

Impartial Advice and Guidance



Work Experience 2012

July 2nd – 6th



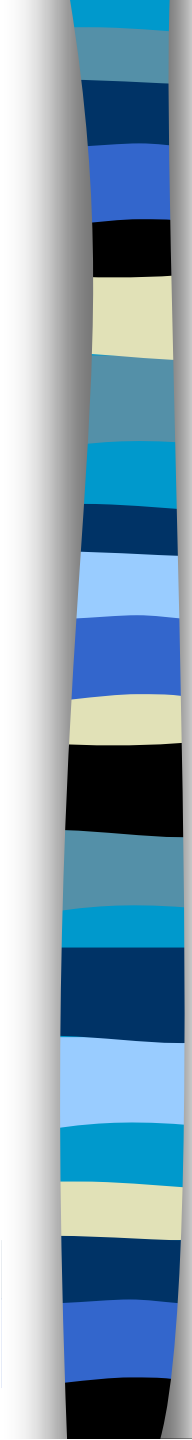
Student Experience of Work Related Learning at Beaumont

- Year 7 - Work shadowing
- Year 8 - Business Challenge (CED)
- Year 9 - Making a company (PSHCE)
- Year 10 - Week's Work Experience
- Year 11 - CED days, Outside companies, Interview Technique, Career Advisor, Senior Team Guidance meetings
- Year 12+13 - Industrial awareness, Young Enterprise, Dragons Den, Eureka Challenge.



Work Experience Timeline

- Parent Information Evening
- Deadline for consent/medical forms – 12th Jan
- Students given user ID – w/b 16th Jan
- Webview goes live – Monday 23rd Jan
- Presentation to students and Computer Access – Monday 23rd Jan during lessons and lunchtimes on Tuesday 24th and Wednesday 25th.

- 
- Students select placement using WebView **Or** choose a private placement and return all forms to Mrs Darnell.
 - PSHCE lessons after Easter lead up to Work experience
 - Preparation of Work Exp booklet in Form time with Form tutors
 - **WORK EXPERIENCE**



During the placement

- Whenever possible students will be visited by a member of staff.
- If a student is ill they must inform the placement AND the school at the very start of the day.
- If there is a problem with the activities they are asked to do they must contact Mrs Darnell but.....
- Students complete a journal whilst at the placement
- Mobile Phone/Social networks



After the Work Placement

- Employers send a report through about you to the school.
- Work Experience evaluation and feedback in PSHCE and form time.



Private Placements

- Students **MUST NOT** make selections from the main database.
- Contact the company.
- Complete the private placement form and take it to the employer.
- Return the form to Mrs Darnell – strongly recommend that this is done by Monday 20th Feb.
- The Health and Safety checks will then be carried out.



Private Placements 'Out Of County'

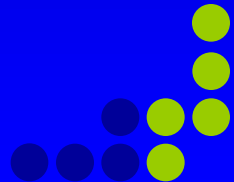
- The same process applies with regard to the completion of the form
- The FINAL date for getting the form back to Mrs. Darnell is Monday 20th Feb. with a cheque for £20.05
- The Health and Safety check will be carried out by a local company.



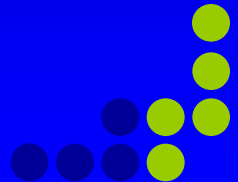
Hes



WebView is an online booking system that lets you look and apply for work experience placements. It also has a journey planner to help you figure out how to get to the placements you choose



This presentation will help you work your way through the website. There are also notes on WebView that you can print off and use to help you when you next logon. You can logon to WebView from any computer that has internet access



1

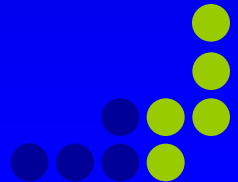
Logon to:

<http://hcs.learnaboutwork.net>

2

Click on:

'Student'



3

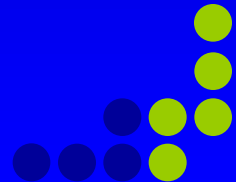
School: click on the school name that appears and select your school from the drop down list

The screenshot shows the 'Student Log In' page for HES. At the top left is the HES logo, and at the top right is a 'Log In' link. Below the header, the page title is 'Student Log In'. A message reads: 'Enter your name and PIN, then click 'Login''. Below this is a note: '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.' The form includes a 'School' dropdown menu currently showing 'The Grove School'. Below the dropdown are two input fields: 'Name' and 'PIN'. At the bottom of the form are two buttons: 'Login' and 'Clear'. At the very bottom of the page, there are links for 'Accessibility', 'Privacy Statement', and 'Other Services'. Green arrows point from the text instructions to the School dropdown, the Name and PIN input fields, and the Login button.

Name: type in the user name given to you by your teacher

PIN: type in the code given to you by your teacher

Click on: 'Login'



4

Click on: 'Search' (at the top of the screen)



The screenshot shows the top navigation bar of the Herts Careers Services website. The user is logged in as 'vicky bell'. The navigation menu includes 'Home', 'Work Experience Literature', 'Search', and 'My Placement Details'. A red arrow points to the 'Search' button. Below the navigation bar, the page title is 'Student Home'. The main content area features a 'welcome' message and a paragraph about the Herts Careers Services Work Related Learning Team. There is also a section with a group of silhouettes and a cluster of green dots. At the bottom, there are links for 'Accessibility', 'Privacy Statement', and 'Other Services'.

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

HCS Online Work Experience Booking System
[Home](#) [Work Experience Literature](#) [Search](#) [My Placement Details](#)

Student Home

welcome

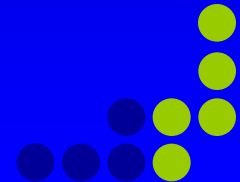
The Herts Careers Services Work Related Learning Team work with employers and your teachers to provide you with opportunities to experience the world of work and enterprise. We organise around 12,500 placements a year and are the link between you, your school and businesses.

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.

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

Developed in partnership with Veryan Ltd and Netcoel

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5

The job categories listed below are the same as those in your careers library.

Click on: a job category you want to search in for placements (if you are not sure which category to search in, ask your teachers or look in the careers library)

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

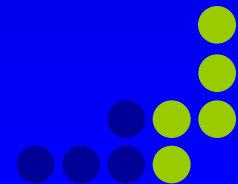
[Home](#) [Work Experience Literature](#) [Search](#) [My Placement Details](#)

Search

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

Administration, Business and Office Work	Financial Services	Performing Arts
Building and Construction	Healthcare	Personal and Other Services including health and beauty
Catering and Hospitality	Languages, Information and Culture	Retail Sales and Customer Services
Computers and IT	Legal and Political Services	Science, Mathematics and Statistics
Design, Arts and Crafts	Leisure, Sport and Tourism	Security and Armed Forces
Education and Training	Manufacturing and Production	Social Work and Counselling Services
Engineering	Marketing and Advertising	Transport and Logistics
Environment, Plants and Animals	Media, Print and Publishing	

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6

Every time you click on a category you will see a page like this.

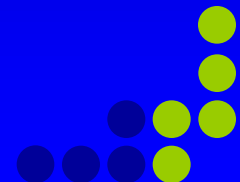
Click on: an area of the map that you can easily travel to for your placement. You will then see a list of placements to choose from

The screenshot shows the HES website interface. At the top, it says "You are logged in as vicky bell" and "Log Out". The navigation menu includes "Home", "Work Experience Literature", "Search", and "My Placement Details". The main heading is "Location". Below this, there is a text prompt: "Please select an area on the map of Hertfordshire that you would like to work in. Think about whether the area is near to your home, and if there is suitable transport." This is followed by a section "Ask yourself these questions:" with two bullet points: "Are there buses and trains nearby?" and "How long would it take you to get to work?". There is also a logo for "Intalink" and a text box stating: "The Intalink web site can help you plan the journey from your home to a work placement. Visit the Intalink web site for timetables, maps and journey planning." A "Key" section at the bottom left explains the map colors: a green square represents "Work experience jobs available in the area (clickable areas of the map)" and a grey square represents "There are no work experience jobs in the area (non-clickable areas of the map)". The map itself shows Hertfordshire with various towns labeled: Royston, Letchworth, Dunstons, St Albans, Hertford, Welwyn Garden City, Bishop's Stortford, Hemel Hempstead, Watford, Potters Bar, Borehamwood, and Chesham. Green areas are visible in the north and west, while a grey area is visible in the east.

Grey = areas that do not have placements available in the category you have chosen

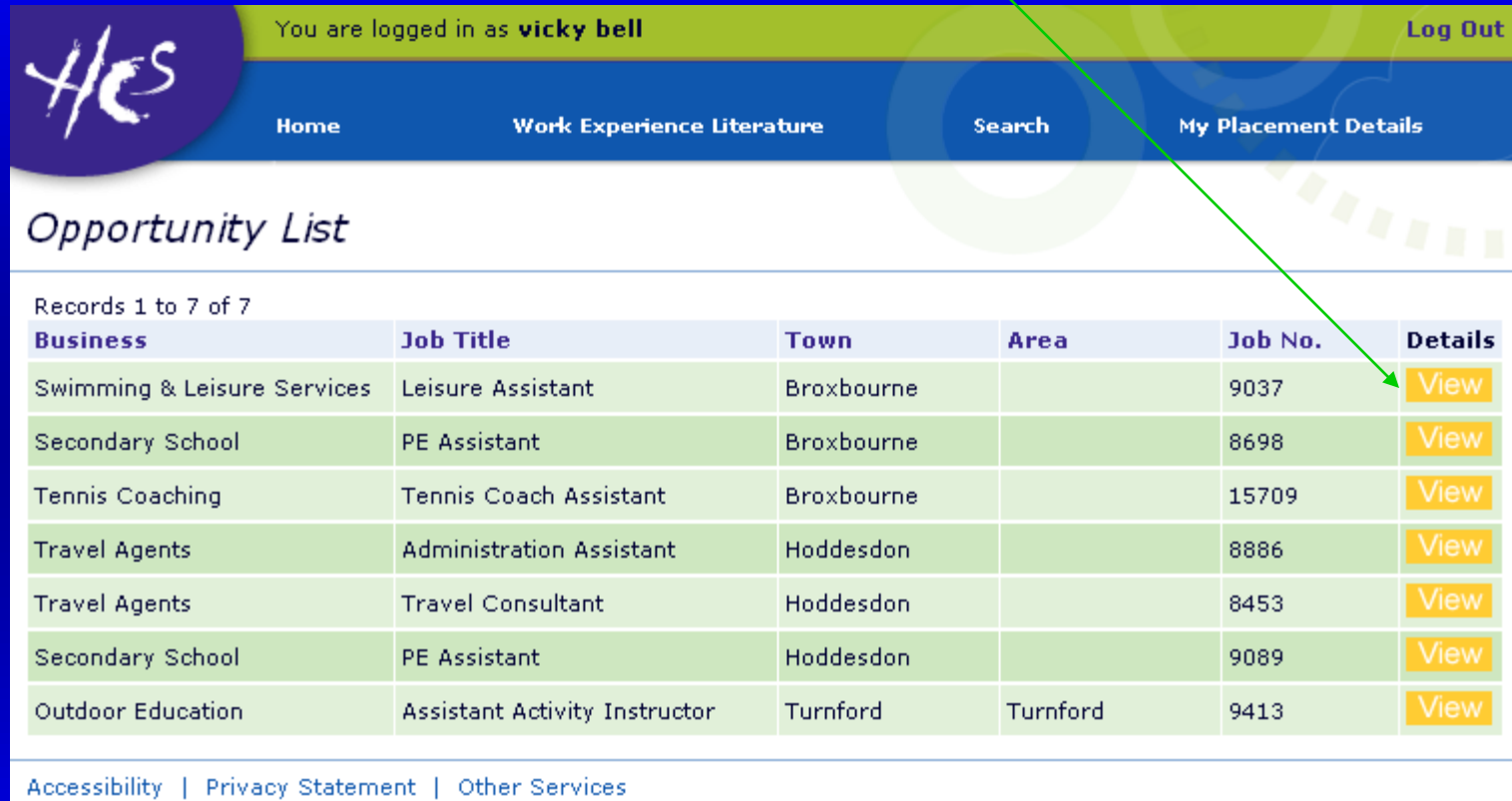
If there are no green areas within travelling distance you will need to go back and select a different category

Green = areas that have placements available in the category you have chosen



7

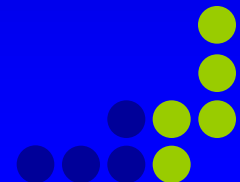
Click on: 'View' to find out more about each placement



The screenshot shows a user interface for a job placement portal. At the top, a green banner indicates the user is logged in as 'vicky bell' with a 'Log Out' link. Below this is a navigation bar with links for 'Home', 'Work Experience Literature', 'Search', and 'My Placement Details'. The main content area is titled 'Opportunity List' and shows 'Records 1 to 7 of 7'. A table lists seven job opportunities, each with a 'View' button in the 'Details' column. A green arrow points from the text above to the 'View' button for the first job listing.

Business	Job Title	Town	Area	Job No.	Details
Swimming & Leisure Services	Leisure Assistant	Broxbourne		9037	View
Secondary School	PE Assistant	Broxbourne		8698	View
Tennis Coaching	Tennis Coach Assistant	Broxbourne		15709	View
Travel Agents	Administration Assistant	Hoddesdon		8886	View
Travel Agents	Travel Consultant	Hoddesdon		8453	View
Secondary School	PE Assistant	Hoddesdon		9089	View
Outdoor Education	Assistant Activity Instructor	Turnford	Turnford	9413	View

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Click on: 'Return to job list' or 'New search' until you find a placement you like

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

[Home](#) [Work Experience Literature](#) [Search](#) [My Placement Details](#)

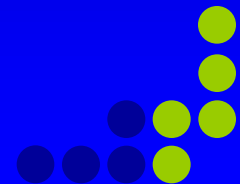
Job Description

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

Business	Opticians. Testing Eyes, Supplying And Manufacturing Spectacles. AL10 OJW
Job Title	In Opticians
Job Number	3162
Classification	JJ - Optician
Aims	
Activities Involved	You will observe and assist (as capable and under supervision) with a range of activities which will give you a realistic overview of the workflow in a busy optician practice. You may:- <ul style="list-style-type: none">* help to book appointments* learn how frames/lenses are measured and ordered* sit with optician to observe testing* observe fitting of finished spectacles Scope for KEY SKILLS development: Working with Others, Communication, Improving Own Learning and Performance
Other Information	Should have excellent communication skills and enjoy working with people. Accuracy and clarity are very important in this vocational area
Health and Safety	The employer is responsible for providing appropriate standards of induction, training and supervision. No direct dealing with members of public

Click on: 'Add to selections' when you have found a placement you like

You will then need to add your 'Name' and 'PIN'



9

The 'My Placement Details' page lists the placements you have chosen. You can choose up to 6 and a minimum of 3 placements. Use the 'Choice' column to rank them in order of preference, but be prepared to go to any of the placements you choose

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

[Home](#) [Work Experience Literature](#) [Search](#) [My Placement Details](#)

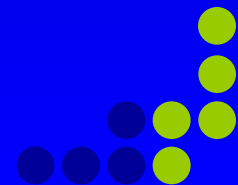
My Placement Details

Plan your journey with the Intalink web site. [Return to job list](#) | [New search](#) | [Help](#)

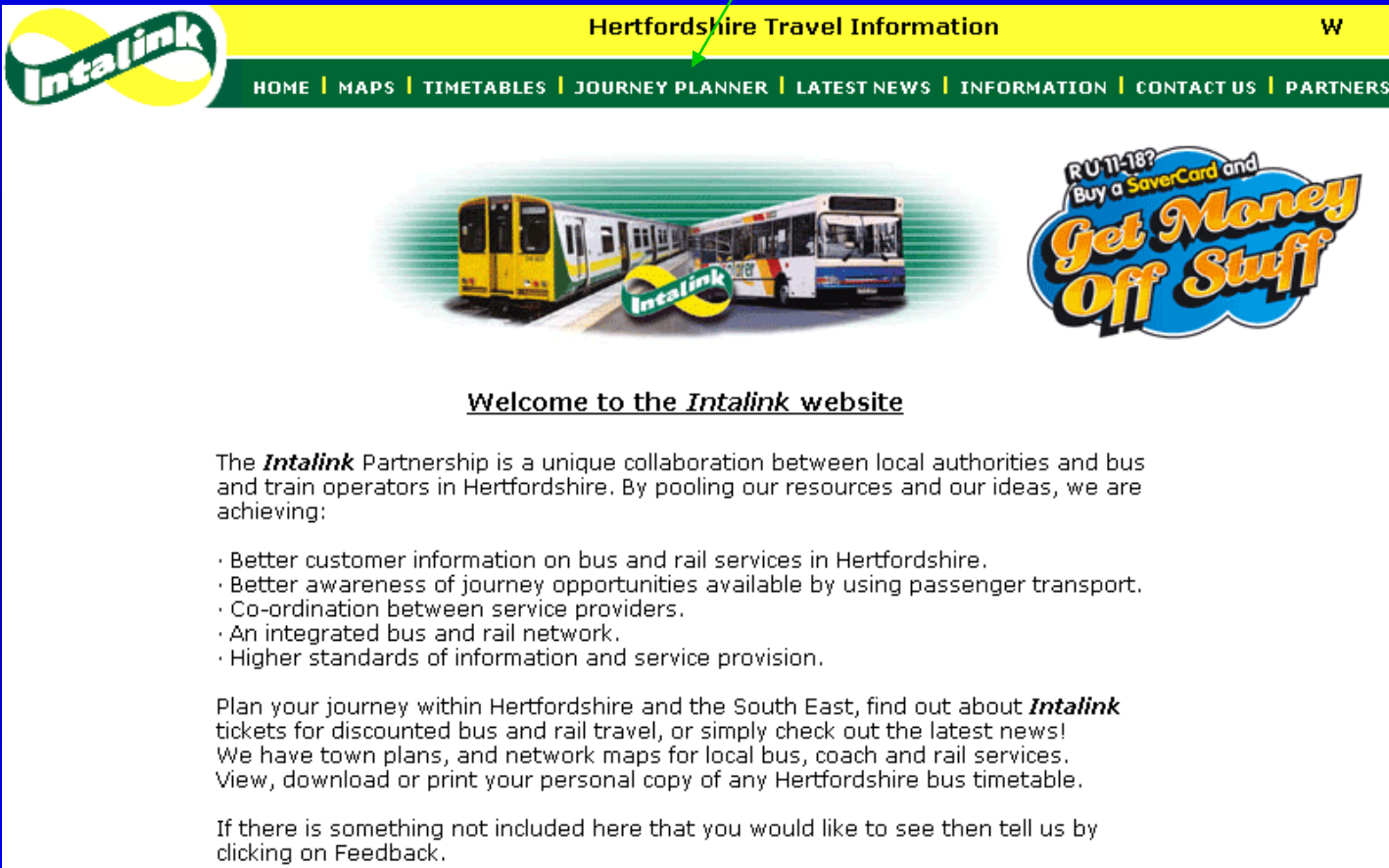
Job	Business	Job Title	Town	Postcode	Status	Choice	#
7364	Travel Agents	Trainee Travel Adviser	Hertford	SG14 1BN		1	1
8239	Ladies Fitness Centre	Leisure Assistant - Ladies Fitness Centre	Hertford	SG14 2HS		3	1
15306	Snooker Club	Leisure: Managers Assistant	Ware	SG12 9HW		4	1
23780	Market Research	Marketing Assistant	St Albans	AL1 1NG		2	1

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Click on: 'Intalink' to plan your route to each placement (make a note of the postcodes of the placements you have chosen first of all)



Click on: 'Journey Planner'



Hertfordshire Travel Information W

HOME | MAPS | TIMETABLES | **JOURNEY PLANNER** | LATEST NEWS | INFORMATION | CONTACT US | PARTNERS

RU11-18?
Buy a SaverCard and
Get Money Off Stuff

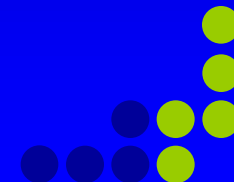
Welcome to the *Intalink* website

The **Intalink** Partnership is a unique collaboration between local authorities and bus and train operators in Hertfordshire. By pooling our resources and our ideas, we are achieving:

- Better customer information on bus and rail services in Hertfordshire.
- Better awareness of journey opportunities available by using passenger transport.
- Co-ordination between service providers.
- An integrated bus and rail network.
- Higher standards of information and service provision.

Plan your journey within Hertfordshire and the South East, find out about **Intalink** tickets for discounted bus and rail travel, or simply check out the latest news! We have town plans, and network maps for local bus, coach and rail services. View, download or print your personal copy of any Hertfordshire bus timetable.

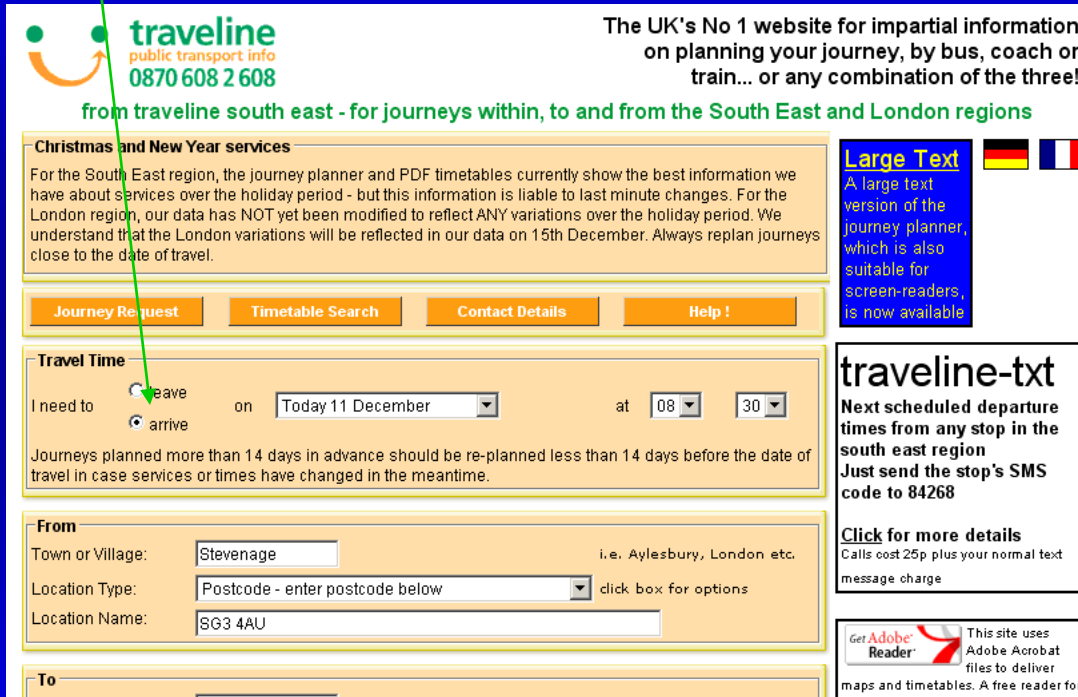
If there is something not included here that you would like to see then tell us by clicking on Feedback.



11

Click on: 'Arrive'

You then need to enter the date and time you want to arrive at your destination using the drop down arrows



traveline
public transport info
0870 608 2 608

The UK's No 1 website for impartial information on planning your journey, by bus, coach or train... or any combination of the three!

from traveline south east - for journeys within, to and from the South East and London regions

Christmas and New Year services
For the South East region, the journey planner and PDF timetables currently show the best information we have about services over the holiday period - but this information is liable to last minute changes. For the London region, our data has NOT yet been modified to reflect ANY variations over the holiday period. We understand that the London variations will be reflected in our data on 15th December. Always replan journeys close to the date of travel.

[Journey Request](#) [Timetable Search](#) [Contact Details](#) [Help !](#)

Travel Time
I need to leave on Today 11 December at 08:30 arrive

Journeys planned more than 14 days in advance should be re-planned less than 14 days before the date of travel in case services or times have changed in the meantime.

From
Town or Village: Stevenage i.e. Aylesbury, London etc.
Location Type: Postcode - enter postcode below click box for options
Location Name: SG3 4AU

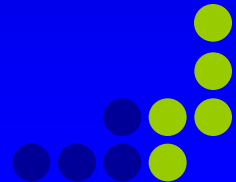
To

Large Text
A large text version of the journey planner, which is also suitable for screen-readers, is now available

traveline-txt
Next scheduled departure times from any stop in the south east region
Just send the stop's SMS code to 84268

Click for more details
Calls cost 25p plus your normal text message charge

Get Adobe Reader
This site uses Adobe Acrobat files to deliver maps and timetables. A free reader for



12

In the 'From' section,
enter your home
postcode in the
'Location Name' box

In the 'To' section,
enter the placement
postcode in the
'Location Name' box

From

Town or Village: i.e. Aylesbury, London etc.

Location Type: click box for options

Location Name:

To

Town or Village: i.e. Aylesbury, London etc.

Location Type: click box for options

Location Name:

Feedback **Change Enquiry** **Reset** **Submit**

Via

Via Type:

Town or Village: i.e. Aylesbury, London etc.

Location Type: **Station / Stop – enter town above & name below**

Location Name:

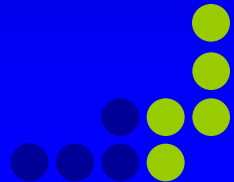
Route Type

Fastest

Least Interchange

Least Walking

Click on: 'Submit'





13

This screen gives you a number of different options on how to get to your placement

Journey

Date: Mon, 11.12.06
Arrival: 08:30
From: AL4 9DP
To: SG6 2HU
Exclusions: none

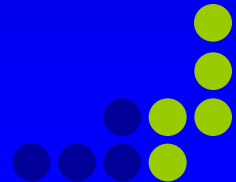
Start - Destination	Date	Time	Max Journey Time	Interchanges	Details
1. AL4 9DP SG6 2HU	Sun, 10.12.06	from 16:51 (prev. day) to 19:16 (prev. day)	02:25	2 	<input checked="" type="checkbox"/>
2. AL4 9DP SG6 2HU	Sun, 10.12.06	from 18:21 (prev. day) to 20:06 (prev. day)	01:45	2 	<input checked="" type="checkbox"/>
Further information about this route					
3. AL4 9DP SG6 2HU	Mon, 11.12.06	from 06:21 to 07:32	01:11	1 	<input checked="" type="checkbox"/>
4. AL4 9DP SG6 2HU	Mon, 11.12.06	from 07:04 to 09:11	02:07	3 	<input checked="" type="checkbox"/>

<< earliest
< earlier
later >
latest >>

Print

Show These Route Details

Click on: 'Show These Route Details'



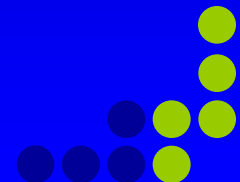
14

This screen shows your options with details of bus stops and bus/train times.

Click on: any of the 'Start Map' and 'End Map' buttons to see the exact location of any point

Option 1		Maps	Information
START			
10.12. 16:51	AL4 9DP Walk to Sandridge, High Street Langley Grove. 	Start Map End Map	Transfer time: 4 min.
10.12. 16:55	Sandridge, High Street Langley Grove (nr) [SMS: hrtdagpa] Take Centrebus 304 towards St Albans, St Albans Railway Station Interchange to St Albans, St Albans Railway Station Interchange Stop A	Start Map End Map Timetable	Av journey time: 14 min.
10.12. 17:09			
10.12. 17:29	St Albans, St Albans Railway Station Interchange Stop A [SMS: hrtawgij] Take Arriva the Shires & Essex 301 towards Corey's Mill, Lister Hospital to Corey's Mill, Lister Hospital Stop A	Start Map End Map Timetable	Av journey time: 69 min.
10.12. 18:38			
10.12. 18:53	Corey's Mill, Lister Hospital Stop A [SMS: hrtgagpw] Take Arriva the Shires & Essex 54 towards Hitchin, Hermitage Road to Letchworth, Baldock Road Radburn Way (nr)	Start Map End Map Timetable	Av journey time: 15 min.
10.12. 19:08			

Close the window when you have finished by clicking on the 'x' in the top right hand corner



15

Click on: 'Submit' when you have finished making your choices. You will not be able to change your choices once you have clicked on 'Submit'

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

[Home](#) [Work Experience Literature](#) [Search](#) [My Placement Details](#)

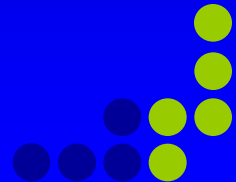
My Placement Details

Plan your journey with the Intalink web site. [Return to job list](#) | [New search](#) | [Help](#)

Job	Business	Job Title	Town	Postcode	Status	Choice	#
7364	Travel Agents	Trainee Travel Adviser	Hertford	SG14 1BN		1	1 <input type="button" value="X"/>
8239	Ladies Fitness Centre	Leisure Assistant - Ladies Fitness Centre	Hertford	SG14 2HS		3	1 <input type="button" value="X"/>
15306	Snooker Club	Leisure: Managers Assistant	Ware	SG12 9HW		4	1 <input type="button" value="X"/>
23780	Market Research	Marketing Assistant	St Albans	AL1 1NG		2	1 <input type="button" value="X"/>

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Click on: 'Log Out'



You have now finished making your work experience placement choices. Your school will now start the process of booking placements. You and your parents will soon be advised which of your choices you have been allocated

