



A How To Guide

INTRODUCING EMPLOYERS TO NAVIGATE

A Guide for Employers

Thank you for providing placements for our learners

We use a platform called Navigate to ensure that we meet our legal requirements and that learners have a record of their time on placement.

You will receive emails from Navigate linking out to forms where you will be asked to confirm the placement details, confirm the learner has attended, and provide feedback about the learner's performance. You will not have to log in or download an app.



1 Accepting / Rejecting the Placement

The first email you receive will outline the placement details. This includes:

- information about the learner
- confirmation of your details
- the placement description and objectives
- the dates and times the learners will be attending.

You will be asked to select whether you accept or reject the placement at the bottom of this form and can always return to the form to view up to date details about this placement.

Dear Beck Mason,

The following student from Navigate 2021 would like to attend a work placement at your organisation:

Student name: **Billy Chan**
Department: **N/A**
Placement start date: **01 Jul 2021**
Placement end date: **30 Jul 2021**
Total planned hours: **100.00**

Please would you review the placement details and confirm if you are able to accept Billy by 09 Jul 2021.

[View placement details](#)

Work Placement Attendance Form

This is a Work Placement attendance confirmation for **Ralph Berriman** at **Navigate 2021**

Please confirm the previous weekly attendance for **Ralph Berriman**

All days listed below include a 0min break and 0min of travel time.

If you mark any days as Partial Attendance, please specify the hours **Ralph Berriman** attended.

'Authorised Absence' should only be used in cases where the student is absent due to sickness and has informed you of their non-attendance prior to the start of the placement day.

Please confirm the following outstanding days

Fri 03/06/2024
09:00 - 15:00

☒ Attended

☒ Partial Attendance HH:MM

HH

MM

☐ Did Not Attend

☐ Authorised Absence

2 Confirming Student Placement Attendance

During the placement, you'll be asked to confirm the learner's attendance.

You will receive an email every Monday morning from 'Navigation Learning' asking you to confirm the learner's attendance for the previous week.

- Attended - Learner attended scheduled hours stated
- Partial Attendance - Select and state time learner DID attend.
- Did not attend - If learner didn't attend placement
- Authorised Absence - If this was a pre-arranged non-attendance (e.g. college exam)

3 Your Feedback

It's really important that employers give feedback to learners to help their skills development.

At the end of the placement, you will be emailed a link to a short form. This will allow you to give your views on the learner's performance and the support you have received from the college during the placement.

Dear Beck Mason,

We hope you have enjoyed providing work experience for **Andy**.

To support their development even further, please complete the following employer feedback form, found in the link below.

[Feedback Form](#)

Kind regards,