

Updates to WEX Online January 2008

The following changes were made to the system on Friday January 18th 2008. These include:

- Functionality to help deal with out of area placements
- Improved functionality for administrators adding offline placements
- Updates to the H&S system to make it more flexible
- A number of bug fixes

Learner Area:

1. Searching for a placement – Viewing the risk assessment information

A region can now decide to provide learners with risk assessment information on their placements. This will appear as a popup on the placement details screen:

The screenshot displays the 'Work Experience' interface. At the top, there is a navigation menu with 'Home', 'Search', 'My Applications', 'Favourites', 'Help', and 'Me'. The main content area is titled 'Placement Details' and features a 'Back to search results' button and a 'New Search' button. The placement is for a 'General Assistant' role at 'Inventures' in Bath NHS House, Newbridge Hill, Bath BA1 3DA. A 'Risk Assessment' popup is overlaid on the left, titled 'Risk Assessment for Court Hairdressing' and listing four hazards: 1. Sharp objects, 2. Steep stairs, 3. Unsafe storage, and 4. Hazardous materials. A 'View Risk Assessment' button is circled in red on the main page. Below the popup, the page shows 'Start/finish: 9:00am - 5:30pm', 'Lunch information: 1 hour - Please bring a packed lunch', 'Dress code: Smart dress appropriate white shirt/blouse and black trousers/skirt, sensible shoes', and 'You will need to: Go to an interview, Have a chat with the employer'. An address and a map are also provided. The 'Employer' section describes 'Inventures' as a leading healthcare development and professional services business. At the bottom, there are buttons for 'Add to Favourites', 'Apply for this Placement', and 'Print Details'. The footer includes 'Epsom, York' and 'WEX Online Learner Area'.

Administrator Area:

1. Adding an offline placement – Searching employers

We have improved the functionality for searching to see if an employer is already on the database, when adding an offline placement.

Administrators can now search by:

- Employer Name (Mandatory)
- Placement Title
- Placement Address Line 1
- Placement Town
- Placement Postcode
- Contact Name
- Placement Industry sector

If they have used a postcode, the search will still bring back exact matches (where the postcode and other filters used all match an employer in the database) and possible matches (where the postcode matches an employer in the database, regardless of other filters entered).

The screenshot shows the WEX online plus Administrator Area search interface. At the top, there is a navigation bar with links for Home, Learners, Applications, School Setup, Reports, Help, and Contact Us. The main heading is "Learners". Below this is a search form titled "Find the placement" with fields for Employer Name, Placement Title, Placement Address Line 1, Placement Town, Placement Postcode (set to "E51 1ZB"), and Placement Industry Sector (set to "None"). There are "Search" and "Back" buttons. Below the search form, there are two sections: "Matches (7)" and "Possible Matches (1)".

Matches (7)

Here is a list of the placements that match the employer name you entered.

Employer Name	Placement Title	Placement Address Line 1	Placement Town	Placement County	Placement Postcode	Placement Industry Sector	Contact Firstname	Contact Surname	Action
Anchor	Assistant - Youth Services	Anchor Road	Wrotham	Essex	E91 5DB	Retail Sales and Customer Services	AC	Maal	Select
Anchor	Animal Handling Assistant	Anchor Road	Wrotham	Essex	E91 5DB	Environment, Animals and Plants	Janet	Tindor	Select
Anchor	Animal Handling	Anchor Road	Wrotham	Essex	E91 5DB	Environment, Animals and Plants	Janet	Tindor	Select
Anchor	Admin Assistant	Anchor Road	Wrotham	Essex	E91 5DB	Administration, Business and Office Work	a	a	Select
Anchor	Admin Assistant	Anchor Road	Wrotham	Essex	E91 5DB	Administration, Business and Office Work	ad	ds	Select
Anchor	Admin Assistant	Anchor Road	Wrotham	Essex	E91 5DB	Administration, Business and Office Work	ad	ds	Select
Anchor	IT/Office Clerk	Anchor Road	Wrotham	Essex	E91 5DB	Administration, Business and Office Work	Rod	Wheford	Select

Possible Matches (1)

Here is a list of the placements that match postcode you entered.

Employer Name	Placement Title	Placement Address Line 1	Placement Town	Placement County	Placement Postcode	Placement Industry Sector	Contact Firstname	Contact Surname	Action
Tourist Information Centre	Information Assistant	Anchor Road	Wrotham	Essex	E91 5DB	Languages, Information and Culture			Select

At the bottom of the search results, there is a "Create New Placement" button and a "Back" button.

2. Adding an offline placement – Creating a new contact

If an administrator does find the placement they need on the database, they may find that their student has a different placement contact. Therefore, we have added functionality to allow WEX Administrators to add additional contact details.

Welcome back Mr. Mas Amador Norton Hill School Logout

WEX online plus

Home | Learners | Applications | School Setup | Reports | Help | Contact Us

Extended Placement Back

This is a placement created through the WEX Online learner searches. As such, you are unable to change the placement details. If you need to query or amend any of the information, please contact the AEX Entry Team.

Create Placement (for 07 Jul 2008)

This record has not been saved. Please complete the highlighted fields and try again.

Placement

Placement Regulatory:

Name of Employer:

Placement Title:

Contact Details

Contact Title:

Contact Forename:

Contact Surname:

Contact Telephone:

Contact Mobile:

Contact Fax:

Contact Email:

Address

Address Line 1:

Address Line 2:

Town:

County:

Postcode:

Placement Details

Placement Regulatory Sector:

Employer Website Address:

Placement description:

Additional Information

This section of the page is for you to enter some additional information on the placement. This information will be visible to the Health & Safety body, as it can be useful when checking the placement.

Start and Finish Times:

Dress Code:

Length of lunch break:

Lunch details:

Any other lunch information:

Other information:

How did the learner find the placement? (Please, administrator):

Health and Safety

You have not yet received a H&S check.

The placement has the following Health & Safety check information:

Date of visit	Health and Safety Expiry Date	Risk Band	H&S Status	Notes
18 November 2007	18 November 2007	Low	Expired	

Back | Save Details | Save Details and Request Check

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They will now also have a comprehensive list of contact titles to choose from:

Contact Details	
Contact Title	Please select
Contact Firstname	Please select
Contact Surname	Mr
Contact Telephone	Mrs
Contact Mobile	Ms
Contact Fax	Miss
Contact Email	Dr
	-
	A V M
	Admiraal
	Admiral
	Air Cdre
	Air Commodore
	Air Marshal
	Air Vice Marshal
	Alderman
	Alhaji
	Ambassador
	Associate Professor
	Baron
	Baroness
	Bishop
	Brig
	Brig Gen
	Brig General
	Brigadier
	Brigadier General
	Brother
	Canon
	Capt
	Captain

Placement Details	
Employer Website Address	
*Placement CRCI Industry Sector	
*Placement Description	you are expecting your learner to complete while on their placement. tion here as you can - this information is used by the Health & Safety body

When a H&S check is requested, these will always come up as a new request in the H&S to do list, as the contact information will need to be double checked.

3. Adding an offline placement – Selecting the address

If an administrator cannot find the placement they need on the database, they will need to enter all the information they have for the new employer. Rather than having to write out the whole address manually, they can now enter the postcode and will be presented with a list of addresses at that postcode. They can still enter an address manually if they cannot find the address they need.

WEX online plus

Offline Placement

Create Placement (for 14 Jan 2008)

This record has not been saved. Please complete the highlighted fields and try again.

Placement

Name of Employer:

Placement Title:

ADDRESS LISTING

Postcode: Full Address:

Contact Details

Contact Title:

Contact Telephone:

Contact Mobile:

Contact Fax:

Contact Email:

Placement Details

Employer Website Address:

Placement CPD Industry Sector:

Placement Description:

Please list the main tasks that you are expecting your student to complete while on their placement. Please enter as much information here as you can - this information is used by the Health & Safety body for their check.

Additional information

This section of the page is for you to enter some additional information on the placement. This information will be visible to the Health & Safety body, so it can be useful when checking the placement.

Start and Finish Times:

Dress Code:

Length of lunch break:

Lunch break:

Any other health information:

Other information:

How often the employer visit the placement?

Please, communication etc:

Health and Safety

You have not yet responded to a H&S check.

This placement does not have any Health and Safety information against it.

This student is also going out on the following WEX dates:

WEX Date Name	Start Date	End Date	Employer Name	Placement Title
Lab - 2008 April	14 January 2008	18 January 2008		

Yes and bring up the placement on the date. Should you like to

set up the placement on the date and start the H&S body to this placement

set up the placement on the date but don't start the H&S body to this placement yet

Back Save Details

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Bugs fixed:

The following have all now been fixed:

Administrator area:

- When printing the consent form from the learner details screen, the letter of understanding was appearing twice
- Occasionally an error was occurring if you attempted to amend a learner's password from the administrator area.
- Edit an extended placement: when you edit and save an extended application when you are taken to the messaging screen if you clicked on the back button you got an error.
- Edit an offline placement: Click on the find more help link and you got an error.