



Beaminster School
WORK EXPERIENCE

**Student Instructions for
Veryan Webview Database**

4-15 May 2020

Veryan WebView is an Internet based system that allows you to view information about companies that have previously taken Work Experience students. This database will give you information such as the company name, contact details, company address and job description.

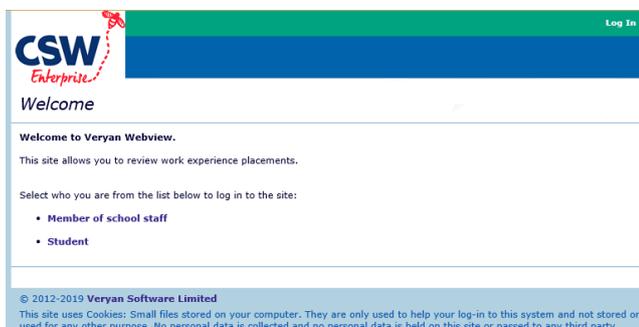
All students will be provided with an individual PIN number to be able to access this site. PIN numbers will be distributed during tutor group.

How to view the database

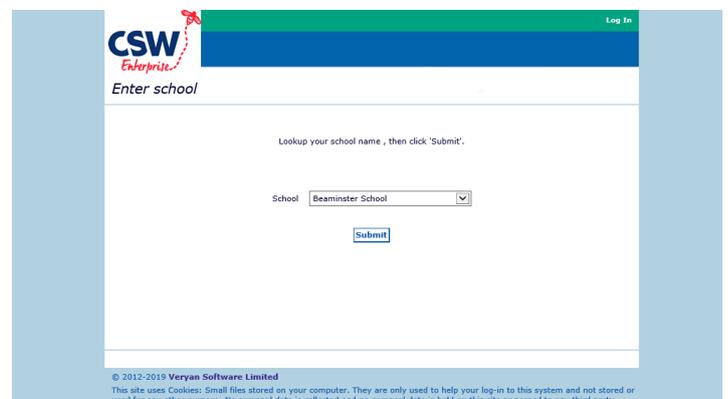
Go to <http://Dorset.learnaboutwork.org>

You will then find yourself at the WebView portal page.

Click Student, then select Beaminster School.

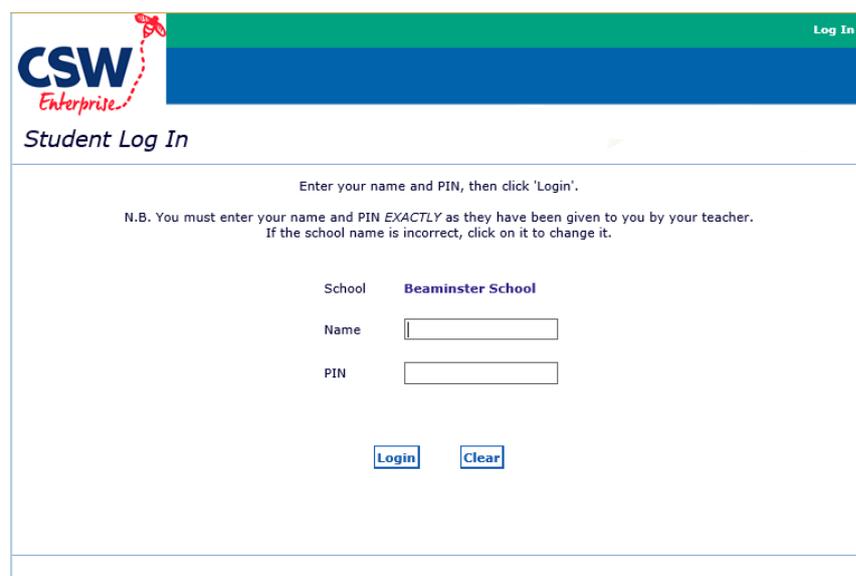


The screenshot shows the 'Welcome' page of the CSW Enterprise system. The header includes the CSW Enterprise logo and a 'Log In' link. The main content area says 'Welcome to Veryan Webview.' and explains that the site allows users to review work experience placements. It provides a selection menu for user roles: 'Member of school staff' and 'Student'. A footer contains copyright information for 2012-2019 Veryan Software Limited and a cookie policy statement.



The screenshot shows the 'Enter school' page. It prompts the user to 'Lookup your school name, then click 'Submit''. There is a dropdown menu for 'School' with 'Beaminster School' selected, and a 'Submit' button. The footer includes the same copyright and cookie policy information as the previous page.

Enter your name and your PIN number.



The screenshot shows the 'Student Log In' page. It instructs the user to 'Enter your name and PIN, then click 'Login''. A note states: '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 dropdown for 'School' (set to 'Beaminster School'), and input fields for 'Name' and 'PIN'. There are 'Login' and 'Clear' buttons at the bottom.

When you have successfully logged in the Student Home page will appear.

From the Student Home page you can access the Work Experience noticeboard where you will be kept up to date with any deadlines that may be approaching. You can search the website for possible work placements and save any placements of interest so that you can go back and find them again easily. You need to make a minimum of **three** choices.

CSW Enterprise

You are logged in as **beaminster student** [Log Out](#)

[Home](#) [WEX Noticeboard](#) [Work Experience Literature](#) [Search](#) [My Placement Details](#) [Feedback Form](#)

Student Home

Welcome to WebView

In order to progress your placements you need to make a minimum of 3 choices from the database.

Welcome to Webview. This is an on line database of Employers that have had students on work experience in the past. This does not mean that they have agreed to take students in the future. Some of the employers that you contact may no longer be able to support work experience. If this is the case please let your teacher know in school.

Your work experience dates are 04/05/2020 to 15/05/2020

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

How to Search for Work Experience Placements

Click Search and the following page will appear:

CSW Enterprise

You are logged in as **beaminster student** [Log Out](#)

[Home](#) [WEX Noticeboard](#) [Work Experience Literature](#) [Search](#) [My Placement Details](#) [Feedback Form](#)

Search

Please select from the options below, or enter the job number here: Job number [Go](#)

Company Telephone
 Town/Area Postcode(s) or or

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

Restrict search to Industrial Cadet places only

[Search](#) [List](#)

You can search the website in multiple ways:

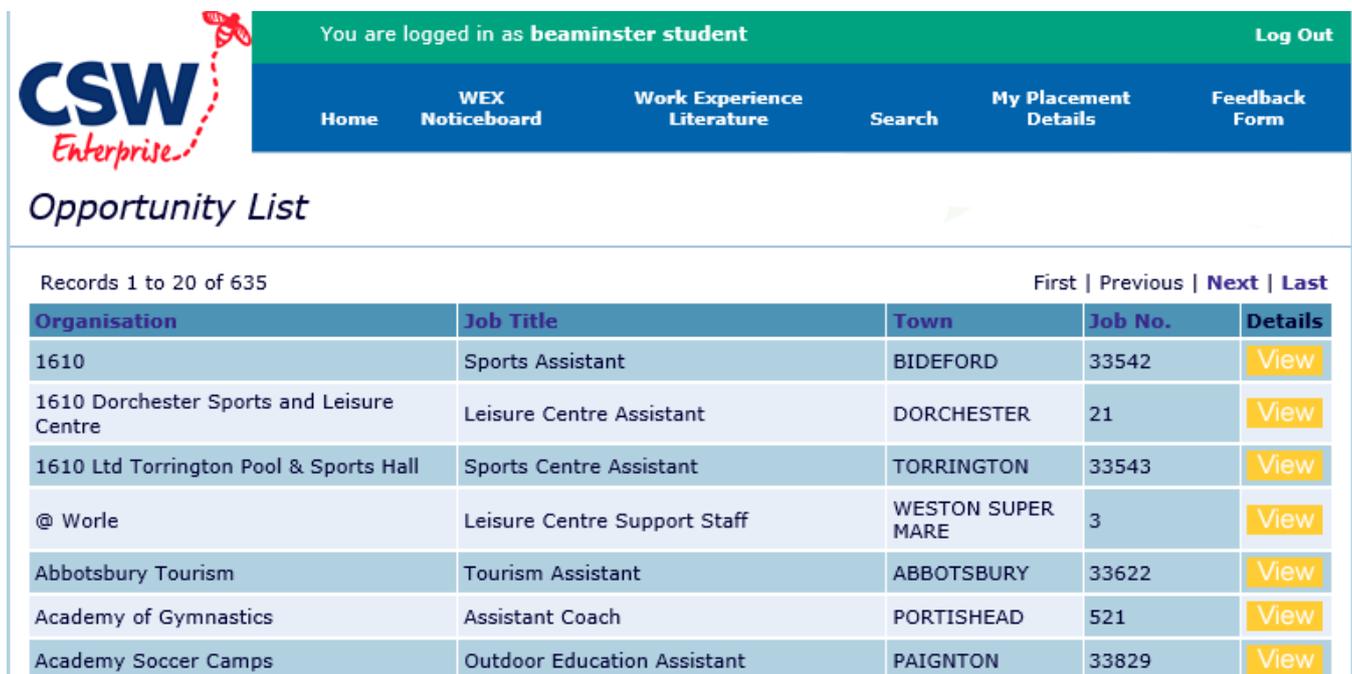
1. You can search for the company you are looking for e.g ASDA
2. You can search by the town or area e.g Beaminster
3. You can search by the type of job e.g Leisure, Sport and Tourism
4. You can search by postcode e.g DT8 3EP

You are able to search for more than one type of job by clicking multiple boxes.

If you search by category the database covers a large area, so please ensure that you are able to travel to the workplace of your choice.

Once you have decided how you would like to search, press the Search button and the website will display your results.

The **Search Results** will show all employers within the parameters of your search.



The screenshot shows the CSW Enterprise website interface. At the top, there is a green navigation bar with the text "You are logged in as beaminster student" and a "Log Out" link. Below this is a blue navigation bar with links for "Home", "WEX Noticeboard", "Work Experience Literature", "Search", "My Placement Details", and "Feedback Form". The main content area is titled "Opportunity List" and displays a table of search results. The table has five columns: "Organisation", "Job Title", "Town", "Job No.", and "Details". There are 7 rows of results, each with a yellow "View" button in the "Details" column. The table is paginated, showing "Records 1 to 20 of 635" and navigation links for "First", "Previous", "Next", and "Last".

Organisation	Job Title	Town	Job No.	Details
1610	Sports Assistant	BIDEFORD	33542	View
1610 Dorchester Sports and Leisure Centre	Leisure Centre Assistant	DORCHESTER	21	View
1610 Ltd Torrington Pool & Sports Hall	Sports Centre Assistant	TORRINGTON	33543	View
@ Worle	Leisure Centre Support Staff	WESTON SUPER MARE	3	View
Abbotsbury Tourism	Tourism Assistant	ABBOTSBURY	33622	View
Academy of Gymnastics	Assistant Coach	PORTISHEAD	521	View
Academy Soccer Camps	Outdoor Education Assistant	PAIGNTON	33829	View

To see the job information, click the yellow View button.

From here you are able to see the job information, address, contact details, hours of work, lunch breaks, recommended clothing and any risk assessments. You can also click the orange Journey Planner button which can help with bus timetables and travel times.


You are logged in as **beaminster student**
[Help](#) [Log Out](#)

Home
WEX Noticeboard
Work Experience Literature
Search
My Placement Details
Feedback Form

Job Description

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

Employer	1610 Dorchester Sports and Leisure Centre DT1 2HT		
Job Title	Leisure Centre Assistant		
Job Number	21		
Classification	GAJ - Leisure - Sport, Recreation Management		
Business	Leisure Centre		
Aims	Health , leisure and sporting activities		
Activities Involved	Student to learn how a leisure centre is run. This placement will be geared to the student's needs. Students can either work in the office and reception or they can be involved in various activities such as helping to set up equipment and cleaning. There may be some project work involved. Watching coaching classes		
Other Information	<p>Student should be a good communicator, able to work as part of a team and have the ability to collate information.</p> <p>Prospective applicants, in the first instance, should contact The Manager of the Leisure Centre, in writing to make initial enquires as to availability of placements.</p>		
Hours	5 days By arrangement		
Meals	30 mins, bring own or vending machines		
Travel	Fares not paid		
Clothing	Casual sportswear and trainers. Gloves		
Interview	Yes. Student to write to employer		
Employer's Risk Assessment	<p>HAZARD: DSE use RISK: Eye strain CONTROL MEASURES: Regular breaks & training</p> <p>HAZARD: Manual handling RISK: Back injury CONTROL MEASURES: In house training. Student will not lift beyond capability</p> <p>HAZARD: Cleaning products RISK: Allergies CONTROL MEASURES: Training/supervision. Gloves provided</p> <p>Significant risks: Slips, Trips and Falls. Manual Handling. Children/Members of public. Temperature</p> <p>Prohibited activities: no entering the swimming pool as a member of staff i.e. no lifeguarding, no handling the chemicals in the swimming pool -</p> <p>Prohibited areas: None, but no access to restricted access to boiler room, cleaning cupboards, offices unsupervised</p> <p>Use of tools/equipment: Hand tools</p>		
Website	www.1610.org.uk		
Address	Coburg Road DORCHESTER DT1 2HT	Contact	Mr Jack Bernard 01305 858400 jbernard@1610.org.uk
	Tel. 01305 858400 Email. dorchester@1610.org.uk	Click here for a map	

Job Description

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

Employer	1610 Dorchester Sports and Leisure Centre	DT1 2HT
Job Title	Leisure Centre Assistant	

You can use the buttons along the top to print the job description, return to the list of jobs, start a new search or add to selections.

Add to Selections

If you find a job that interests you, save the job to your selections for quick access in the future. Once you click Add to Selections you will be prompted to enter your PIN number to confirm that you are the one adding the job.

To view your selections from the main page, click My Placement Details and the jobs you have added to your selection will be listed.

To see the job description and other information, click on the job number and the job description will be displayed.

If you decide you do not like a job you have listed, you can remove it from your list by clicking the X button.

If you add a job to your selection, this does not mean that you are guaranteed a position with this employer. You will need to contact them to arrange your placement via the details at the bottom of the job page. You could call the contact or send them an email. Remember that this is the first time the employer will hear from you.

Address



Journey
planner

19 East Street
BRIDPORT
DT6 3JX

Tel. 01308 456333
Email. bridport@hays-travel.co.uk

[Click here for a map](#)

Contact

Tel.
Email

Mrs Haley Gadd
01308 456333
bridport@hays-travel.co.uk

Frequently Asked Questions

What if I'm not sure what type of Work Experience I would like to do?

Speak with your parents and your tutor, who will be able to help you get an idea of what you could do. Have a look on the database, you may find something that you are interested in.

What if the employer I contact cannot have me?

You will need to contact another employer. If you are having any issues contacting an employer, please see Mr Donovan or Miss Polwarth for some help.

What if my Work Experience is already confirmed?

Congratulations, you are on your way. Please fill out the Health Declaration form and Work Experience agreement form. Make sure that you, your parents **and** your employer sign the agreement and return the forms to Miss Polwarth. We will only lock in your Work Experience once all forms are signed and returned to the school.

What if the employer I would like to work with isn't on the database?

This is not a problem as long as the employer has Employers' Liability Insurance. Get your Work Experience agreement form filled out and signed, return it to Miss Polwarth and she will get all the details together for you.

What if I don't get my paperwork in before the deadline?

You will still be doing Work Experience but you may not be able to go with the employer of your choice if they do not have the necessary checks in place. Key dates can be found on the school website, in the information pack that you were given at the GCSE information evening and on the back of this booklet. Students should be aware of key deadlines, so there should be no reason for not getting your paperwork in on time.

What if I have any other questions?

Speak to your tutor, Mr Donovan or Miss Polwarth.

Important Dates

Tuesday 7 January, 2020 - 16 week
deadline for London placements.

Friday 24 January, 2020 - 14 week
deadline for all Out of county placements.

Friday 28 February, 2020 - 9 week
deadline for placements within county.



BEAMINSTER SCHOOL