

A How To Guide

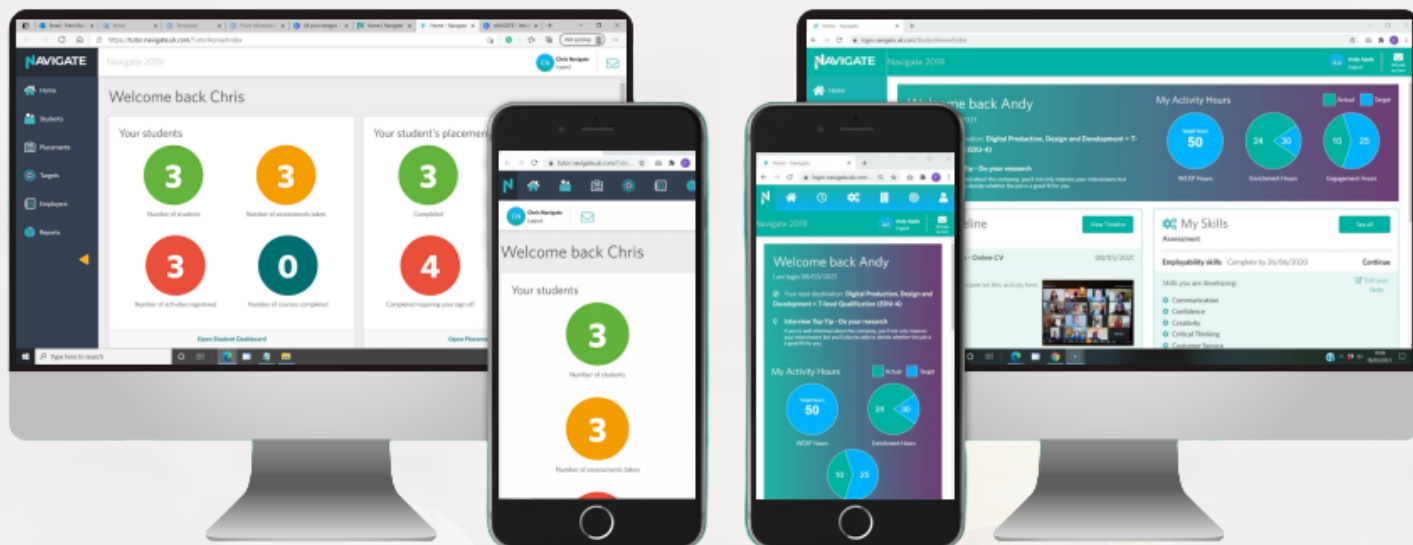
PLACEMENT CO-ORDINATORS

All you need to know

For WEX placement coordinators



Work Experience Placements - WEX



Key Benefits for WEXP and IP Coordinators

The Navigate staff site is a powerful task-management tool providing you with an instant view of outstanding tasks, and quick intuitive ways to complete them.

- Navigate automates key elements of the placement process, including all communications between you and employers, saving on average 1.5 hours of admin time per placement.
- Each placement is clearly presented in a one-page view allowing you to easily view important placement details and track the placement progress.
- You can record meetings, interactions, and documents against placements and employers. This ensures all important information is captured in a single space.

Key Benefits for Learners

Navigate provides learners with an engaging mobile-first site where they can easily record and manage their placements.

- Learners can quickly log their placement attendance by completing placement journal entries straight from their phones. They are encouraged to upload photos, videos, documents, and other supporting evidence.
- The psychometric skill assessment makes learners aware of the impact their placement has had on their skills development.
- Learners can easily submit details of self-found placements by completing an intuitive step-by-step online form.

Information needed before you start

1

Responsibilities

- Which students are you responsible for?
- Do you share cohorts with another coordinator? If so you need to decide who has overarching responsibility and make them coordinator. (T Levels can have more than one coordinator assigned)

2

College requirements

- Do you have initial parental consent to share medical details with an employer (if under 18 or EHCP/SEND)
- Do you require parental consent for individual placements (if under 18 or EHCP/SEND) - you will need the parent/carers Name and email address for this.
- Is your college using Navigate due diligence for H&S checks?
- Are you using the 'Request a Placement' method?

3

Department/Cohort specifications

- Target hours for:
 - Enrichment Hours
 - Employer Engagement Hours
 - Employer Confirmed Placement Hours
 - Student Confirmed Placement Hours
- Is the course one or two year?
- If any of the target hours are to carry across two years, you will need to tick the boxes to drag through.
- If using request a placement - do you have a target date for them to find a placement by?
- Placement description - do you have this information for this cohort/subject?
- Placement objectives - do you have this information for this cohort/subject?
- Frequency of communication - do you have this information for this cohort/subject?
- Confirm placement type you are using for cohort.
- Will you be scheduling college holidays for the placements? You will have to check scheduled dates are correct before approving the placement.
- Do the students need DBS checks before the placement is agreed?
- Do you need to provide a letter of assurance to the employer?

4

Mandatory placements

- Do you need to add a non-fundable break time for shifts/days over 4.5 hours? How much?
- Are you able to use the 'fundable travel time' for this placement? How much?

Start of year

1

Assign students to you as a Coordinator

If you assign yourself as Coordinator to a cohort of students, your PLACEMENT DASHBOARD will ensure you have an overview of progress on on these students and their placement status.

- In the **Student Module** - select a cohort of students that you will oversee as Coordinator.
- **Actions - Request Placement**
- Add a **target date** you wish them to had submitted their placement details back to you by > **UPDATE**.

By requesting a placement from students, this effectively gives them a blank '**Placement Details**' Form to complete in their '**My Placements**' module. When they submit it, it returns to your Placement dashboard for your approval.

Do this for all 'your students', requesting placements in groups with the same '**Placement type**' and '**Target date**'.

2

Set Target Hours

- '**Student module**' > Select a cohort of students that will have the same target hours and course length.
- For the required duration of their course, add:

Employer confirmed placement target hours
Enrichment target hours
Employer Engagement target hours
Student confirmed target hours

- If you do not wish them to reset to 0 during the summer holidays, tick the DO NOT RESET TARGET HOURS boxes for each set of TARGET HOURS. This will allow the student to continue working toward this target.

Requesting Placements

Using Request a placement

Using this method is the best way to allocate students to you as a co-coordinator and oversee the process. The placement dashboard will help you manage your placements and negate the need for separate spreadsheets to track activity.

- Requesting a placement from a group of students in bulk:
- Allocates them to you as a co-ordinator
- Enables you to set a target date for learners to find a placement by
- Enables you to see who has and has not found a placement by target date
- Effectively gives the learner a blank placement details form to complete without any paperwork
- When completed it lets them know you are their co-ordinator
- Forms get returned to your dashboard to approve and manage placement.
- Placement process is viewed on your dashboard

Not using Request a placement

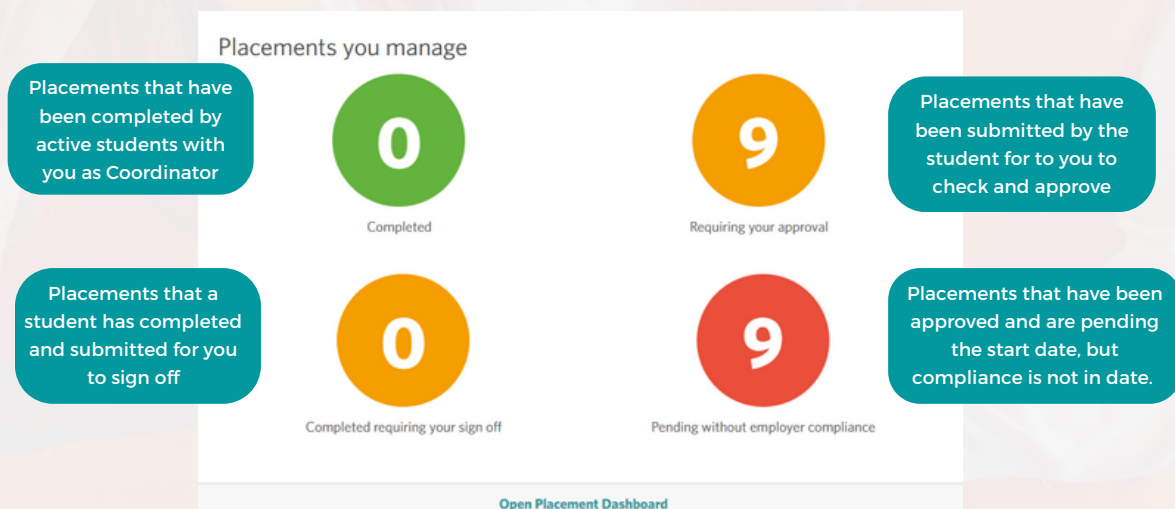
Your college may decide to receive placement details in a different way. No problem! There are two ways you can do this.

- You can still request a placement from a student which links them to you as a coordinator.
- This will allow you to add the target date the learner needs to find a placement by.
- This will add a blank placement record against the student to be filled in by staff
- The learner will still have a blank placement details form in their placement module but won't know to complete it unless they are instructed to.
- Enables you to see who has and has not found a placement by target date
- Placement process is viewed on your dashboard

OR

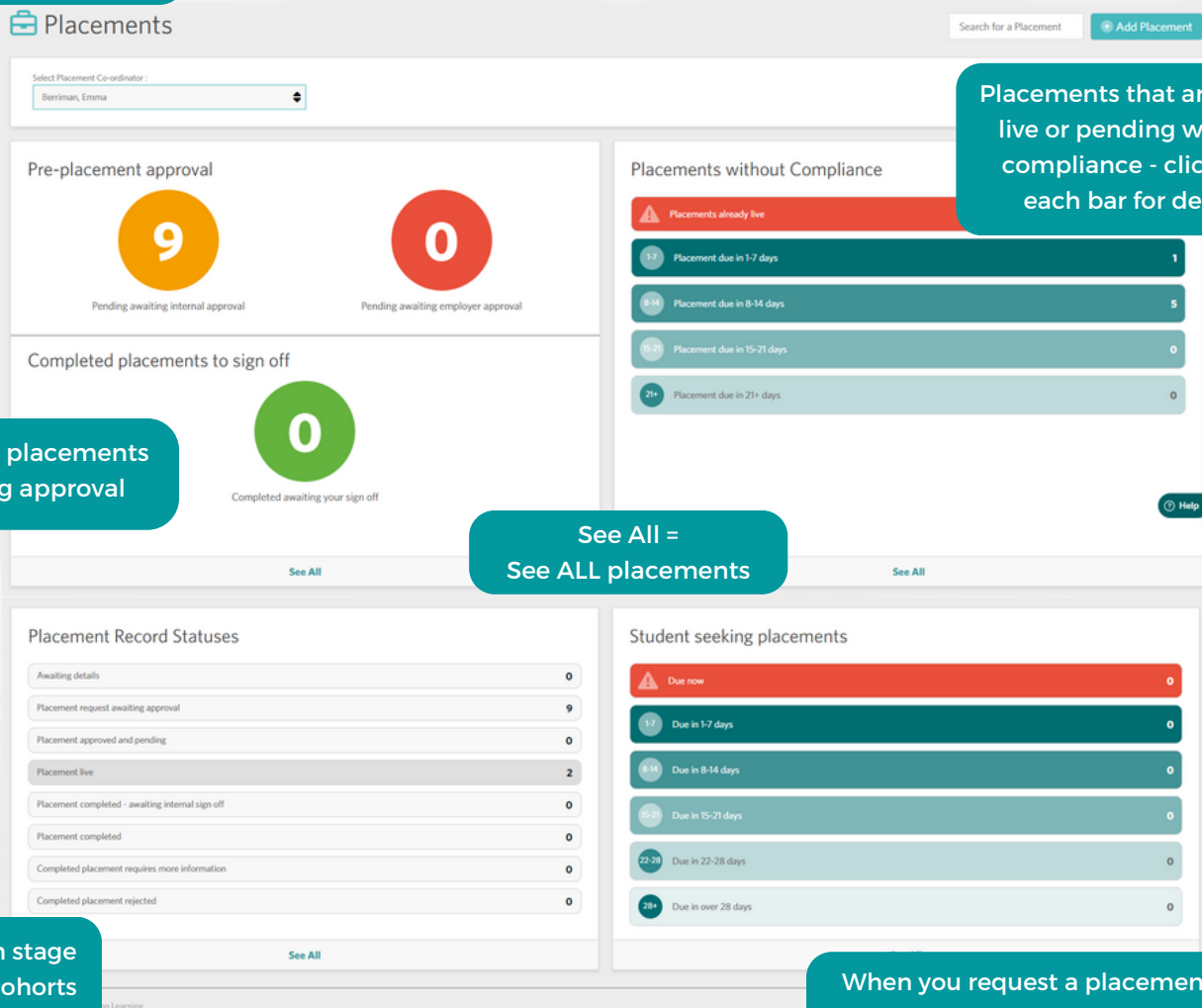
- When a student finds a placement, you can add the placement to the students page yourself > Add placement.
- You can then track its progress using your dashboard

Placement Dashboard



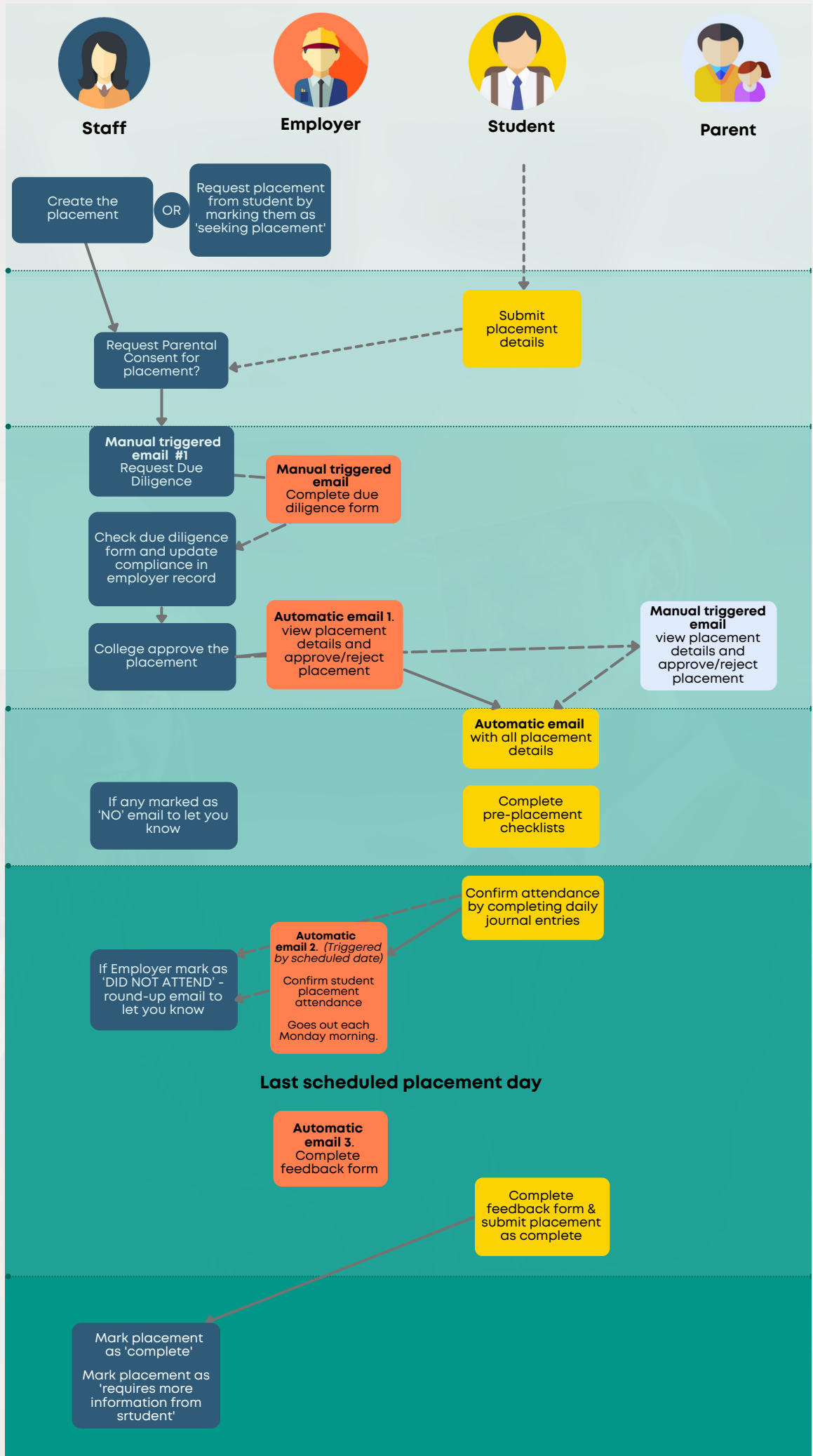
Placement Dashboard

View your own placements or 'others'



Placement record statuses

- **Awaiting details** - student has been requested a placement and not yet submitted it to you. **Status - 'Seeking placement'**
- **Placement request awaiting approval** - a placement has been sent to you for approval
- **Placement approved and pending** - all agreed approvals attained, just awaiting their start date
- **Placement live** - Student should be attending and completing their journals
- **Placement completed** - awaiting internal sign off - Student is confirming they have completed their placement. You will need to check everything is complete before signing off.
- **Placement completed** - All parties have completed all stages and you have signed off as complete.
- **Completed placement requires more information** - You have returned the placement back to the student for further actions to be completed before you sign off.
- **Completed placement rejected** - All elements of the placement have not been completed with no further opportunity to complete it. (Student may have left college early and the placement is not considered suitable for an audit)



Requiring your approval



Requiring your approval

From your dashboard

Clicking on this button will take you to all placements submitted by students.

Start date column will show you the soonest hoping to go out. Tap to change filter order.

Placement requests that are already compliant can be dealt with quickly.

Placement requests that are **non-compliant** will need further action.

Admin tasks - shows T level or WEX placements (N/A)

☐	Student Name	Student Number	Placement Co-ordinator	Employer	Compliant	Start Date	Status	Planned hours	Scheduled Hours	Scheduled hours to date	Student confirmed hours to date	Employer confirmed hours to date	Admin Tasks
☐	Tufip, Tilly	T220586	Emma Berriman	Mr Coffee's Tearoom	Yes	01/10/2024	Placement request awaiting approval	11h	16h	16h	0h	0h	Completed 1, Remaining 19
☐	Berriman, Ralph		Emma Berriman	Berriman Bricklayers	No	02/10/2024	Placement request awaiting approval	11h	16h	16h	0h	0h	Completed 0, Remaining 20
☐	Berriman, Ralph		Emma Berriman	Navigate	No	23/10/2024	Placement request awaiting approval	1h	16h	0h	0h	0h	N/A
☐	Holder, Placement		Emma Berriman	Navigate	No	23/10/2024	Placement request awaiting approval	1h	16h	0h	0h	0h	N/A
☐	Holder, Placement		Emma Berriman	Navigate	No	23/10/2024	Placement request awaiting approval	1h	16h	0h	0h	0h	N/A
☐	Holder, Placement		Emma Berriman	Navigate	No	23/10/2024	Placement request awaiting approval	1h	16h	0h	0h	0h	N/A
☐	Berriman, Ralph		Emma Berriman	Berriman Bricklayers	No	16/10/2024	Placement request awaiting approval	0h	144h	0h	0h	0h	N/A
☐	Berriman, Ralph		Emma Berriman	Berriman Bricklayers	No	25/10/2024	Placement request awaiting approval	11h	5h	0h	0h	0h	Completed 1, Remaining 19
☐	Kactus, Kevin	K583958	Emma Berriman	Emma's Eats	Yes	11/09/2024	Placement request awaiting approval	11h	16h	16h	0h	0h	Completed 0, Remaining 20

Requiring your approval - WEX placement

Click the students name to enter the placement that requires approving

Learner Tab

- Do you require **parental approval** for this placement? If so, add their email address.
- Any student **H&S/Medical notes** to be viewed by employer/student and (if you have ticked yes for parental approval) parent.

*You will need parental approval before sharing any medical notes about a student. This should be gained before you create a placement using the colleges procedure and checking consent to share are in place (if under 18 or with SEND)

Employer Tab

"Employer Organisation name" - This is your opportunity to check that the student has not entered a duplicate employer. Firstly check the spelling. Does it need editing? If you delete the last letter of the employer, does it show up any of the same as a dropdown? If so, the employer is already on the database. You can override their addition and choose the one from the dropdown. Otherwise you are telling Navigate to add a further employer of the same name.

Employer Details

Employer Details

Employer Organisation name:

Berriman Bricklayer

Berriman Bricklayers

As you can see here, I have deleted the 's' and it is showing there is already a Berrimans Bricklayers on the system. I will make a note of the contact details that the student has indicated will be their main contact in case it is not listed in our already saved Berriman Bricklayers.

Choose the employer that is already in the system to avoid duplication.

Requiring your approval

Requiring your approval - WEX placement - CONT....

I have chosen Berrimans Bricklayers, but it doesn't show the contact the student had indicated.

- Click “**+Add Manager**” and fill in the details. **SAVE**
- Select “**Send emails to the Work Placement Manager**”
- Select “**Send emails to the Placement Co-ordinator**” (this ensures you can see that all the automated emails are being sent out and you can forward them to the employer if they need them resent).

Placement Details tab

These are all the details that will be agreed by the college, employer, seen by the student and if required, agreed by the parent before it goes ahead.

- **Placement co-ordinator** - Will be auto-populated with whoever requested the placement or who is adding the placement - this can also be changed at this stage.
- **Placement planned hours** - How many hours are you requiring the student to complete in this placement - what are you asking this employer to facilitate?
- **Placement type** - Your college will have set these to gather data for different cohorts. Select the correct placement type - if you do not know, ask.
- **Location type** - this may also be used to gather data for different cohorts.
- **Daily non fundable break times and travel time** - used for some mandatory and all T Level placements.
- **Placement description** - this may have been added by the student - check if it needs editing.
- **Placement objectives** - What are you requiring of both the employer and the student to fulfil during the placement. This can be defined as a generic course related objective or something relative to the individual student.
- **Frequency of communication** - let the employer know what the expectation of contact will be with the college. e.g
 1. Initial Placement approval email from Navigation learning
 2. Weekly attendance emails from Navigation learning
 3. Feedback form from Navigation learning at the end of the placement
 4. Visits/reviews x2

Dress code - The student may have added the dress code - you can edit/amend where needed.

Dates - The student may have added their dates, but it is your opportunity to double check they are correct.

- Have they added college holidays when they need not?
- Have they used the 24 hour clock correctly?
- Are they working by the UK working time regulations for under 18's and over 18's in education?
- If the scheduled dates cannot be added in full due to irregular days, or you are unsure of an exact end date, add a 'holding date' for the last day of the student's course. An employer feedback form is generated when the last scheduled date has passed, so this holding date will stop this happening until the placement is complete.
- **SAVE**
- Check the **scheduled hours**. Are there enough scheduled hours to fulfill the placement requirements?
- Are there too many scheduled?



You have now created a placement!

Due Diligence

If you are using the “**Navigate Due Diligence form**” to do your compliance and H&S checks, “**Send Employer Due Diligence form**” now from the **Employer tab**. It will go to the Work Placement manager listed as the contact for that placement.

Once the Due Diligence has been returned (you will find this in the audit trail for this placement and employer) and you are happy with the compliance information given, update this on the **Employer Record** to reflect this.

Placement approval

Approving a Placement

If you're happy for the placement to go ahead, you will need to approve the placement.

- **Select "Approvals Tab."**
- **Click "Internal Approval"** and fill in your name, date, and method of approval.
- Email is sent automatically to the employer to approve the placement.
- **Employer Approves the placement via email** – Approval box will turn green.
 - Employer approval can be completed manually by filling the form on the employers behalf. Best practice would be to add a note to the placement to say why you have overridden this.
- **Check for and process any parent approvals if required:**
 - If "Parent Approval Required" was answered No on the "Learner Details" page this box will already be green. If you answered Yes;
 - Ensure the parent's email is added.
 - The parent will receive an email similar to the employer's for approval. Once returned the parental approval box will turn green.

To approve a placement at a later date, follow these steps:

- Go to the Placements module.
- Click on "Pending Awaiting Internal Approval" to find placements needing approval.
- Select the placement to review and approve.
- Follow the steps of 'Approving a Placement' above.

As this whole process can take time to ensure everything is in place, double-check that the expected start date has not already passed. It may be that the starting scheduled date need amending.

Placement overview

Placement is Live

The placement is now ready to go live. The learner can view the placement details from their Navigate site and complete daily journal entries once the placement has started.

Student Confirmation of Attendance

- Students log into their site and click on the Placements module.
- Students fill out placement details if requested to find their own placements.
- Students complete pre-placement checklists with yes/no questions.

Once student begins placement, they must log their daily attendance:

- **Student logs into Navigate**
- **In the placement module student locates placement and clicks "Confirm attendance and complete journal."**
 - Click "I attended" and provide details of their activities.
 - Students can upload photos, videos, and reflections using their mobile phone.
 - Click "I did not attend" and provide reasons using the dropdown menu and providing details.
- **Automated weekly employer attendance approval**
 - Forms will be sent weekly in arears for the employer to confirm student attendance.

Placement Record statuses

To keep an eye on students confirming hours and employers approving hours, click into **“Placement live”** for a grid view of your live placements.

These three columns should all be around the same number

☐	Student Name	Student Number	Placement Co-ordinator	Employer	Compliant	Start Date	Status	Planned hours	Scheduled Hours	Scheduled hours to date	Student confirmed hours to date	Employer confirmed hours to date	Admin Tasks
☐	Berriman, Ralph		Emma Berriman	Berriman Bricklayers	No	09/10/2024	Placement live	213h	16h	16h	0h	0h	N/A

There could be any number of reasons why these hours do not match:

- The student may not be confirming their placement days
- **Work placement manager email** may be incorrect.
- **Work placement manager emails** may not be turned on.
- Student may not have started yet and the start date needs amending

A conversation with either the student or employer will help you understand why.

1

Completed requiring your sign off

Placement completion

Completing a Placement

The employer will receive an **‘employer feedback form’** when the last scheduled date has passed.

Student completes their feedback form from the placement module.

Student can **‘mark placement as complete’**.

If any tasks are incomplete, Navigate will prompt them to complete them.

Placement will be sent to coordinator to check and complete.

From your dashboard, click into **‘Completed requiring sign off’**

- Coordinator marks the placement as **complete**.
- Review any final details and ensure all data is logged accurately.
- Ensure the end date is confirmed by both the student and the employer and remove the ‘holding end date’ if one was added.

If you need to give students access to add any further details after placement marked as complete

- Navigate to the placement and click on the **“Completion”** tab - click **“Reset Status”** Placement will now be editable. Follow completion process to mark the placement as complete when ready.

Completion

Reset Status

Placement completed successfully

Mark as complete

Request additional information from Student

Mark as incomplete

Placement rejected and permanently closed

Mark as rejected

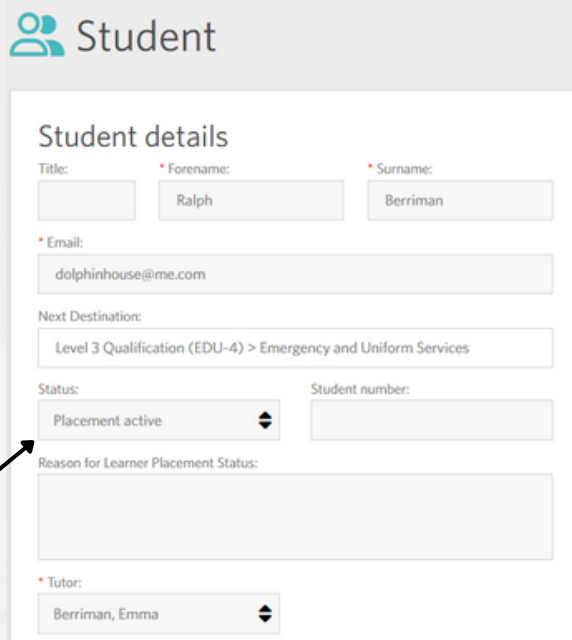
1

Completed

Learner Placement Status

Learners may need to complete one or more placements in their placement journey. By having a manually set status in the Student record, when you complete a placement, you can indicate to the Tutor and other staff, where this student is on their 'placement journey'.

This status is separate to the placement record status (the status of an individual placement).



Student

Student details

Title: Forename: Surname:

* Email:

Next Destination:

Status: Student number:

Reason for Learner Placement Status:

* Tutor:

Statuses

Auto-sets

- **Placement not required** - Manually set in the student record
- **Placement required** - Manually set in the student record
- **Seeking Placement** - Auto-sets when Coordinator requests a placement.
- **Placement awaiting approval** - Auto-sets when student submits placement/ coordinator adds placement and it is awaiting any of the approvals in the process.
- **Placement approved and pending** - Auto-sets when placement is approved and awaiting first placement day.
- **Placement active** - Auto-sets while placement is active.
- **Placement activity completed awaiting sign off** - Auto-sets when Student has submitted placement as complete awaiting Coordinator to sign off.
- **Placement activity completed for the year** - Manually set when Coordinator has marked placement as complete and placement journey for that academic year has been completed. If the journey has not been completed, Coordinator can request another placement or set status to either 'Placement required' or 'Placement activity completed for the year'.

☐	Student Name	Student Number	Tutor	Placement Status	Next Placement	Placement Planned Hours	Employer confirmed placement hours	Student confirmed placement hours	Enrichment hours	Employer engagement hours	Assessments Completed	Department
☐	Benson, Angelina	B348694	Emma Berriman	Seeking placement	04/03/2024	1415	83	112	81	42	14	
☐	Berriman, Ralph		Emma Berriman	Placement active	02/10/2024	1343	11	35	20	10	2	
☐	Kactus, Kevin	K583958	Emma Berriman	Seeking placement	11/09/2024	326	38	13	16	17	3	
☐	Student, Dev		Emma Berriman	Seeking placement	01/02/2024	35	0	0	5	13	0	