

Placement Audit

For Placement
managers/coordinators

NAVIGATE



Reports module

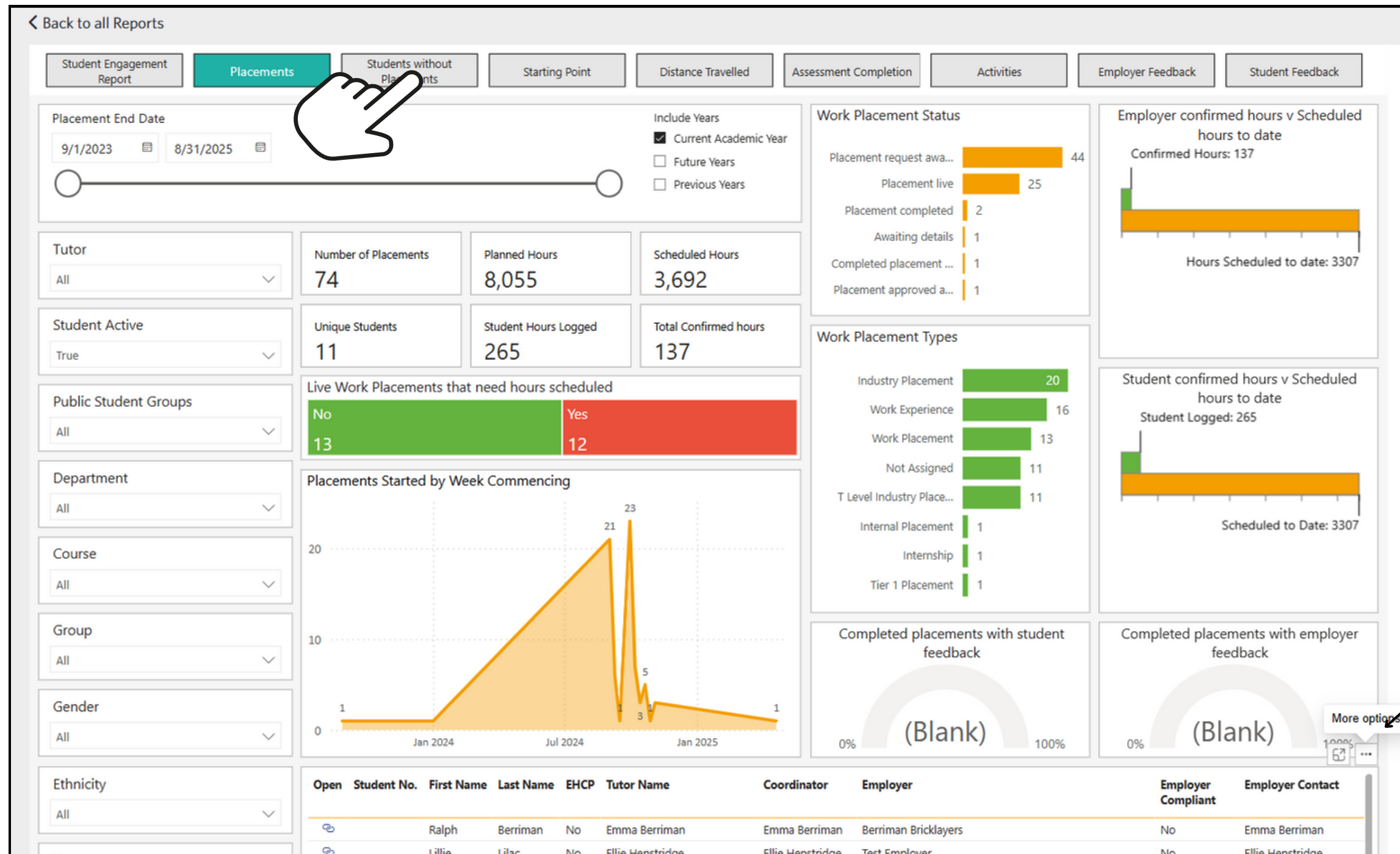
Student Engagement - Student Engagement & WEXP Report



Student Engagement & WEXP Report

The Student Engagement and Work Experience (WEXP) report delivers comprehensive data on the progress of students, both at the departmental and individual levels. It illustrates the extent of student interaction with the Navigate platform, detailing their current status and progress within their placements, enrichment programmes and employer engagements.

[View report](#)



More options

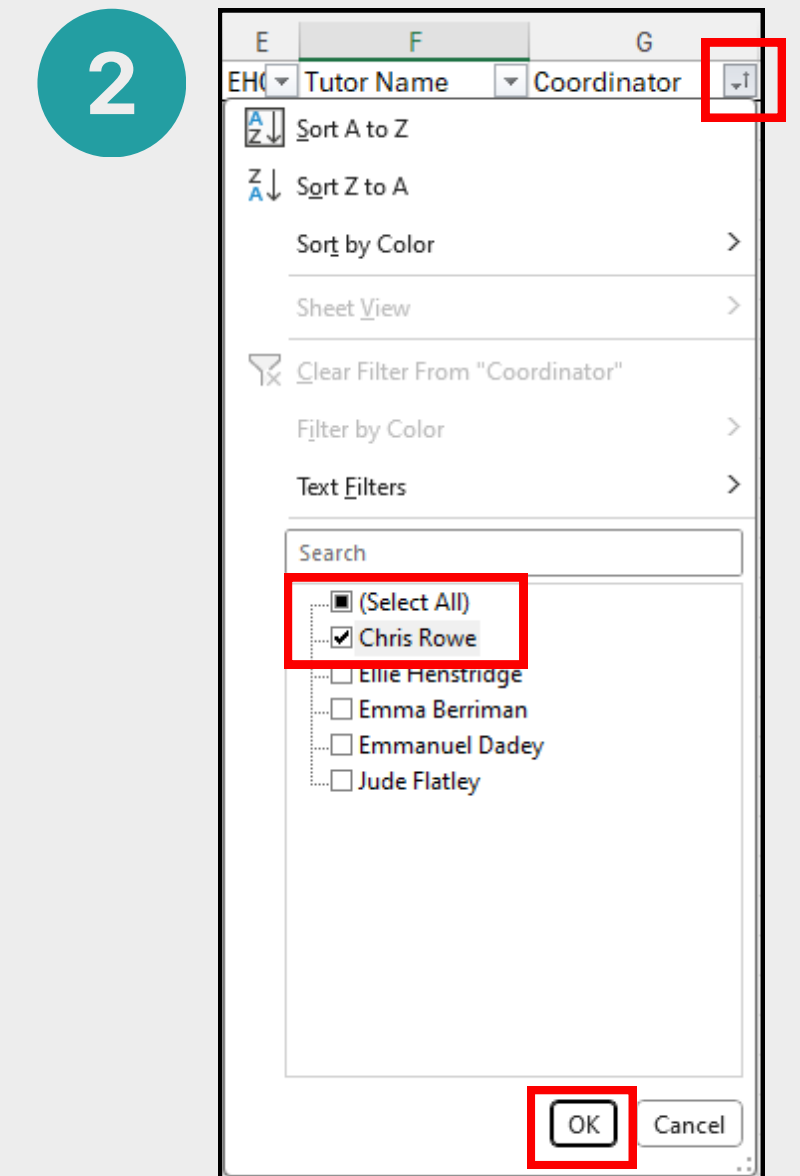
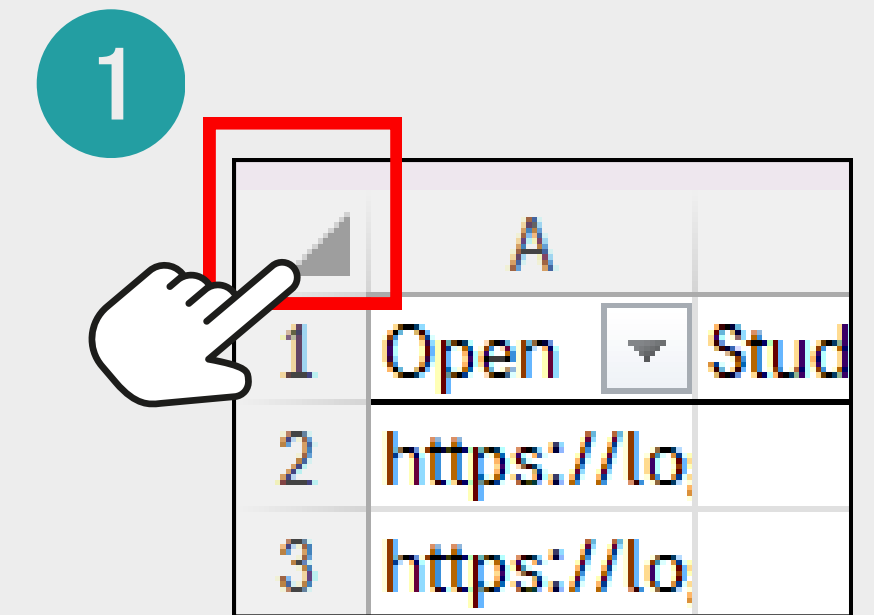
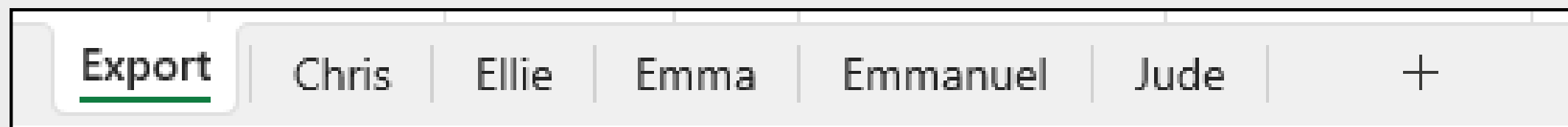
- Export data
- Data with current layout
- EXPORT

NAVIGATE

Spreadsheet filtering

Love them or hate them - they are very useful!

- Open the spreadsheet from your downloads - we will call this the 'master sheet'
- Enable editing
- Click the triangle at top right hand corner (1) to select whole page
- Format > Autofit Column Width
- Slide column B over to make column A smaller
- Select Row 1 > Sort & Filter > Filter (this will add a filter to all your columns)
- Coordinator - Column G > Click filter button > Unselect all and select one coordinator (2)
- Create a new tab for that coordinator > Copy and past all the data into that tab.
- Delete their data from master sheet
- Click Coordinator filter again and select next coordinator - repeat process until each coordinators have a their own tab.



Highlighting anomalies

Now you can highlight cells that may look like they need attention by the coordinator

- **Employer** - Does the employer name need amending e.g spelt wrong, needing caps etc
- **Employer compliant** - Highlight any 'No's'
- **Employer Contact & Email** - Ensure these are populated for safeguarding.
- **Non-working time** - T Levels must have a 30 minute minimum added if a shift is over 4.5 hrs. This is automatically deducted from the employer-confirmed hours
- **Planned Hours** - What are you asking the employer & student to fulfill on this placement?
- **Scheduled hours** - Is there enough for the student to achieve their target? 8 hrs per day maximum.
- **Scheduled hours to date** - This is how many hours the student should have completed by now
- **Student logged** - How many hours the student has confirmed
- **Confirmed hours** - Employer confirmed hours from weekly attendance emails from the hours scheduled.
- **Placement type** - Ensure these are all correct and none left 'Not assigned'
- **Status** - Cross reference any that are awaiting approval with their 'start date'. It may be that its taking longer to approve and the start date may need amending.
- **Student feedback received** - If placement is complete ensure students has completed feedback.
- **Employer feedback received** - If placement is complete ensure employer has completed feedback - this can be resent to them. If the employer has send feedback and the placement is still live, this may mean that the last scheduled day has passed and the employer has received the automated feedback. To ensure the placement stays 'live' you can add a 'far reaching end date' maybe the last day of academic year to stop this feedback sending until you remove the 'holding date'.

Understanding what to look for

You will be able to spot these anomalies with ease

These 3 columns should all be similar in number

O	P	Q	R	S	T	U	V	W	X
Scheduled hours (to date)	Student Logged hours	Confirmed Hours	Journal Entries	Placement Type	Status	Student Feedback Received	Employer Feedback Received	Start Date	End Date
116	124	0	11	Work Experience	Placement completed	No	No	27 September 2024	11 October 2024

Student logged hours exceed Scheduled hours - this means the student is adding extra hours than what has been scheduled. Do they need their scheduled hours amending? Are they doing too many hours per day? Are they trying to add more time than they are doing?

Confirmed hours - No employer confirmed hours. This may be for many reasons. The employer emails may be turned off. The person whose email you have may be entered incorrectly. They may no longer be the students manager. They may have left company. They may need a reminder how to confirm attendance. They may have a very strong firewall that is not allowing Navigation Learning emails through.

Status - Placement has been marked as complete but the employer has not confirmed the students hours. Your MIS use the employer confirmed to claim for qualifications so you will either need to reset the status to live and resend the attendance email, or if you no longer have contact with the employer then you can switch the emails on to yourself as coordinator and confirm on their behalf. You would need to be sure the student DID attend so journal entries will help you to evidence this.

Student & Employer feedback - The placement is completed but neither feedback have been done. The student can be encouraged to do so and the employer feedback can be resent.

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These 3 columns should all be similar in number

O	P	Q	R	S	T	U	V	W	X
Scheduled hours (to date)	Student Logged hours	Confirmed Hours	Journal Entries	Placement Type	Status	Student Feedback Received	Employer Feedback Received	Start Date	End Date
24	0	0	0	Not Assigned	Placement approved and pending	No	No	27 September 2024	11 October 2024

Scheduled hours to date - if you have hours showing here, but the placement is still 'approved and pending' - you will need to removed any scheduled hours that precede the start date when you approve it.

Confirmed hours - No employer confirmed hours. This may be for many reasons. The employer emails may be turned off. The person whose email you have may be entered incorrectly. They may no longer be the students manager. They may have left company. They may need a reminder how to confirm attendance. They may have a very strong firewall that is not allowing Navigation Learning emails through.

Status - Placement has been marked as complete but the employer has not confirmed the students hours. Your MIS use the employer confirmed to claim for qualifications so you will either need to reset the status to live and resend the attendance email, or if you no longer have contact with the employer then you can switch the emails on to yourself as coordinator and confirm on their behalf. You would need to be sure the student DID attend so journal entries will help you to evidence this.

Student & Employer feedback - The placement is completed but neither feedback have been done. The student can be encouraged to do so and the employer feedback can be resent.

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Scheduled hours (to date)	Student Logged hours	Confirmed Hours	Journal Entries	Placement Type	Status	Student Feedback Received	Employer Feedback Received	Start Date	End Date
100	45	100	6	Work Experience	Placement completed	Yes	No	27 September 2024	11 October 2024

Status - Placement has been marked as complete but the student has not confirmed their hours and only written 6 journal entries. hours. Even though your MIS use the employer confirmed to claim for qualifications, students need to reflect on their placement journey to make it meaningful. Reset the status to 'live' and contact the student to ask them to confirm these dates. Best practice will be to not complete the placement until all these actions are done.

Employer feedback - The placement is completed but the valuable Employer feedback has not been completed. You can resend Employer feedback in the Employer tab of the placement > Resend Feedback request email.

Resend email:

Resend Placement Confirmation Email to student

Resend Placement Request Email to Employer

Resend Latest Attendance Confirmation Email

Resend Feedback Request Email

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Scheduled hours (to date)	Student Logged hours	Confirmed Hours	Journal Entries	Placement Type	Status	Student Feedback Received	Employer Feedback Received	Start Date	End Date
117	113	0	15	Work Experience	Placement live	No	Yes	27 September 2024	11 October 2024

Confirmed hours - No employer confirmed hours. This may be for many reasons. The employer emails may be turned off. The person whose email you have may be entered incorrectly. They may no longer be the students manager. They may have left company. They may need a reminder how to confirm attendance. They may have a very strong firewall that is not allowing Navigation Learning emails through.

Employer feedback - The placement is still live but the employer feedback has been completed. The feedback only gets sent when the last scheduled day has been elapsed. If the student is continuing their placement but unsure of their scheduled dates, you can keep a placement 'live' but adding a far reaching end date* that will stop the employer feedback going out until you remove it. *This could be the last day of the academic year.

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Scheduled hours (to date)	Student Logged hours	Confirmed Hours	Journal Entries	Placement Type	Status	Student Feedback Received	Employer Feedback Received	Start Date	End Date
113	0	113	0	Work Experience	Placement live	No	No	27 September 2024	11 October 2024

Student logged hours - The student will need to be encouraged to confirm their attendance. Do they know how to log in? Are they aware of how to do this? Do they know how to confirm their attendance? Do they have access to a computer to do this in college time?

These 3 columns should all be similar in number

Scheduled hours (to date)	Student Logged hours	Confirmed Hours	Journal Entries	Placement Type	Status	Student Feedback Received	Employer Feedback Received	Start Date	End Date
105	105	34	15	Work Experience	Placement completed	Yes	Yes	27 September 2024	11 October 2024

Confirmed hours - Employer confirmed hours are low. This may be for many reasons. The person whose email you have may longer be the students manager. They may have left company. They may need a reminder how to confirm attendance.

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Scheduled hours (to date)	Student Logged hours	Confirmed Hours	Journal Entries	Placement Type	Status	Student Feedback Received	Employer Feedback Received	Start Date	End Date
111	174	111	15	Work Experience	Placement completed	No	Yes	27 September 2024	11 October 2024

Student logged hours - if the student hours are higher than scheduled hours, the student is adding more hours to when confirming attendance. Navigate automatically adds the amount of scheduled hours, but the student is increasing this.

Were their shifts actually longer than what is scheduled?

As the employer confirmed are what the college use for claiming placements, this is not an issue, but it may mean that the student was potentially working too much? Maybe the scheduled hours should have been adjusted* to accommodate a longer working day?

Student Feedback received - No, the placement is complete but the student needs to be asked to complete their feedback.

*Employees aged 16 to 17 must not work more than 8 hours per day and 40 hours per week, they also have more generous break and rest period entitlements than older members of staff.

Restrictions are placed on shift times, meaning under 18s should not perform night work.

Understanding what to look for

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Scheduled hours (to date)	Student Logged hours	Confirmed Hours	Journal Entries	Placement Type	Status	Student Feedback Received	Employer Feedback Received	Start Date	End Date
10	0	0	0	Work Experience	Placement live	No	No	04 November 2024	08 November 2024

Scheduled hours (to date) - 10

Student logged hours - Zero

Confirmed hours - Zero

If there are some scheduled hours to date and no confirmed hours by student and employer and the placement is **‘live’**, check if the student knows they should be attending/knows how to confirm attendance/employer emails are turned on. Check the start date is correct.

If there are some scheduled hours to date and the placement is **‘Placement request awaiting approval’**, this will mean the students anticipated ‘start date’ has elapsed before you have approved it. They may need reminding not to attend until the placement is approved.

You will also need to removed any dates that have been scheduled before the placement became approved.

Highlighting anomalies

It may look a little like this - we are human after all

	Employer Compliant	Employer Contact	Employer Contact Email	Non Working Tim	Planned Hou	Scheduled Hours	Scheduled hours (to date)	Student Logged hours	Confirmed Hours	Journal Entries	Placement Type	Status	Student Feedback Received	Employer Feedback Received	Start Date	End Date	Employer Approval
TH HAYES (2006) LTD	No	Emma Berriman	emma.berriman@navigate.uk.com	60	70	116	116	124	116	15	Work Experience	Placement completed	No	No	27 September 2024	11 October 2024	
	No	Ellie Henstridge		60	70	105	105	111.749999	105	15	Work Experience	Placement completed	No	No	27 September 2024	11 October 2024	
	Yes	Bob Bryant	sponting@uxbridgecollege.ac.uk	60	70	113	113	111.8	113	15	Work Experience	Placement completed	No	No	27 September 2024	11 October 2024	
	Yes	Jude Flatley	jude.flatley@navigate.uk.com	60	70	117	117	132	117	15	Work Experience	Placement completed	No	No	27 September 2024	11 October 2024	03 September 2025
	No	Fern Maxwell	fern.maxwell@navigate.uk.com	60	70	113	113	128.183333	113	15	Work Experience	Placement completed	No	No	27 September 2024	11 October 2024	
	Yes	Ellie Henstridge	ellie.henstridge@navigate.uk.com	60	70	105	105	124	105	15	Work Experience	Placement completed	No	No	27 September 2024	11 October 2024	24 September 2025
	Yes	Emmanuel Dadey	emmanuel.dadey@navigate.uk.com	60	70	111	111	174	111	15	Work Experience	Placement completed	No	No	27 September 2024	11 October 2024	
	No	Fern Maxwell	fern.maxwell@navigate.uk.com	0	30	25	10	0	0	0	Work Experience	Placement live	No	No	04 November 2024	08 November 2024	
	No	Happy Golucky	jude.flatley@navigate.uk.com	0	30	25	25	0	18	0	Work Experience	Placement live	No	Yes	21 October 2024	25 October 2024	
	Yes	Ellie Henstridge	ellie.henstridge@navigate.uk.com	30	30	26.5	26.5	0	0	0	Work Experience	Placement completed	No	No	23 September 2024	27 September 2024	28 October 2024
	No	Bertie Buttercup	bertie@buttercup.diffigfejhch	0	30	25	10	0	0	0	Work Experience	Placement live	No	No	04 November 2024	08 November 2024	
	No	ellie hens		30	30	28	28	0	28	0	Work Experience	Placement live	No	Yes	30 September 2024	04 October 2024	
	No	Ellie Henstridge	ellie.henstridge@navigate.uk.com	0	30	15	15	0	11	0	Work Experience	Placement completed	No	Yes	16 October 2024	18 October 2024	
	No	Ellie Henstridge	ellie.henstridge@navigate.uk.com	0	70	126	126	126	126	15	Work Experience	Placement completed	No	No	27 September 2024	11 October 2024	
	Yes	Fern Maxwell	fern.maxwell@navigate.uk.com	60	70	105	105	118	105	15	Work Experience	Placement completed	No	No	27 September 2024	11 October 2024	30 October 2024
	No	Tilly Tulip	tilly.tulip@navigate.uk.com	60	70	102	102	106	102	15	Work Experience	Placement completed	Yes	No	27 September 2024	11 October 2024	
	No	Ellie Henstridge	ellie.henstridge@navigate.uk.com	0	30	25	0	0	0	0	Work Experience	Placement approved and pending	No	No	25 November 2024	29 November 2024	18 September 2025
	Yes	Emma Berriman	emma.berriman@navigate.uk.com	60	70	103.499994	103.499994	89	103.499994	15	Work Experience	Placement completed	Yes	No	27 September 2024	11 October 2024	
	No	Ellie Henstridge	ellie.henstridge@navigate.uk.com	60	70	112	112	97	112	15	Work Experience	Placement completed	No	No	27 September 2024	11 October 2024	
	No	Poppy Sunflower	poppy.sunflower@navigate.uk.com	60	70	109	109	121	109	15	Work Experience	Placement completed	No	No	27 September 2024	11 October 2024	
	No	Emma Berriman	emma.berriman@navigate.uk.com	60	70	113	113	106	113	15	Work Experience	Placement completed	No	No	27 September 2024	11 October 2024	
	No	Emma Berriman	fern.maxwell@navigate.uk.com	60	30	30	30	0	0	0	Work Experience	Placement live	No	No	28 October 2024	01 November 2024	
	No	Emma Berriman	emma.berriman@navigate.uk.com	30	30	33	13	0	0	0	Work Experience	Placement live	No	No	04 November 2024	08 November 2024	03 September 2025
	No	Ellie Henstridge	ellie.henstridge@navigate.uk.com	30	30	33	33	0	33	0	Work Experience	Placement live	No	Yes	21 October 2024	25 October 2024	18 October 2024
	Yes	Fern Maxwell	fern.maxwell@navigate.uk.com	60	70	113	113	121	113	15	Work Experience	Placement completed	No	No	27 September 2024	11 October 2024	05 November 2025
	No	Jill Nathan	jill.nathan@waltham.ac.uk	60	315	322	196	140	147	21	Industry Placement	Placement completed	No	No	31 January 2024	29 November 2024	03 September 2025
	No	Chris Rowe	chris.rowe@navigate.uk.com	60	315	322	196	148	147	20	Industry Placement	Placement completed	No	No	31 January 2024	29 November 2024	23 September 2025
	No	Emmanuel Dadey	emmanuel.dadey@navigate.uk.com	60	315	345	345	350	308	46	Industry Placement	Placement live	No	No	05 February 2024	29 October 2024	24 September 2025
	Yes			60	315	168	0	0	0	0	Industry Placement	Placement request awaiting approval	No	No	07 November 2024	31 January 2025	
	No	Poppy Sunflower	poppy.sunflower@navigate.uk.com	60	315	378	378	23	250	3	Industry Placement	Placement live	No	No	05 February 2024	29 October 2024	21 October 2025
	Yes	Emmanuel Dadey	emmanuel.dadey@navigate.uk.com	60	315	224	14	0	7	0	Work Experience	Placement live	No	No	24 October 2024	29 May 2025	04 November 2025
	No	Emmanuel Dadey	emmanuel.dadey@navigate.uk.com	0	315	322	42	21	7	4	Industry Placement	Placement live	No	No	21 October 2024	25 March 2025	03 October 2025
	No	Fern Maxwell	fern.maxwell@navigate.uk.com	0	0.5	1.5	1.5	0	1.5	0	Work Taster Activities (up to 30 hours)	Placement completed	No	No	26 September 2024	26 September 2024	25 September 2025
	Yes	Emma Berriman	emma.berriman@navigate.uk.com	60	8	7	7	0	7	0	Work Taster Activities (up to 30 hours)	Placement completed	No	No	04 September 2024	04 September 2024	
	No	Jude Flatley	jude.flatley01@gmail.com	0	0.5	0.5	0.5	0	0.5	0	Work Taster Activities (up to 30 hours)	Placement completed	No	No	26 September 2024	26 September 2024	
	No	Ellie Henstridge	ellie.henstridge@navigate.uk.com	0	0.5	0.5	0.5	0	0.5	0	Work Taster Activities (up to 30 hours)	Placement completed	No	No	26 September 2024	26 September 2024	
	Yes	Emmanuel Dadey	emmanuel.dadey@navigate.uk.com	60	315	287	28	20	28	3	Industry Placement	Placement live	No	No	10 October 2024	17 July 2025	
	No	Jude Flatley	jude.flatley01@gmail.com	0	0.5	0.5	0.5	0	0.5	0	Work Taster Activities (up to 30 hours)	Placement completed	No	No	26 September 2024	26 September 2024	
	No	Emma Berriman	emma.berriman@navigate.uk.com	60	70	111	111	94	111	15	Work Experience	Placement completed	No	No	27 September 2024	11 October 2024	18 September 2025
	No	Neal Edward Gordon WATKINS		60	70	117	117	122	117	15	Work Experience	Placement completed	No	No	27 September 2024	11 October 2024	
	Yes	Ellie Henstridge	ellie.henstridge@navigate.uk.com	60	30	25	0	0	0	0	Work Experience	Placement approved and pending	No	No	11 November 2024	15 November 2024	04 September 2025
	No	Emma Berriman	emma.berriman@navigate.uk.com	60	30	30	12	0	0	0	Work Experience	Placement live	No	No	04 November 2024	08 November 2024	10 October 2025
	Yes	Emma Berriman	emma.berriman@navigate.uk.com	0	0	30	30	0	0	0	Work Placement	Placement request awaiting approval	No	No	09 October 2024	31 October 2024	
	No	Ellie Henstridge	ellie.henstridge@navigate.uk.com	0	32	88	88	0	0	0	Work Placement	Placement live	No	No	01 October 2024	31 October 2024	24 October 2025