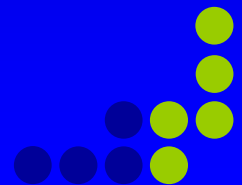
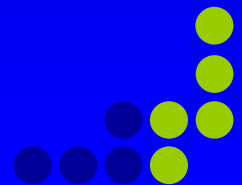




WebView is an online booking system that lets you look and apply for work experience placements. It also has a journey planner to help you figure out how to get to the placements you choose



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



1

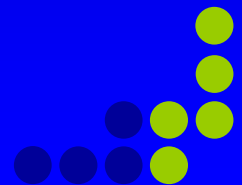
Logon to:

<http://hcs.learnaboutwork.net>

2

Click on:

'Student'



# 3

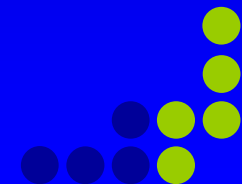
School: click on the school name that appears and select your school from the drop down list

The screenshot shows a web page titled "Student Log In" with the HES logo in the top left and a "Log In" link in the top right. Below the title, there is a heading "Student Log In" and a sub-heading "Enter your name and PIN, then click 'Login'". A note below reads: "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 contains a "School" dropdown menu currently showing "The Grove School", a "Name" input field, and a "PIN" input field. Below these are "Login" and "Clear" buttons. At the bottom, there are links for "Accessibility", "Privacy Statement", and "Other Services". Green arrows point from the text instructions to the school name, the name input field, the PIN input field, and the "Login" button.

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

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

Click on: 'Login'



4

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



The screenshot shows the top navigation bar of the HCS Online Work Experience Booking System. The user is logged in as 'vicky bell'. The navigation bar includes links for 'Home', 'Work Experience Literature', 'Search', and 'My Placement Details'. A green arrow points from the text 'Click on: 'Search'' to the 'Search' link. Below the navigation bar, the page displays a 'Student Home' section with a 'welcome' message and a paragraph about the Herts Careers Services Work Related Learning Team. The page also features a silhouette of a group of people walking and a decorative graphic of green circles. At the bottom, there is a footer with links for 'Accessibility', 'Privacy Statement', and 'Other Services'.

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

**HCS** HCS Online Work Experience Booking System

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

### Student Home

# welcome

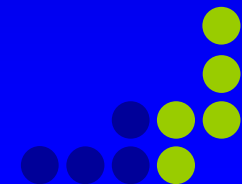
The Herts Careers Services Work Related Learning Team work with employers and your teachers to provide you with opportunities to experience the world of work and enterprise. We organise around 12,500 placements a year and are the link between you, your school and businesses.

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 Netcel

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



# 5

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

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

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

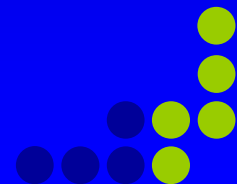
[Home](#) [Work Experience Literature](#) [Search](#) [My Placement Details](#)

## Search

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

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

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



# 6

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

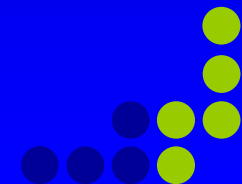
Click on: an area of the map that you can easily travel to for your placement. You will then see a list of placements to choose from

The screenshot shows the 'Location' page on the HES website. At the top, it says 'You are logged in as Wicky Bell' and 'Log Out'. The navigation bar includes 'Home', 'Work Experience Opportunities', 'Search', and 'My Placement Details'. The main heading is 'Location'. Below it, there is a text prompt: 'Please select an area on the map of Hertfordshire that you would like to work in. Think about whether the area is near to your home, and if there is suitable transport. Ask yourself these questions: Are there buses and trains nearby? How long would it take you to get to work?'. There is an 'Intalink' logo and a link to their website for journey planning. A 'Key' section at the bottom left explains that green areas on the map indicate where work experience jobs are available, while grey areas indicate where they are not. The map itself shows various towns in Hertfordshire, with green areas around Hemel Hempstead, Watford, St Albans, Welwyn Garden City, Hertford, Stevenage, and Bushey. Grey areas are shown around Royston, Baldock, and Bishop Cleeve.

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

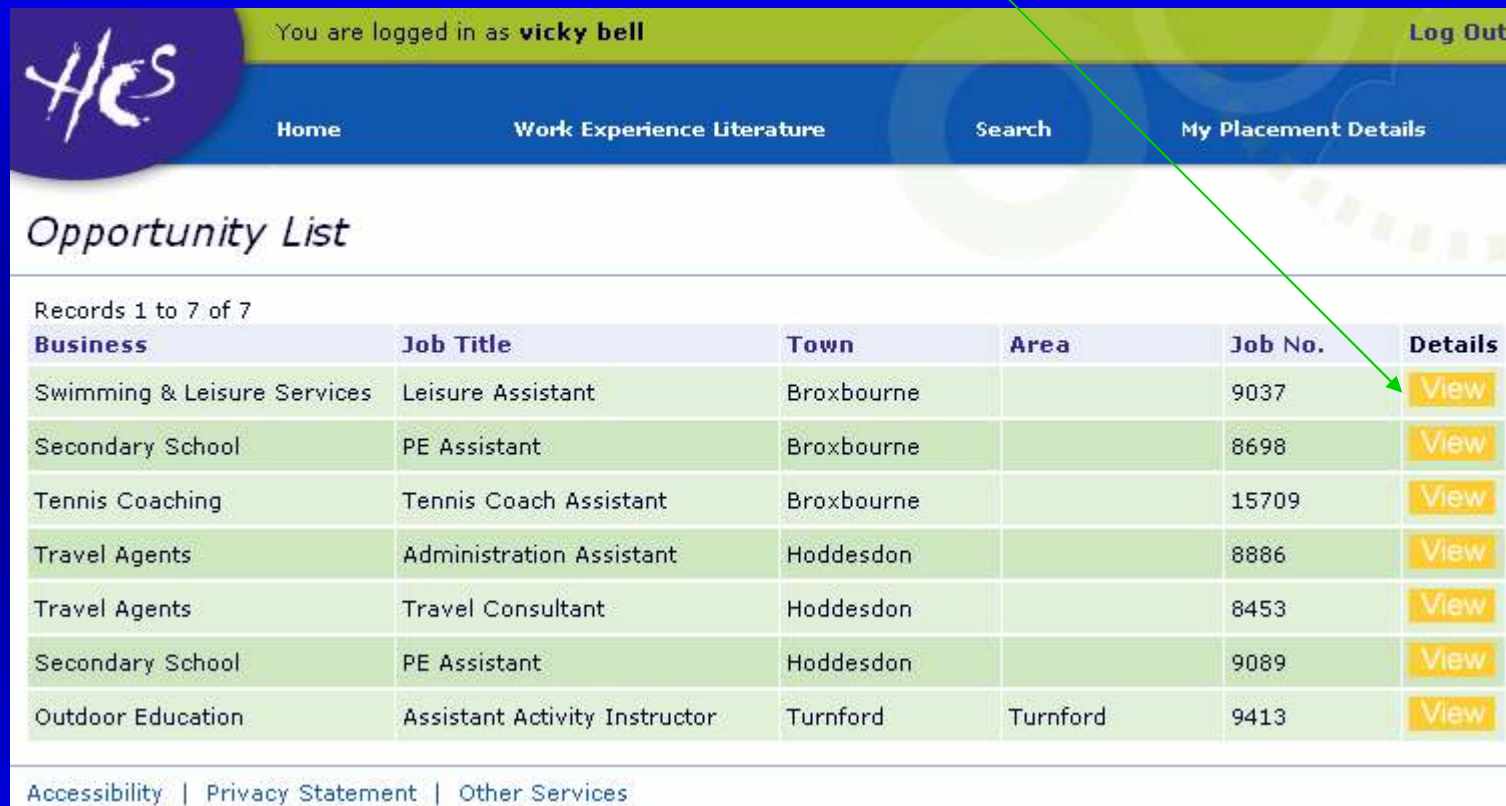
If there are no green areas within travelling distance you will need to go back and select a different category

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



7

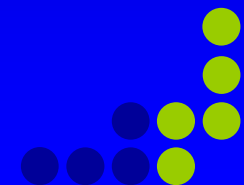
Click on: 'View' to find out more about each placement



The screenshot shows the HES website interface. At the top, there is a navigation bar with the HES logo, a user login status "You are logged in as vicky bell", and a "Log Out" link. Below the navigation bar are links for "Home", "Work Experience Literature", "Search", and "My Placement Details". The main content area is titled "Opportunity List" and displays "Records 1 to 7 of 7". A table lists various job opportunities with columns for Business, Job Title, Town, Area, Job No., and Details. Each row includes a "View" button. A green arrow points from the text above to the "View" button in the first row.

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

Accessibility | Privacy Statement | Other Services



8

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](#)

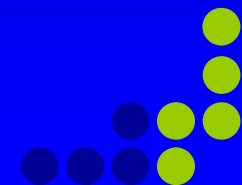
### Job Description

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

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

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

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



# 9

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

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

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

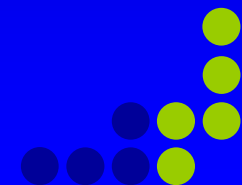
### My Placement Details

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

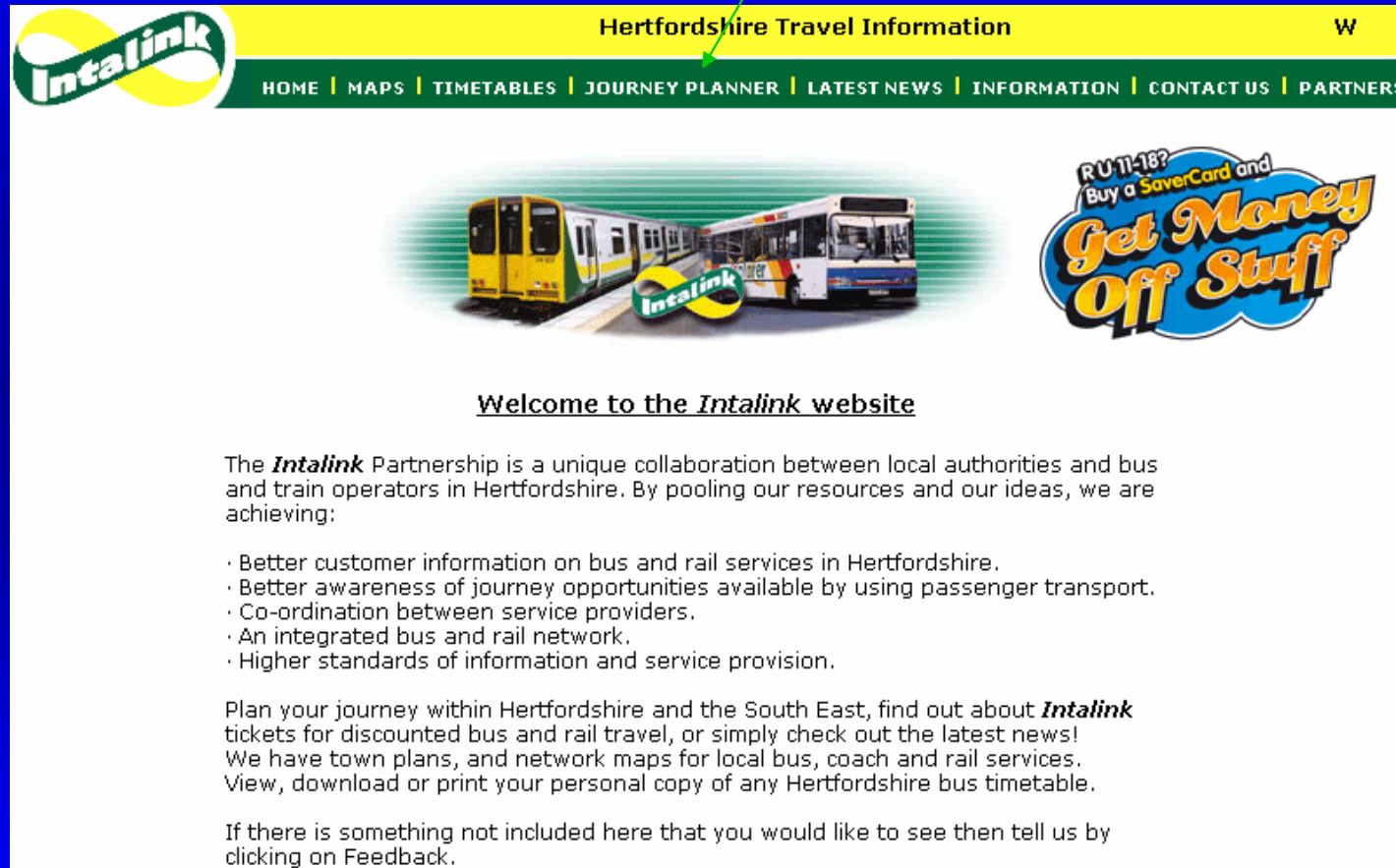
Job	Business	Job Title	Town	Postcode	Status	Choice	#
7364	Travel Agents	Trainee Travel Adviser	Hertford	SG14 1BN		1	1 
8239	Ladies Fitness Centre	Leisure Assistant - Ladies Fitness Centre	Hertford	SG14 2HS		3	1 
15306	Snooker Club	Leisure: Managers Assistant	Ware	SG12 9HW		4	1 
23780	Market Research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

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

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



## Click on: 'Journey Planner'



Hertfordshire Travel Information W

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

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

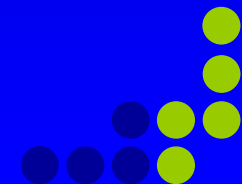
Welcome to the *Intalink* website

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

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

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

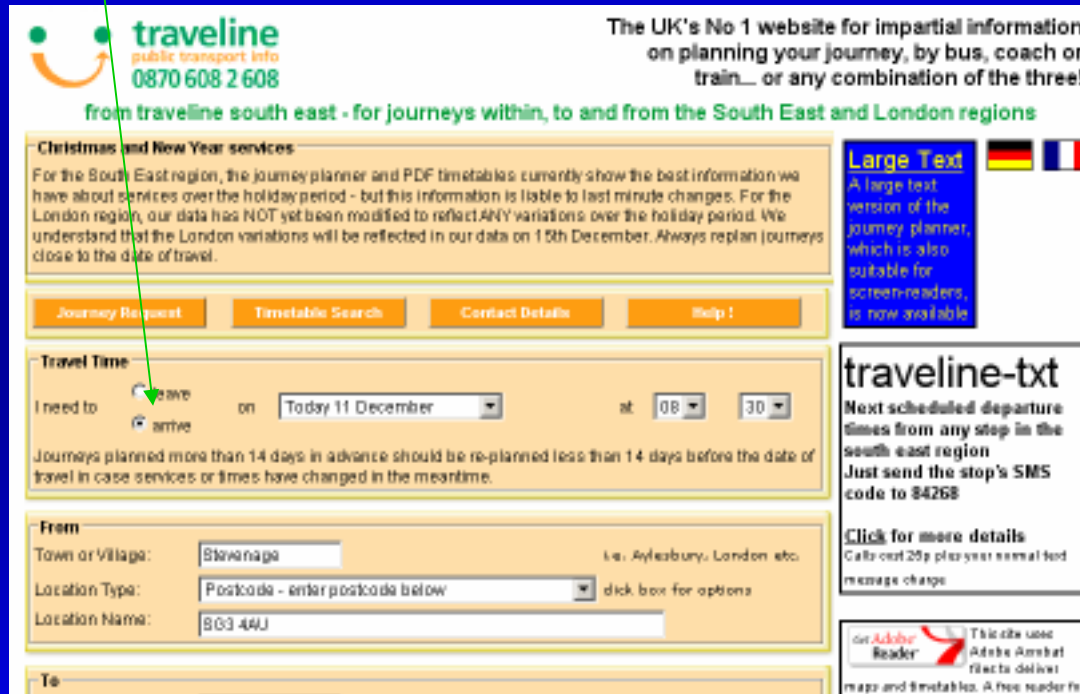
If there is something not included here that you would like to see then tell us by clicking on Feedback.



11

Click on: 'Arrive'

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



**traveline**  
public transport info  
0870 608 2 608

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

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

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

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

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

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.

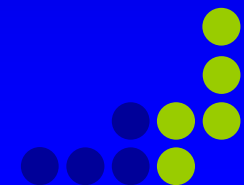
**From**  
Town or Village: Stevenage i.e. Aylesbury, London etc.  
Location Type: Postcode - enter postcode below click box for options  
Location Name: SG3 4AJ

**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 20p plus your normal text message charge

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



# 12

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

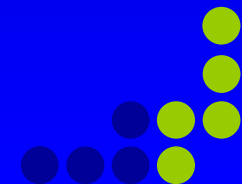
In the 'To' section, enter the placement postcode in the 'Location Name' box

The screenshot shows a route planning form with several sections:

- From:** Town or Village: Stevenage; Location Type: Postcode - enter postcode below; Location Name: SG3 4AU.
- To:** Town or Village: Letchworth; Location Type: Postcode - enter postcode below; Location Name: SG6 2HU.
- Buttons:** Feedback, Change Enquiry, Reset, Submit.
- Via:** Via Type: no Via; Town or Village: ; Location Type: Station / Stop - enter town above & name below; Location Name: .
- Route Type:** Fastest (selected), Least Interchange, Least Walking.

Green arrows point from the text on the left to the 'Location Name' boxes in the 'From' and 'To' sections, and to the 'Submit' button.

Click on: 'Submit'



# 13

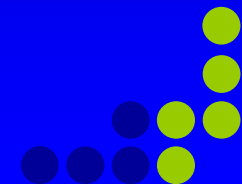
This screen gives you a number of different options on how to get to your placement

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

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

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


Click on: 'Show These Route Details'



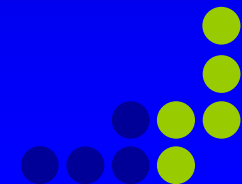
# 14

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

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

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

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



15

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

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

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

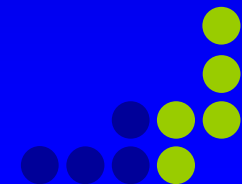
### My Placement Details

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

Job	Business	Job Title	Town	Postcode	Status	Choice	#
7364	Travel Agents	Trainee Travel Adviser	Hertford	SG14 1BN		1	1
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: 'Log Out'



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

