) |

## Placement Confirmation


When your placement has been agreed, you will be able to see your confirmed placement.

Login and click on the [My Placement Details] link.

A screen similar to the following will be displayed.

*My Placement Details*

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Job	Employer	Job Title	Town	Postcode	Status
12396	Addition Accountants Limited	Generic junior clerk/accounts asst	Penzance	TR18 4AE	EBP Approved

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This will show your work experience placement. The **Status** column shows that Cornwall EBP approves your placement. Ask your teacher what the status means if it is not **EBP Approved**.

You can now print the description of this job, and use the **Plan your journey** to work out how you could travel to this placement

If you wish to see a description of your confirmed placement, click on the actual Job Number (e.g. **12396**) - a screen similar to the following one will be displayed.

## Job Description

[Printable version](#) | [Return to job list](#) | [New search](#) |

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Address	Old Bakehouse Lane Chapel Street  Penzance TR18 4AE <a href="#">Click here for a map</a>	Contact Tel. Email	Mr Mike Adams 01736 331333  <b>Plan your journey.</b>

If you wish to print the job description, do a right click with your mouse on the job description and select the [Print] option or use the [Printable version](#) at the top of the page