



**Veryan WebView**

**On-line work experience software**

**Student Instructions**

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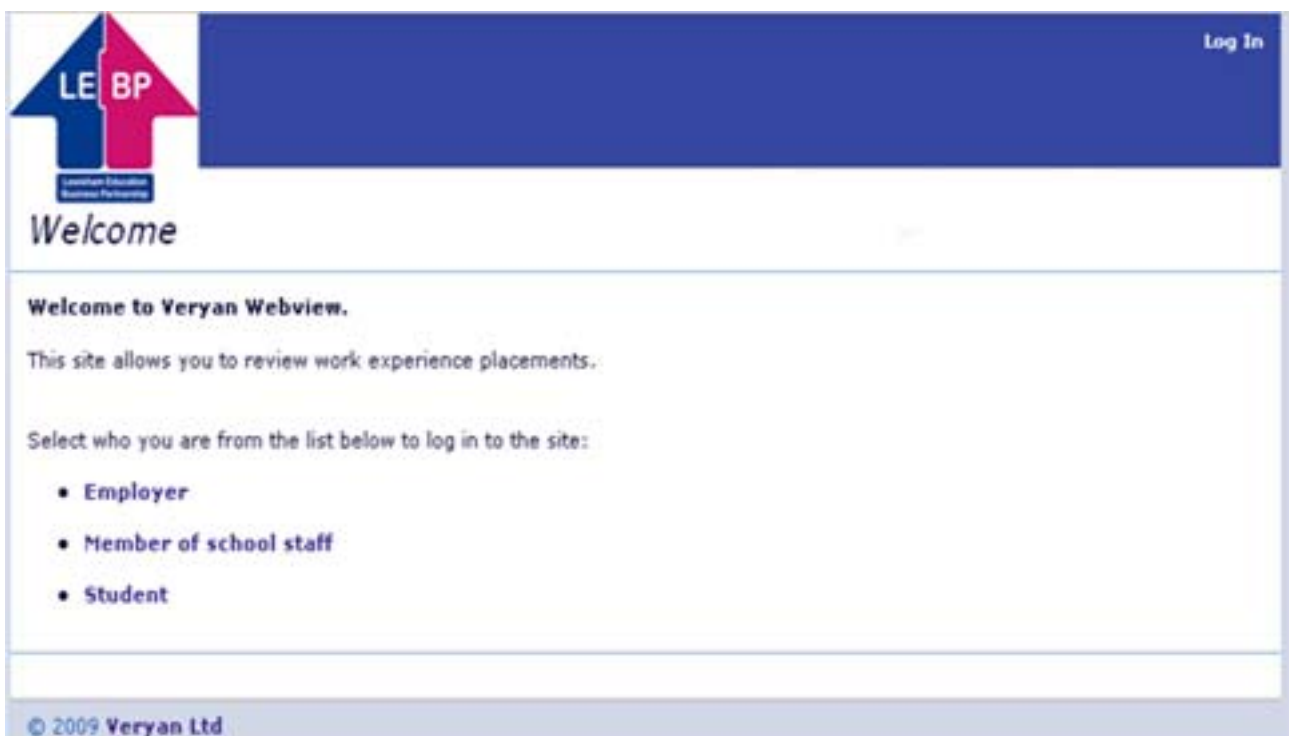
Veryan WebView is an Internet based system that allows you to view information about work experience jobs. It's a very easy system to use and these instructions will help you to get familiar with it.

## 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://lewisham.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...



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



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

LE BP  
Lancashire Education  
Business Partnership

Student Log In

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

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

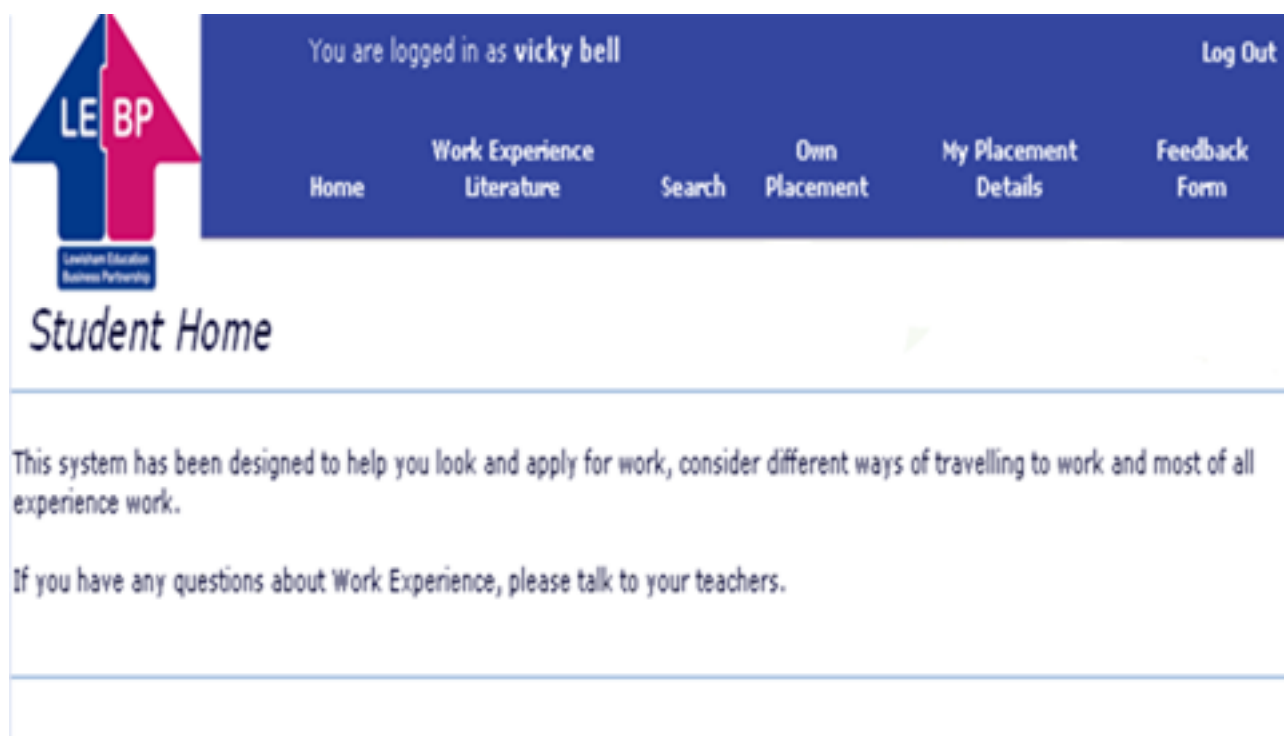
Your tutor will supply the PIN number.

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

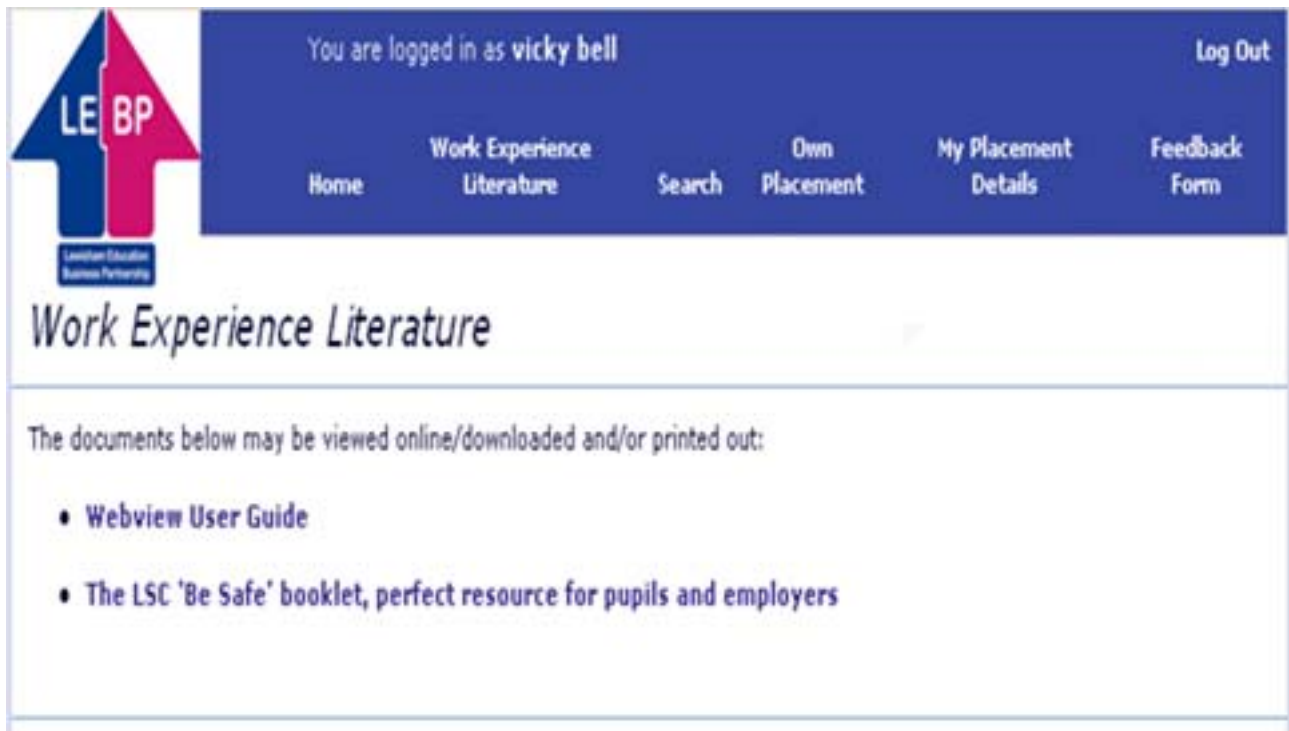


Congratulations! You're ready to start using WebView!

## 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 page for 'Work Experience Literature'. At the top left is the LEBP logo (Leishan Education Business Partnership). The top right shows the user is logged in as 'vicky bell' with a 'Log Out' link. A navigation menu includes 'Home', 'Work Experience Literature', 'Search', 'Own Placement', 'My Placement Details', and 'Feedback Form'. The main heading is 'Work Experience Literature'. Below this, a section states: 'The documents below may be viewed online/downloaded and/or printed out:' followed by two bullet points: '• Webview User Guide' and '• The LSC 'Be Safe' booklet, perfect resource for pupils and employers'.

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

Click on **The LSC 'Be Safe' booklet, perfect resource for pupils and employers** (link) to access this website for Health & Safety information about work experience

## Using WebView

WebView will help you find work experience placements.

Your teacher will let you know if you need to select placements online and, if so, how many.

You will be able to record details of a placement that you are arranging for yourself.

## Browse and select different types of work

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



The screenshot shows a web interface for LE BP (Leeds Education Business Partnership). At the top, a blue navigation bar contains the text "You are logged in as vicky bell" and a "Log Out" link. Below this, a menu includes "Home", "Work Experience Literature", "Search", "Own Placement", "My Placement Details", and "Feedback Form". The "Search" option is highlighted. Below the navigation bar, a search bar is visible with the word "Search" in a large font. The main content area is titled "Please select one of the options below" and displays a grid of 18 work experience categories, each with a colorful icon and a text label:

- 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
- Transport and Logistics

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



Click on any one of the options and a screen similar to this will be displayed.

Records 1 to 6 of 6

| Organisation                                | Job Title               | Area                 | Postcode | Job No. | Places | Details              |
|---------------------------------------------|-------------------------|----------------------|----------|---------|--------|----------------------|
| Archers Point                               | Work Experience Trainee |                      | BR1      | 5431    | 1      | <a href="#">View</a> |
| Athelney Primary School                     | Senco Assistant         | LEWISHAM CATFORD     | SE6      | 5339    | 2      | <a href="#">View</a> |
| Cancer Research U.K.                        | Work Experience Trainee | LEWISHAM             | SE13     | 2384    | 3      | <a href="#">View</a> |
| Lewisham Council - Ladywell Day Care Centre | Work Experience Trainee | LEWISHAM             | SE4      | 1231    | 2      | <a href="#">View</a> |
| Lewisham Youth Service                      | Trainee Youth Worker    | LEWISHAM             | SE6      | 4543    | 1      | <a href="#">View</a> |
| Young Lewisham Project                      | Work Experience Trainee | LEWISHAM FOREST HILL | SE23     | 5278    | 1      | <a href="#">View</a> |

This page displays the names of those organisations that are offering work experience in the category of work that you selected previously. The geographical area, postcode and the number of placements (**places**) the employer is offering are also displayed.

The background colour for each category of work is either red or green. You can only select a maximum of two red category placements but any number of green

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 category of work that interests you.

A screen similar to the one below will be displayed.

**Job Description**

Printable version | Return to job list | New search | Add to selections | Help

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                       |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Employer             | <b>Athelney Primary School</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>LEWISHAM CATFORD - SE6</b>                                                                                                         |
| Job Title            | <b>Senco Assistant</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                       |
| Job Number           | 5339                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                       |
| Next HS Visit Due By | 13/03/2012                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                       |
| Classification       | K - Social & Related                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                       |
| <b>Business</b>      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                       |
| Aims                 | To gain experience of working in a social work environment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                       |
| Activities Involved  | Comply with the organisation's safety policy and be aware of risk assessments that apply to these tasks:<br>Shadowing Inclusions Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                       |
| Other Information    | Willing to work and learn.<br>Should have common sense, confidence and initiative with a genuine interest in this work.<br>Should be able to communicate well and follow rules clearly                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                       |
| Health and Safety    | <p>The following Risk Assessment shows the significant hazards and risks associated with this work experience placement and the prohibited activities, prohibited locations and personal protective equipment required to minimise these risks. The risk assessment has been written for parents/carers and students for information and appropriate action. It should be used, in conjunction with the associated Job Description, in preparation for, and during the Work Experience. LEBP undertakes to pass this risk assessment to parents/carers on behalf of the employers. Student will be given a full health and safety induction covering all aspects. At no time will the student be left alone on the premises. Parents are reminded that students are legally required to take proper care of themselves and others. It is also an offence to misuse or interfere with anything provided in the interests of health and safety. Student must not enter areas designated as off limits or use/interfere with equipment also considered as off limits. Students may not be supervised at lunch time and may leave the premises. Travel arrangements to and from the placement are the responsibility of the student.</p> <p>An induction will be given at the start of placement to include Health &amp; Safety procedures, company rules and regulations and the importance of confidentiality<br/>All electrical equipment used by student such as Photocopier, PC's, Fax etc., have been electrically safety tested<br/>Student tasks may involve some light lifting in helping to serve meals and clear away afterwards<br/>Student will not be allowed to lift residents<br/>The student must not physically restrain residents, the student will not be asked to deal with sick residents or residents who have minor accidents<br/>Students that are unwell, especially with sickness, diarrhoea or contagious diseases should not attend<br/>Student must adhere to employers Health and Safety policies and procedures<br/>No significant risk were reported by the employer in the tasks student will undertake<br/>Instruction, training and supervision will be given</p> |                                                                                                                                       |
| Hours                | Monday - Friday 08.45.15.30                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                       |
| Meals                | 1 hour                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                       |
| Travel               | Own arrangements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                       |
| Clothing             | Smart/casual                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                       |
| Interview            | Yes, student to arrange                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                       |
| <b>Website</b>       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                       |
| Address              | Athelney Street<br>Catford<br>LONDON<br>SE6 3LD<br><a href="#">Click here for a map</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Contact<br>Tel. 020 8697 2945<br>Email <a href="mailto:headteacher@athelney.lewisham.sch.uk">headteacher@athelney.lewisham.sch.uk</a> |



You can now read and print a description of this type of work, use the [click here for a map](#) and use the Travel for London [Journey Planner](#)

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](#) |

If you wish to select this placement for your work experience then click on **Add to selections**  
 Clicking on the **Add to selections** link will redisplay the logon screen.

This is a security measure, your name will be displayed and you just need to confirm your PIN number and click the [Login] button.

The work experience placement you have just selected will be displayed on your **My Placement Details** page

| Job  | Employer                | Job Title       | Area             | Postcode | Status | Choice | # | P | B | L |
|------|-------------------------|-----------------|------------------|----------|--------|--------|---|---|---|---|
| 5339 | Athelney Primary School | Senco Assistant | LEWISHAM CATFORD | SE6      |        | ▼      | 1 | 2 | 0 | 2 |

The journey planner will help you work out how you could travel to your selected placement. Just click on this link



The **#** column displays the number of students including yourself that have chosen this category of work.

The **P** column displays how many students the employer will take on this placement

The **B** column displays how many students are already booked for this placement

The **L** column displays how many students can still be placed with this employer

You can now make further searches and / or record selections and / or delete selections.

Alternatively you can use the [Log Out] link and return later to search and / or make selections.

If at anytime you wish to see your selections to date, just click on the [My Placement Details] link.

Your teacher will tell you how many selections you should make.

Your 'My Placement Details' screen will look similar to this when you have made selections

| Job  | Employer                                  | Job Title               | Area               | Postcode | Status | Choice | # | P | B | L |   |
|------|-------------------------------------------|-------------------------|--------------------|----------|--------|--------|---|---|---|---|---|
| 5339 | Athelney Primary School                   | Senco Assistant         | LEWISHAM CATFORD   | SE6      |        | ▼      | 1 | 2 | 0 | 2 | X |
| 4050 | Goldsmiths College - Education Department | IT Trainee              | LEWISHAM NEW CROSS | SE14     |        | ▼      | 1 | 1 | 0 | 1 | X |
| 4862 | Creek Road Dental Practice                | Work Experience Trainee | LEWISHAM DEPTFORD  | SE8      |        | ▼      | 1 | 1 | 0 | 1 | X |


You may delete any or all of your selections by clicking this button



When you have made your selections, you can then record a choice level for each. If you have made lots of selections you will only be able to record a choice level for the number that your teacher has told you to make

However, you cannot delete your selection(s) or select new ones if you have clicked the [Submit] button as this button locks your choices. You will need to ask your tutor to unlock your selections.

Your My Placement Details will look similar to this when you have clicked the [Submit] button



You are logged in as vicky bell Log Out

Home    Work Experience Literature    Search    Own Placement    My Placement Details    Feedback Form

## My Placement Details



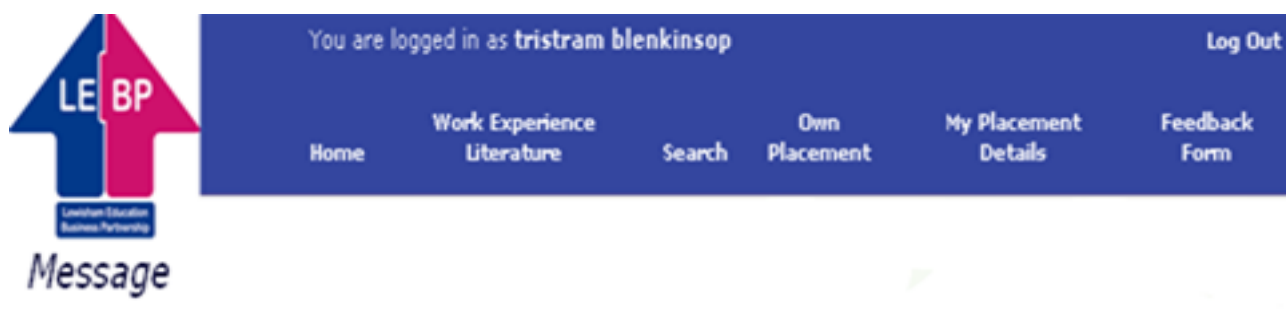
Plan your journey.

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

| Job  | Employer                                  | Job Title               | Area               | Postcode | Status | Choice | # | P | B | L |   |
|------|-------------------------------------------|-------------------------|--------------------|----------|--------|--------|---|---|---|---|---|
| 5339 | Athelney Primary School                   | Senco Assistant         | LEWISHAM CATFORD   | SE6      |        | 2      | 1 | 2 | 0 | 2 | X |
| 4050 | Goldsmiths College - Education Department | IT Trainee              | LEWISHAM NEW CROSS | SE14     |        | 1      | 1 | 1 | 0 | 1 | X |
| 4862 | Creek Road Dental Practice                | Work Experience Trainee | LEWISHAM DEPTFORD  | SE8      |        | 3      | 1 | 1 | 0 | 1 | X |

## Own Placements

If you have decided to find your own work experience placement, then click the [Own Placement] link to record own placement details. This page will be displayed



See the section **Browse and select different types of work**. Your teacher will have told you how many to make.

You will be asked to choose placements even though you are arranging your own placement. This is because your own placement may fall through.

When you have submitted your selections, you will then be able to record your own placement information.

Click the [Own Placement] link to record own placement details.

When you have typed in your own placement details, the screen will look similar to this

You are logged in as **tristram blenkinsop** [Log Out](#)

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

### Own Placement Details

If you intend to arrange your own placement or if you have already done so, please complete the fields below and press submit.

Name and address of employer:   
Lewisham High Road  
LE9 9OL

Telephone number:

Contact name:

Tick if placement is with family member:

Notes:

Click the [Clear] button to delete the information you have recorded, otherwise click the [Submit] button to save the information.

You are logged in as **tristram blenkinsop** [Log Out](#)

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

### Message

Your own placement details have been saved, you can check by clicking again on the Own Placement link.  
Click OK to print the Own Find Form.

Click the [OK] button to print your own find form.

You will need to arrange for this form to be completed and returned to your teacher / school's work experience coordinator.

Your tutor will know that you are arranging your own placement.



## Placement Confirmation

When your placement has been confirmed, 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.

You are logged in as vicky bell Log Out

Home    Work Experience Literature    Search    Own Placement    **My Placement Details**    Feedback Form

### My Placement Details

**Journey Planner** Plan your journey. New search | Help

| Job  | Employer                                  | Job Title               | Area               | Postcode | Status      | Choice | # | P | B | L |   |
|------|-------------------------------------------|-------------------------|--------------------|----------|-------------|--------|---|---|---|---|---|
| 5339 | Athelney Primary School                   | Senco Assistant         | LEWISHAM CATFORD   | SE6      | Manual 2    | 2      | 1 | 2 | 1 | 1 | X |
| 4050 | Goldsmiths College - Education Department | IT Trainee              | LEWISHAM NEW CROSS | SE14     | Allocated 1 | 1      | 1 | 1 | 1 | 0 | X |
| 4862 | Creek Road Dental Practice                | Work Experience Trainee | LEWISHAM DEPTFORD  | SE8      |             | 3      | 1 | 1 | 0 | 1 | X |

This will show you your selections and the one(s) to which you have been placed. The **Status** column indicates the placement(s) that you have been given. The status when all arrangements have been finalised for your placement will either be **Manual or Allocated or Own Placement**. **Own Placement** indicates a confirmed placement that you have found

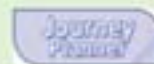
If another status name is displayed, ask your teacher what it means.

If you wish to see a description of your confirmed placement, click on the actual Job Number (e.g. **5339**) - a screen similar to the following one will be displayed.

## Job Description

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

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                          |                                                                                                                                |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Employer             | <b>Athelney Primary School      LEWISHAM CATFORD - SE6</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                          |                                                                                                                                |
| Job Title            | <b>Senco Assistant</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |                                                                                                                                |
| Job Number           | 5339                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                          |                                                                                                                                |
| Next HS Visit Due By | 13/03/2012                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                          |                                                                                                                                |
| Classification       | K - Social & Related                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                          |                                                                                                                                |
| <b>Business</b>      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                          |                                                                                                                                |
| Aims                 | To gain experience of working in a social work environment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          |                                                                                                                                |
| Activities Involved  | Comply with the organisation's safety policy and be aware of risk assessments that apply to these tasks:<br>Shadowing Inclusions Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |                                                                                                                                |
| Other Information    | Willing to work and learn.<br>Should have common sense, confidence and initiative with a genuine interest in this work.<br>Should be able to communicate well and follow rules clearly                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |                                                                                                                                |
| Health and Safety    | <p>The following Risk Assessment shows the significant hazards and risks associated with this work experience placement and the prohibited activities, prohibited locations and personal protective equipment required to minimise these risks. The risk assessment has been written for parents/carers and students for information and appropriate action. It should be used, in conjunction with the associated Job Description, in preparation for, and during the Work Experience. LEBP undertakes to pass this risk assessment to parents/carers on behalf of the employers. Student will be given a full health and safety induction covering all aspects. At no time will the student be left alone on the premises. Parents are reminded that students are legally required to take proper care of themselves and others. It is also an offence to misuse or interfere with anything provided in the interests of health and safety. Student must not enter areas designated as off limits or use/interfere with equipment also considered as off limits. Students may not be supervised at lunch time and may leave the premises. Travel arrangements to and from the placement are the responsibility of the student.</p> <p>An induction will be given at the start of placement to include Health &amp; Safety procedures, company rules and regulations and the importance of confidentiality<br/>All electrical equipment used by student such as Photocopier, PC's, Fax etc., have been electrically safety tested<br/>Student tasks may involve some light lifting in helping to serve meals and clear away afterwards<br/>Student will not be allowed to lift residents<br/>The student must not physically restrain residents, the student will not be asked to deal with sick residents or residents who have minor accidents<br/>Students that are unwell, especially with sickness, diarrhoea or contagious diseases should not attend<br/>Student must adhere to employers Health and Safety policies and procedures<br/>No significant risk were reported by the employer in the tasks student will undertake<br/>Instruction, training and supervision will be given</p> |                          |                                                                                                                                |
| Hours                | Monday - Friday 08.45.15.30                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          |                                                                                                                                |
| Meals                | 1 hour                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |                                                                                                                                |
| Travel               | Own arrangements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                          |                                                                                                                                |
| Clothing             | Smart/casual                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                          |                                                                                                                                |
| Interview            | Yes, student to arrange                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                          |                                                                                                                                |
| <b>Website</b>       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                          |                                                                                                                                |
| Address              | Athelney Street<br>Catford<br>LONDON<br>SE6 3LD<br><a href="#">Click here for a map</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Contact<br>Tel.<br>Email | Jonni Potts<br>020 8697 2945<br><a href="mailto:headteacher@athelney.lewisahm.sch.uk">headteacher@athelney.lewisahm.sch.uk</a> |



If you wish to print the job description, do a right click with your mouse on the job description and select the [Print] option.

## Student Feedback

When you have completed your work experience placement you will be able to record what impact the experience had on you.

Click on the Student Feedback link to display this screen.

### *Student Feedback Form*

We would like you to tell us what impact work experience has had on you.  
Please complete the following questions and click submit.

Student name : **Vicky Bell**      Male       Female       Dates: 30/06/2008 - 11/07/2008      At: Deloitte & Touche

|                                                                                                                                 |                       |                       |                       |                       |                       |
|---------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| How much did you enjoy your work placement?                                                                                     | Very enjoyable        | Mostly enjoyable      | Some enjoyment        | Not enjoyable         |                       |
|                                                                                                                                 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |                       |
| How satisfied were you with your work experience?                                                                               | Very satisfied        | Quite satisfied       | Satisfied             | Slightly dissatisfied | Dissatisfied          |
|                                                                                                                                 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <i>What impact did work experience have on your knowledge, skills, and personal qualities?</i>                                  |                       |                       |                       |                       |                       |
| AS A RESULT OF MY WORK EXPERIENCE:                                                                                              |                       | Strongly agree        | Agree                 | Disagree              | Strongly disagree     |
| 1. I better understand the skills employers are looking for (click here to refer to the chart)                                  |                       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. I know which personal qualities employers think are important                                                                |                       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. I was able to show my initiative in a workplace                                                                              |                       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. I have developed some new skills that employers value (e.g. customer awareness, and use of IT)                               |                       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. I developed my spoken communication skills, e.g. talking to adults                                                           |                       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. I know I can work well with a team of adults                                                                                 |                       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. I was able to show a positive attitude at work                                                                               |                       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. I feel more confident in handling new situations                                                                             |                       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 9. I have a better understanding of my own strengths and weaknesses                                                             |                       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10. I understand better the importance of problem solving at work                                                               |                       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 11. I understand better why it is important to do well at school                                                                |                       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 12. I am more prepared to work hard in lessons and my coursework                                                                |                       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 13. I understand better how workplaces are organised                                                                            |                       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 14. I have experience of working with people who have different roles                                                           |                       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 15. I have a better understanding of people's rights and responsibilities at work, e.g. health and safety & equal opportunities |                       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 16. I am clearer about what I want to do in my future education and career (post-16)                                            |                       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 17. Any other comments:                                                                                                         |                       | <input type="text"/>  |                       |                       |                       |

Click the [Submit] button to save your information and the [Print] button if you wish to print a copy.