

**Work experience
co-ordinators' Guide
to the WebView
work experience database**

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Getting started

- Veryan WebView is an Internet based system that allows you to manage the work experience placement process online. It's a very easy system to use and these instructions will help you to get familiar with it.
- Please take the time to read the 'Student User Guide' as well as this one.

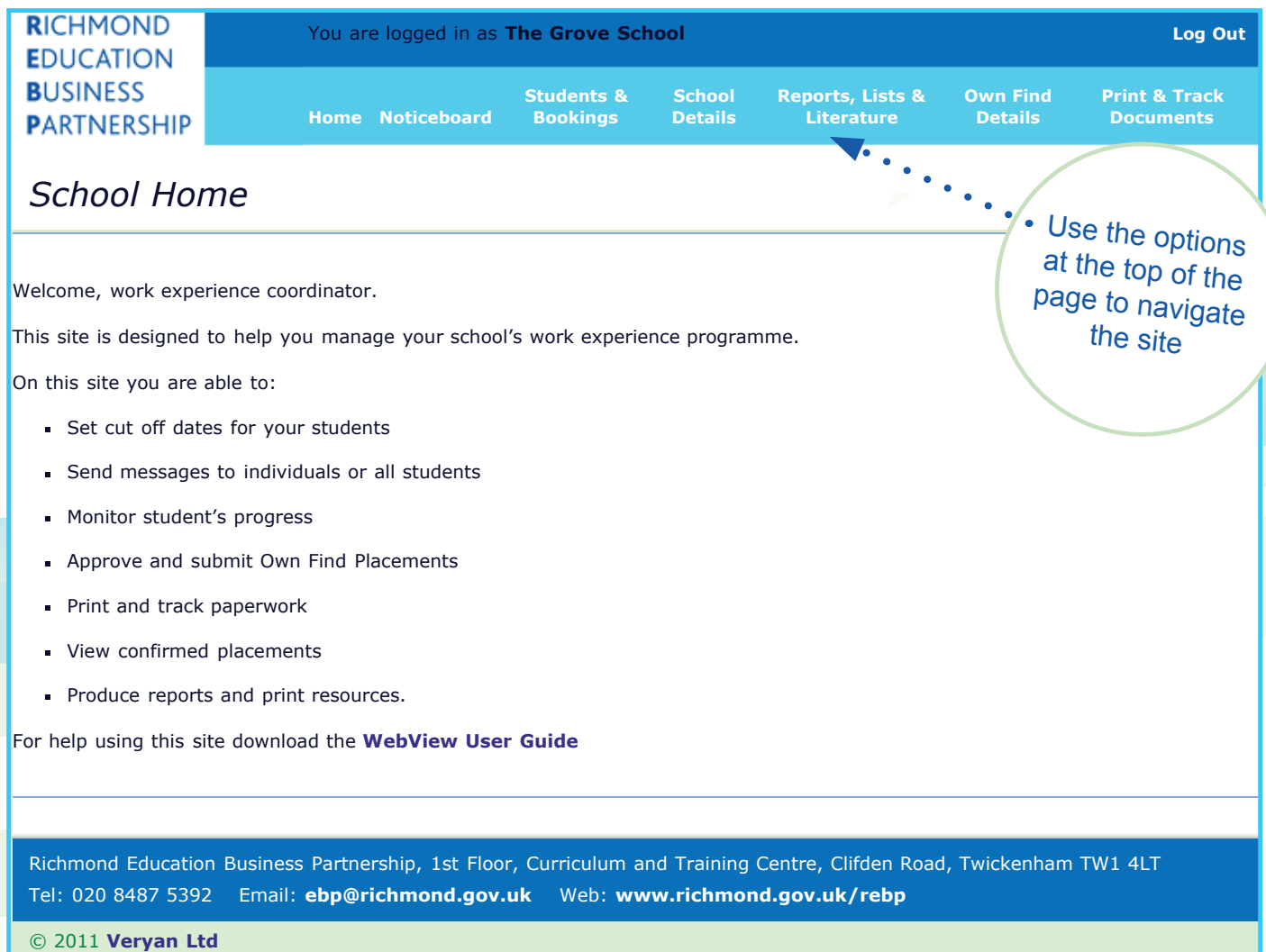
You'll need a computer with an internet connection and internet browser software such as Microsoft Internet Explorer.

Open your internet browser and go to <http://richmond.learnaboutwork.net>

You'll find yourself at the WebView home page

Click on the list of schools, select your school and type the PIN given to you by Richmond EBP. Then click the **Login button**.

You will see this page



RICHMOND EDUCATION BUSINESS PARTNERSHIP

You are logged in as **The Grove School** **Log Out**

Home Noticeboard Students & Bookings School Details Reports, Lists & Literature Own Find Details Print & Track Documents

School Home

Welcome, work experience coordinator.

This site is designed to help you manage your school's work experience programme.

On this site you are able to:

- Set cut off dates for your students
- Send messages to individuals or all students
- Monitor student's progress
- Approve and submit Own Find Placements
- Print and track paperwork
- View confirmed placements
- Produce reports and print resources.

For help using this site download the **WebView User Guide**

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The functions of each page of the site are explained below:

Noticeboard

The noticeboard will appear each time you login to the system. This is used by REBP to provide messages and information to coordinators.

Individual student problems will still be discussed via emails this is not a 2 way communication.

School details page

Before you start the work experience process, it is important that you set up WebView to hold address and contact details for your school and to set your preferences for cut off dates and what students are able to view. You are also able to send a message to your students from this page

1. Click on the [School Details](#) link to open the Utilities page.
2. The screen will look similar to this.

The screenshot shows the 'Utilities' page for 'The Grove School'. At the top, there is a navigation bar with the school's name and a 'Log Out' button. Below this is a menu with links for Home, Noticeboard, Students & Bookings, School Details, Reports, Lists & Literature, Own Find Details, and Print & Track Documents. The main content area is titled 'Utilities' and contains a form for entering school details. The form is divided into two columns. The left column is for the address, and the right column is for contact information. Below the contact information, there are two rows of radio buttons for 'Allow students to make selections?' and 'Allow students to see allocations?'. There are also two date input fields for 'Cut-off date for Own Finds within LBRUT' and 'Cut-off date for Own Finds outside LBRUT'. At the bottom, there is a text area for sending a message to all students in the cohort, with a 'Submit' button.

RICHMOND EDUCATION BUSINESS PARTNERSHIP		You are logged in as The Grove School					Log Out
Home		Noticeboard	Students & Bookings	School Details	Reports, Lists & Literature	Own Find Details	Print & Track Documents

Utilities

The Grove School			
Address	The Grove	Contact name	Jane Doe
	Main Road	Contact job title	WEX Coordinator
	Anytown	Contact phone number	01234 567890
		Contact fax number	01234 567899
		Contact email address	jdoe@theGrove
		Emergency (out of hours) phone no.	07711 223344

Allow students to make selections ? Yes No
Allow students to see allocations ? Yes No
Cut-off date for Own Finds within LBRUT
Cut-off date for Own Finds outside LBRUT

Send this message to all students in this cohort:

3. Click the [Submit](#) button to save your details.

Report lists and literature

In this section you can run reports and print resources for students.

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Reports

Select the required report from the list below:

- **Student list (alphabetical)**
- **Student PINS by tutor group**
- **Consent/Own Find returned reports**
- **Own Find report**
- **Student selection reports**
- **Student allocation reports**
- **Visit Lists**
- **Resources**
- **Feedback Report**
- **Feedback Comments**

Own Find details

This page will allow you to approve and submit student's own find details electronically to REBP

Students and bookings

This page will provide you with an up to date list of each student and their placement status. You can use the filter tool to display a specific group of students or a particular status.

From this page you can also unlock student's choices

Print and track documents

This option is set up to allow you to mail merge and print relevant documents including personalised parental consent forms, employer reports and job descriptions.

Work experience process

Before the selection process

Prior to the start of the process arrange for the school office to send a spreadsheet of details of participating students to REBP.

Appendix A – Student Data Import

This should be sent through the **USO-FX secure site** as it ensures that the data is encrypted and protected.

An introduction to the service and full instructions are available on the school extranet at: http://schools.richmond.gov.uk/home/management/policies_and_procedures/secure_file_transfer_service

REBP will advise you once the system is ready to use.

- At this stage consent from parents should begin to be obtained, it is also advisable to organise a work experience parents evening, student briefing and database demonstration
- If you would like to issue students with own find forms prior to the database being accessed by students you can print copies from **Reports, lists and literature**
- Once you are ready for students are able to access the system they need to be issued with their unique pin number. These can be downloaded from **Reports, lists and literature**

Selection process

- When your students have access to the system they are able to make selections from the database or enter details of their own placements. You can control how long each option is available to them (see **School details** page)
- Once your students have begun to make their choices the **Students and bookings** page will look similar to this:

Surname	Firstname	Tutor Group	Flag	Company name	Job No.	Status	Unlock student choices
Barrett	Sharon			LEARNING PARTNERSHIP THE	316	Confirmed	Unlock
Huntingford	Clare			AVENUE CLUB	1437	Own Find	Unlock
Mcphee	Linda			LBRUT HEATHFIELD NURSERY UNIT	311	Allocated	Unlock
Mir	Ruby			BROOKWOOD PARTNERSHIP (MARY MOUNT SCHOOL)	1282	Confirmed	1 choice
Toye	Denise			COOMBE OAK RESIDENTIAL HOME	193	Confirmed	Unlock
Wright	Lesley			ASOOUTH COURT NURSERY (STATE SCHOOL)	158	Allocated	Unlock

Unlock indicates that the student has completed the selection process. If a student would like to make any changes to their selections you will need to click here to enable them to do so.

Students who have submitted details of an own placement are listed here

If a student just has the number of choices made, this indicates that they have started but not completed the selection process.

- At a time agreed by you and REBP, students' choices will be downloaded and REBP will begin to arrange the placements.
- As placements are confirmed, the students and bookings page will update to reflect this.

Students & Bookings

Show students in group with status

Surname	Firstname	Tutor Group	Flag	Company name	Job No.	Status	Unlock student choices
Barrett	Sharon	<input type="text"/>	<input type="text"/>	LEARNING PARTNERSHIP THE	316	Confirmed	<input type="button" value="Unlock"/>
Huntingford	Clare	<input type="text"/>	<input type="text"/>	AVENUE CLUB	1437	Own Find	<input type="button" value="Unlock"/>
Mcphee	Linda	<input type="text"/>	<input type="text"/>	LBRUT HEATHFIELD NURSERY UNIT	311	Allc	
Mir	Ruby	<input type="text"/>	<input type="text"/>	BROOKWOOD PARTNERSHIP (MARY MOUNT SCHOOL)	1282		
Toye	Denise	<input type="text"/>	<input type="text"/>	COOMBE OAK RESIDENTIAL HOME	193		
Wright	Lesley	<input type="text"/>	<input type="text"/>	ASQUITH COURT NURSERY (MARSHGATE SCHOOL)	158		

Once a placement is confirmed, the placement name and job number will be displayed – click on the students name to display further information

Clicking on a students name will display this page, showing details of the student's choices and allocated jobs

You can send a message to the student from this page.

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[Home](#) [Noticeboard](#) [Students & Bookings](#) [School Details](#) [Reports, Lists & Literature](#) [Own Find Details](#) [Print & Track Documents](#)

Booking

Student : Tutor Group Student flag

Message:

Choice	Job family
1	Administration, Business and Office
2	Leisure and Sport
3	Education - Nursery

Job	Employer	Status	Start date	End date	Visi - tor	Bkg Flag	#	
316	LEARNING PARTNERSHIP THE	Confirmed	08/08/2011	19/08/2011	<input type="text" value="RT"/>	<input type="text"/>	1	<input type="button" value="Print"/>

Selected (s) required: Parent Letter / Consent Job Description Employer Report

To print personalised documents for a student, check the relevant boxes and click on the printer icon

To display a copy of the students job description click on the job number

Approving Own Find placements

- Students who arrange their own placement are advised to enter details of their employer onto the site and submit their own find form to you (see **Student guide**).
- On receipt of the student's form you can approve the placement and submit details to REBP. If no details are shown, you can record these on behalf of the student.
- Completed own find forms should be retained by the school.

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Own Placement Details

Lookup the student name and complete the details. Click 'Save and email' to save the details and send them to the EBP in an email, or 'Save only' to save or update the details held in Webview.

Student	<input type="text" value="BARRETT Sharon"/>
Tutor group	<input type="text"/>
Dates of placement	<input type="text" value="08/08/2011 - 19/08/2011"/>
Company name *	<input type="text"/>
Address 1 *	<input type="text"/>
Address 2	<input type="text"/>
Town *	<input type="text"/>
Postcode *	<input type="text"/>
Telephone *	<input type="text"/>
Email (if possible)	<input type="text"/>
Position offered to student *	<input type="text"/>
Contact name *	<input type="text"/>
Supervisor	<input type="text"/>
Employer liability insurance ? *	<input type="text"/>
Is this company a sole trader ? *	<input type="text"/>
To receive a copy of the information sent to the EBP, enter your email address here	<input type="text" value="jdoe@theGrove"/>

[Download Own Find Form](#)

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Printing and tracking student paperwork

- Once placements are beginning to be confirmed you can print students job descriptions and other documents in batches
- You can print all jobs confirmed since a specified date. This will include students confirmed on the date specified.
- The Flag column can be used to record a code to indicate for example that the job description has been printed and given to a student. Once you have entered a Flag, click **update** to save the details.

RICHMOND EDUCATION BUSINESS PARTNERSHIP
You are logged in as **The Grove School**
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Home
Noticeboard
Students & Bookings
School Details
Reports, Lists & Literature
Own Find Details
Print & Track Documents

Print/Track documents

Lastname	Firstname	Group	PC-R	OP-R	Flag	Select
Barrett	Sharon	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
Huntingford	Clare	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
Mcphee	Linda	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
Mir	Ruby	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
Toye	Denise	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
Wright	Lesley	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

Select all students with: **Select All**

Group flag

Flag all students in Group with flag

Delete flag in Group

Delete all flags

Select option(s) below to print

Parent Letter/Consent

Job Description

Employer Report TG order

Print all booked since

To update tutor group or flag, enter new values and click

You can also use this page to track the return of parental consent forms or employer reports. This will enable you to produce a report in the **Reports, lists and literature** page

After entering any details in this page make sure you click update to save your changes

Check this box to print documentation in tutor group order.

Producing reports

To help you to keep up to date with your students progress a variety of reports can be produced from the [reports lists and literature page](#), these are explained below.

- Clicking [Student list – alphabetical](#) will list students in alphabetical order, their tutor group and their PIN number.
- Clicking [Student PINS by tutor group](#) will convert this list into tutor group order. To use this report you must ensure that tutor groups are provided to REBP as part of the student data import
- Clicking [Parental consent report](#) will display this page

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[Home](#) [Noticeboard](#) [Students & Bookings](#) [School Details](#) [Reports, Lists & Literature](#) [Own Find Details](#) [Print & Track Documents](#)

Reports

Print report to show students whose form been returned

Order by

You can then report on the students who have or have not returned their parental consent form. This can be ordered by student name or tutor group.

- Clicking on [Own find report](#) will display this report, detailing own placement information recorded by students

WebView - Own Finds - Aug11/The Grove School - 24/05/2011				
Student	Name/Address	Telephone	Contact	Supervisor Email

- Clicking [Student selection report](#) will allow you to view all student and their choices. You can order this list by, student name, tutor group or classification

Veryan WebView - Student Selections. 24/05/2011

Student	Group Classification	Choice Areas	Client Flag
Barrett Sharon	Administration, Business and Office	1 East Sheen, Barnes, Mortlake, Richmond, Kew, Ham, Twickenham	
Barrett Sharon	Leisure and Sport	2	
Barrett Sharon	Education - Nursery	3	
Huntingford Clare	Social Care Work	1 Hammersmith, Fulham, Putney, Richmond, Kew, Ham	
Huntingford Clare	Animals	2	

- Clicking on [Student allocation reports](#) will allow you to view that placements that REBP have arranged for the students, again you can select form a variety of criteria for the layout of this report

Veryan WebView - Student Allocations. 24/05/2011

Student	Group	Start	End	Job No.	Organisation	Client Flag	Booking Flag	Status
Barrett Sharon		08/08/2011	19/08/2011	316	LEARNING PARTNERSHIP THE			Confirmed
Huntingford Clare		08/08/2011	19/08/2011	1437	AVENUE CLUB			Own Find
Mcphee Linda		08/08/2011	19/08/2011	311	LBRUT HEATHFIELD NURSERY UNIT			Allocated
Mir Ruby		08/08/2011	19/08/2011	1282	BROOKWOOD PARTNERSHIP (MARY MOUNT SCHOOL)			Confirmed
Toye Denise		08/08/2011	19/08/2011	193	COOMBE OAK RESIDENTIAL HOME			Confirmed
Wright Lesley		08/08/2011	19/08/2011	158	ASQUITH COURT NURSERY (MARSHGATE SCHOOL)			Allocated

- Clicking **Visit list** will open this screen

Veryan WebView - Visit List 24/05/2011

Visitor Student			Group	Organisation	Contact	Telephone
RT	BARRETT	Sharon		LEARNING PARTNERSHIP THE	Mr John Sanders	020 8392 9300
	08/08/2011-19/08/2011			8 The Old Power Station, 121 Mortlake High Street, MORTLAKE	SW14 8SN	
CL	HUNTINGFORD	Clare		AVENUE CLUB	Ms Lisa McTaggart	020 8948 8807
	08/08/2011-19/08/2011			St Lukes Church, The Avenue, KEW	TW9 2HJ	
RT	MCPHEE	Linda		LBRUT HEATHFIELD NURSERY UNIT	Michelle Melhams	020 8894 4074
	08/08/2011-19/08/2011			Cobbett Road, WHITTON	TW2 6EN	
CL	MIR	Ruby		BROOKWOOD PARTNERSHIP (MARY MOUNT SCHOOL)	Ms Mel Johnstone	020 8949 5356
	08/08/2011-19/08/2011			George Road, KINGSTON	KT1	

This will enable you to provide list for colleagues to visit students whilst on their placements.

There are various criteria you can specify.

If your colleagues indicate on that printed version of this report, you can re-run this report as an up-datable list and record the initials of each colleague visiting in the area provided. Don't forget to click the **submit** button to save the data you have entered.

Then rerun the report, but this time order by visitor, the resultant report will produce a page of visits that can be printed and given to each visitor.

Use this form to enter/update visitor initials.

Enter values in the boxes in the visitor column. Click submit to save your changes.

Remember to click submit at least once every ten minutes.

Visitor Student			Organisation	Contact	Telephone
<input type="text" value="RT"/>	BARRETT	Sharon	LEARNING PARTNERSHIP THE	Mr John Sanders	020 8392 9300
	08/08/2011-19/08/2011		8 The Old Power Station, 121 Mortlake High Street, MORTLAKE	SW14 8SN	
<input type="text" value="CL"/>	HUNTINGFORD	Clare	AVENUE CLUB	Ms Lisa McTaggart	020 8948 8807
	08/08/2011-19/08/2011		St Lukes Church, The Avenue, KEW	TW9 2HJ	
<input type="text" value="RT"/>	MCPHEE	Linda	LBRUT HEATHFIELD NURSERY UNIT	Michelle Melham	
	08/08/2011-19/08/2011		Cobbett Road, WHITTON	TW2 6EN	

Clicking on the **post code link** on the report will open a map showing the location of each employer.

Appendix A: Student Data Import

To enable REBP to enter participating students details onto WebView they need to be emailed to r.mir@richmond.gov.uk in a Microsoft Excel format with the following details.

Please note: Each of the following categories must be in a separate column to enable them to be imported to the database.

- Last name
- First name
- Date of birth (dd/mm/yy)
- Sex (M/F)
- House name
- House number
- Address line 1
- Address line 2
- Town
- County
- PostCode
- Home phone
- Year group
- Tutor group
- Ethnicity
- School name
- Health condition(s)
- Health notes
- EmailAddress
- Mobile Number
- SEN (y/n)
- General_Notes

If you do not hold data from an item on this list please leave a blank column in its place.



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