

NEW RICKSTONES ACADEMY

YEAR 10 WORK EXPERIENCE

**Thursday 19th April – Friday 27th
April 2012**



Why Work Experience?

- Forms part of your WRL curriculum
- Develops key employability skills
- Gives you an insight into the world of work
- Opportunity to have a taster of a work placement that you have a particular interest in.

Organisation of Your Placement

- You may find your own placement – will need to meet health and safety standards
- Deadline for return of paperwork is Thursday 19th January 2012
- Otherwise 6 placements made online

HCS Careers Ltd.

- WebView is an online booking system that lets you look and apply for work experience placements.
- It also has a journey planner to help you figure out how to get to the placements you choose.
- You can logon to WebView from any computer that has internet access.

Data Protection and Security

- **WebView is not an open website**
- **Access controlled by user name and PIN**
- **Only school staff can see student details and PINs**
- **Employers cannot view student names**
- **Reliable system that is backed up every night**

1

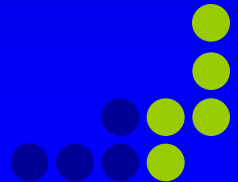
Logon to:

<http://hcs.essex.learnaboutwork.net>

2

Click on:

'Student'



3

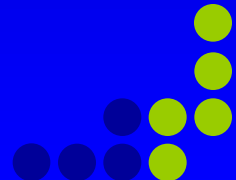
School: click on the school name that appears and select your school from the drop down list

The screenshot shows the 'Student Log In' page for HES. At the top left is the HES logo, and at the top right is a 'Log In' link. The main heading is 'Student Log In'. Below it, there is a prompt: 'Enter your name and PIN, then click 'Login''. A note follows: 'N.B. You must enter your name and PIN EXACTLY as they have been given to you by your teacher. If the school name is incorrect, click on it to change it.' The form includes a 'School' dropdown menu currently set to 'The Grove School'. Below this are two input fields: 'Name' and 'PIN'. At the bottom of the form are two buttons: 'Login' and 'Clear'. At the very bottom of the page, there are links for 'Accessibility', 'Privacy Statement', and 'Other Services'. Green arrows point from the text instructions to the School dropdown, the Name and PIN input fields, and the Login button.

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

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

Click on: 'Login'



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



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

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

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

Student Home

welcome

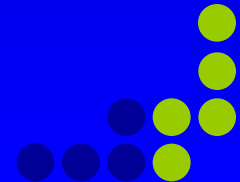
The Herts Careers Services Work Related Learning Team work with employers and your teachers to provide you with opportunities to experience the world of work and enterprise. We organise around 12,500 placements a year and are the link between you, your school and businesses.

This system has been designed to help you look and apply for work, consider different ways of travelling to work and most of all experience work.

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

Developed in partnership with Veryan Ltd and Netcoel

[Accessibility](#) | [Privacy Statement](#) | [Other Services](#)



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

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

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

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

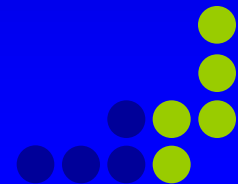
Search

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

Job number

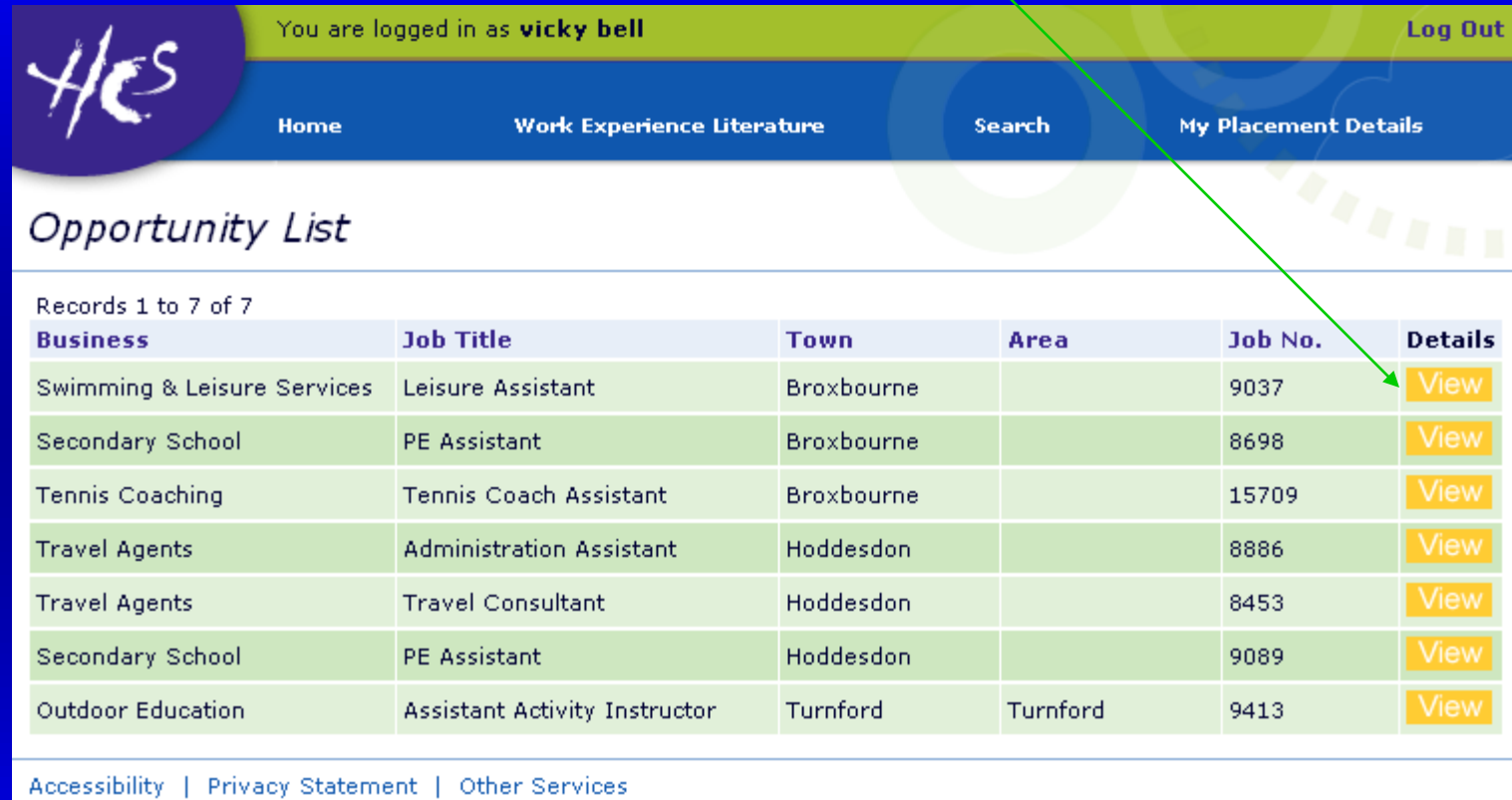
Administration, Business and Office Work	Financial Services	Performing Arts
Building and Construction	Healthcare	Personal and Other Services including health and beauty
Catering and Hospitality	Languages, Information and Culture	Retail Sales and Customer Services
Computers and IT	Legal and Political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

[Accessibility](#) | [Privacy Statement](#) | [Other Services](#)



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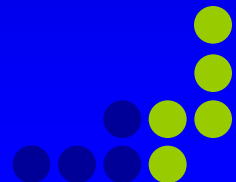
Click on: 'View' to find out more about each placement



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

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

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

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

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

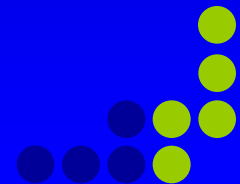
Job Description

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

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

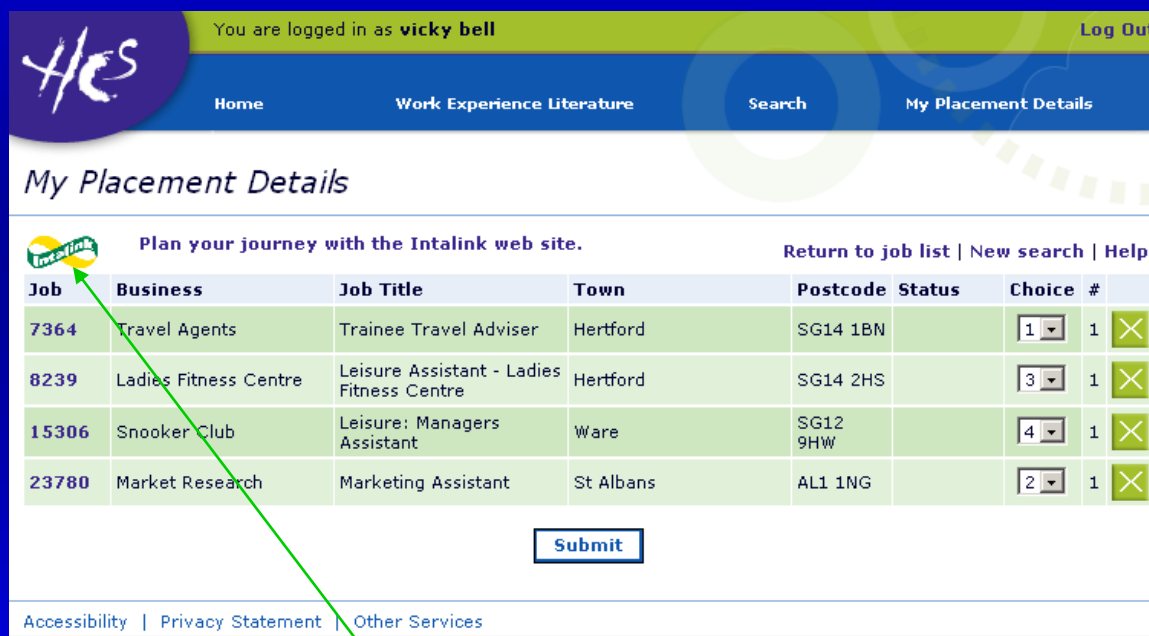
Click on: 'Add to selections' when you have found a placement you like

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



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







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

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

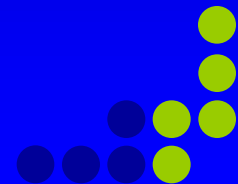
My Placement Details

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

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

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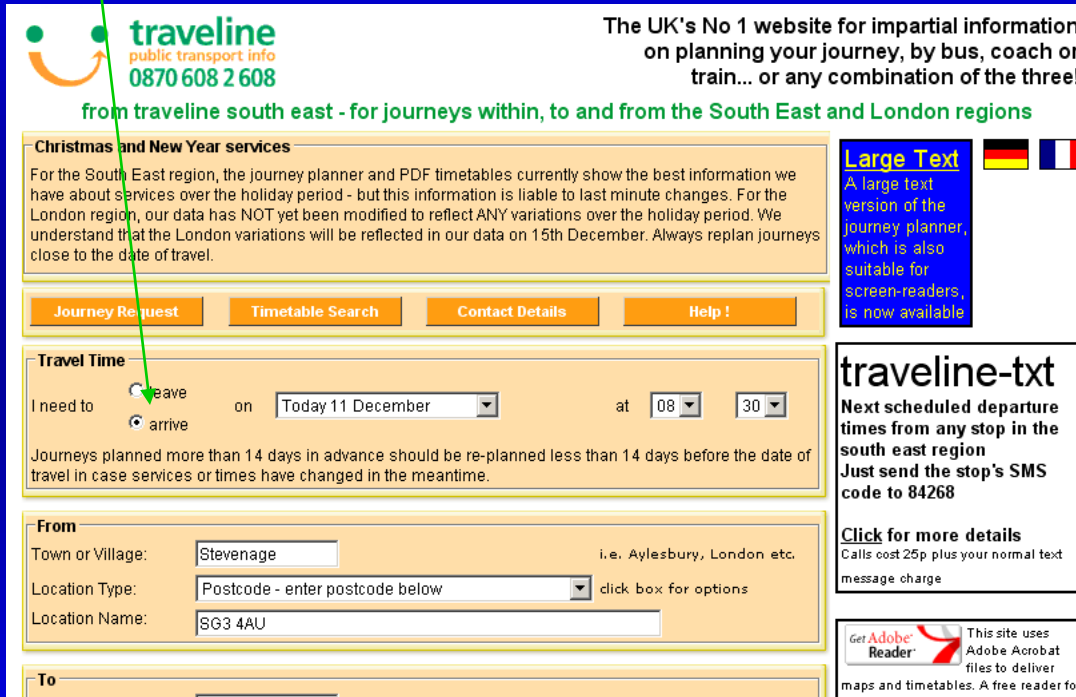
Click on: 'Intalink' to plan your route to each placement (make a note of the postcodes of the placements you have chosen first of all)



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Click on: 'Arrive'

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



traveline
public transport info
0870 608 2 608

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

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

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

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

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

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

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

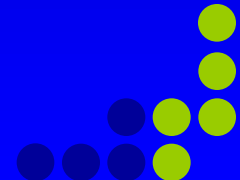
To

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

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

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

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



10

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

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

The screenshot shows a route planning form with four main sections: 'From', 'To', 'Via', and 'Route Type'. Each section contains input fields for location details. The 'From' section has 'Town or Village' (Stevenage), 'Location Type' (Postcode - enter postcode below), and 'Location Name' (SG3 4AU). The 'To' section has 'Town or Village' (Letchworth), 'Location Type' (Postcode - enter postcode below), and 'Location Name' (SG6 2HU). The 'Via' section has 'Via Type' (no Via), 'Town or Village' (empty), 'Location Type' (Station / Stop - enter town above & name below), and 'Location Name' (empty). The 'Route Type' section has three radio buttons: 'Fastest' (selected), 'Least Interchange', and 'Least Walking'. A row of buttons includes 'Feedback', 'Change Enquiry', 'Reset', and 'Submit'. Green arrows point from text annotations to the 'Location Name' boxes in the 'From' and 'To' sections, and to the 'Submit' button.

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

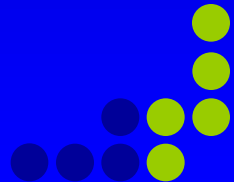
To
Town or Village: Letchworth i.e. Aylesbury, London etc.
Location Type: Postcode - enter postcode below click box for options
Location Name: SG6 2HU

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

Via
Via Type: no Via
Town or Village: i.e. Aylesbury, London etc.
Location Type: Station / Stop - enter town above & name below
Location Name:

Route Type
 Fastest
 Least Interchange
 Least Walking

Click on: 'Submit'



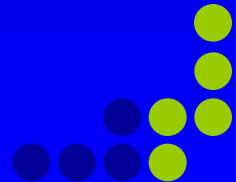
This screen gives you a number of different options on how to get to your placement

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

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

<< earliest < earlier later > latest >> Print Show These Route Details

Click on: 'Show These Route Details'



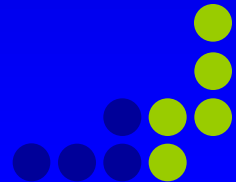
12

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

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

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

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



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

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

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

My Placement Details

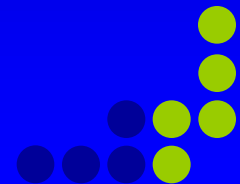
Plan your journey with the Intalink web site. [Return to job list](#) | [New search](#) | [Help](#)

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8239	Ladies Fitness Centre	Leisure Assistant - Ladies Fitness Centre	Hertford	SG14 2HS		3	1	✕
15306	Snooker Club	Leisure: Managers Assistant	Ware	SG12 9HW		4	1	✕
23780	Market Research	Marketing Assistant	St Albans	AL1 1NG		2	1	✕

[Submit](#)

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Click on: 'Log Out'





Advice & Guidance

- Make your choices early
- Select carefully – deadline Monday 6th February 2012
- Do not lose your pin number
- Attendance is compulsory
- Research the placements you are interested in
- You and your parents will be advised of which of your choices you have been allocated

