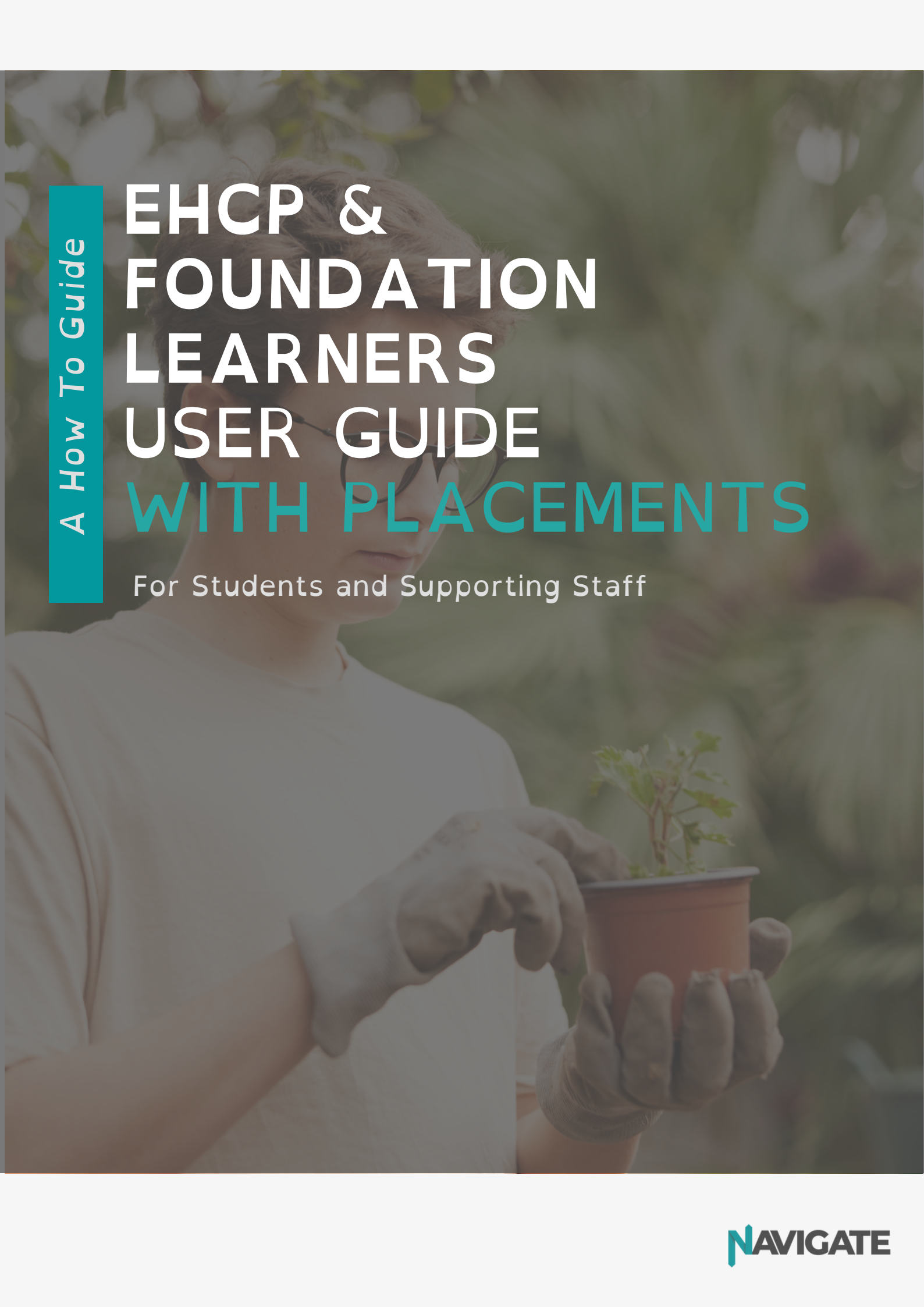


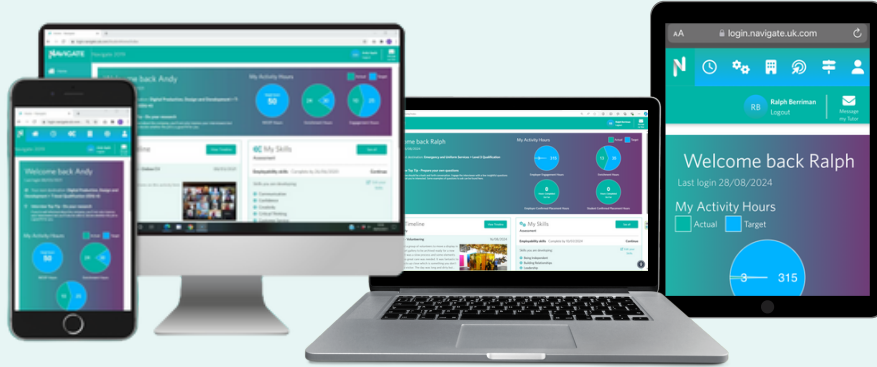


A How To Guide

EHCP & FOUNDATION LEARNERS USER GUIDE WITH PLACEMENTS

For Students and Supporting Staff

Logging in to Navigate



You can log in to Navigate on:
a smartphone, computer, laptop or a tablet.

1

login.navigate.uk.com



2

Please login



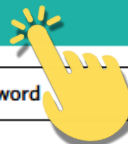
Login using Microsoft



Login using Google



Login with email and password



Navigate Homepage

Welcome back Ralph
It remembers your name!

NAVIGATE 2021

Welcome back Ralph
Last login 03/09/2024

Your next destination: **Emergency and Uniform Services > Level 3 Qualification (EDU-4)**

Interview Top Tip - Do your research
If you're well informed about the company, you'll not only impress your interviewers but you'll also be able to decide whether the job is a good fit for you.

My Activity Hours

Actual	Target
0 Hours Completed So Far	0 Hours Completed So Far
Employer Engagement Hours	Enrichment Hours
0 Hours Completed So Far	6h Hours Completed So Far
Employer Confirmed Placement Hours	Student Confirmed Placement Hours

My Timeline
View Timeline

Most activity
Enrichment - Volunteering
16/08/2024
Today I joined a group of volunteers to move a display in Manchester art gallery to be archived ready for a new installation. It was a slow process and some elements were fragile so great care was needed. It was fantastic to see the artifacts up close which is something you don't get to do as a visitor.

My Skills
See all

Assessment
Employability skills Complete by 10/03/2024 Continue
Skills you are developing:
Being Independent
Building Relationships
Leadership
Physical Health

My Placements
See all

Placement	Status	Start Date	End Date	Action
Emma's Eats	Placement live	02/09/2024	02/09/2024	Edit
Berriman Bricklayers	Placement live	07/08/2024	30/08/2024	Edit

My Targets
See all

Target	Complete by	Action
EHCP - Making freinds	Complete by 02/09/2024	View
EHCP - Independent travel	Complete by 02/09/2024	View

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My Timeline
where you can
see all your
activities

My Placements
Manage your
workplacement
here

My Skills
Take a test
and see your
skills!

My Targets
View and
add
activities

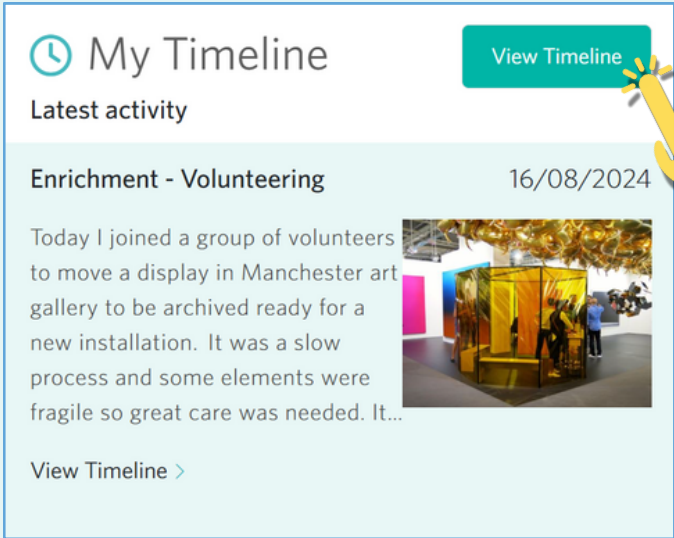
Click this button to make the
screen just how you like it.

It will also remember for next
time you log in.



Adding an activity

1

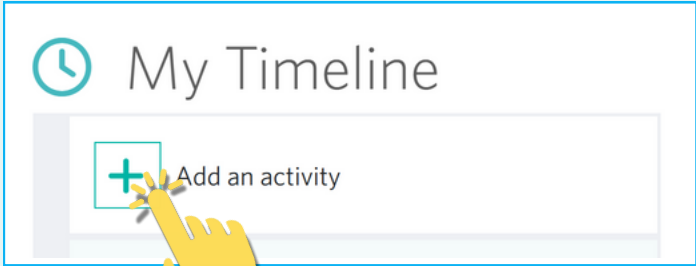


The screenshot shows a user interface for 'My Timeline'. At the top, there is a clock icon and the text 'My Timeline'. To the right of this header is a green button labeled 'View Timeline'. Below the header, the text 'Latest activity' is displayed. The main content area shows an activity titled 'Enrichment - Volunteering' dated '16/08/2024'. The activity description reads: 'Today I joined a group of volunteers to move a display in Manchester art gallery to be archived ready for a new installation. It was a slow process and some elements were fragile so great care was needed. It...'. To the right of the text is a small image of a yellow art installation. At the bottom of the activity card, there is a link 'View Timeline >'.

View Timeline

Click to view your
TIMELINE

2



The screenshot shows the same 'My Timeline' interface as in step 1, but with a focus on the 'Add an activity' button. The button is a green square with a white plus sign, located at the bottom left of the timeline area. A yellow hand icon is pointing at the button. The text 'Add an activity' is to the right of the button.



Add an activity

Click to ADD AN
ACTIVITY

Adding an activity

3

Don't forget to click **SAVE** when you have finished

 Add a New Activity

Activity: Time Spent

On what date did this activity take place?

02/09/2024

How much time did you spend on this activity?

0 Hours 0 Minutes 0h 0m

Activity: Description

* Activity name:

Did you find this activity useful?

 Yes!  No

* Activity Description:

Please select

Activity location:

Town/city:

Description

Not sure what to write?

Describe your placement day below. You should write what happened during the day and how it helped you to develop your skills.



Write what you did here....

Evidence

Add photos, videos or document relevant to this entry

Choose file

Add Journal to Targets

Does this journal support any Live Targets you're working towards? If so, you can select them here:

☐ EHCP - Making freinds (Late)

☐ EHCP - Independent travel (Late)

☐ EHCP - Healthy Choices (Late)

☐ Skills Project - Placement (Late)

Add photos or videos

Does it go towards any targets?

Need some hints?

Editing an activity

1

Click the title of the activity you want to edit

 My Timeline

 Add an activity

 **Enrichment - Volunteering** 16/08/2024

Today I joined a group of volunteers to move a display in Manchester art gallery to be archived ready for a new installation. It was a slow process and some elements were fragile so great care was needed. It was fantastic to see the artifacts up close which is something you don't get to do as a visitor. The day was long and dirty but being part of such a great group of people who all love the same subject was really great. I learnt so much about not only the pieces or art but also about teamwork!



 Skills added: Building Relationships, Confidence, Being Independent, Managing Stress, Community and Social Action, Careers Skills, Critical Thinking, Resilience, Collaboration, Communication, Leadership, Creativity

 Time assigned: 3h 0m

 Evidence added: art installation.jpg

2

Make any changes

 Activity Close

Activity: Time Spent

On what date did this activity take place?

16/08/2024

How much time did you spend on this activity?

3 hours 0 Minutes 3h 0m

Activity: Description

* Activity name:

Volunteering

* Activity Description:

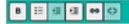
Volunteering (Enrichment)

Did you find this activity useful?

 Yes!  No

Activity location: Town/City:

Describe your activity below. You should write what happened during the day and how it helped you to develop your skills. Not sure what to write?



Today I joined a group of volunteers to move a display in Manchester art gallery to be archived ready for a new installation. It was a slow process and some elements were fragile so great care was needed. It was fantastic to see the artifacts up close which is something you don't get to do as a visitor. The day was long and dirty but being part of such a great group of people who all love the same subject was really great. I learnt so much about not only the pieces or art but also about teamwork!

Skills Developed

Add skills that you have developed

Please Select  Add Skill

-  Being Independent 
-  Building Relationships 
-  Careers Skills 
-  Collaboration 
-  Creativity 

Evidence

Add photos, videos or document relevant to this entry

Choose file

 art installation.jpg 

Add Activity to Targets

Does this activity support any Live Targets you're working towards? If so, you can select them here:

- ☐ EHCIP - Making friends (Late)
- ☐ EHCIP - Independent travel (Late)
- ☐ EHCIP - Healthy Choices (Late)

 Save  Cancel  Delete

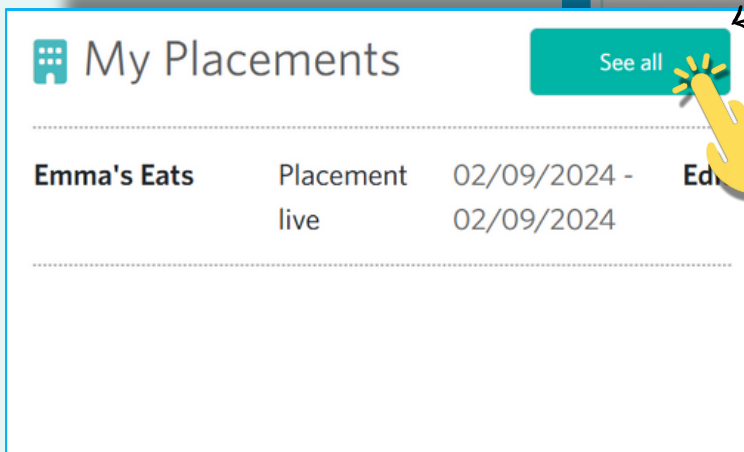
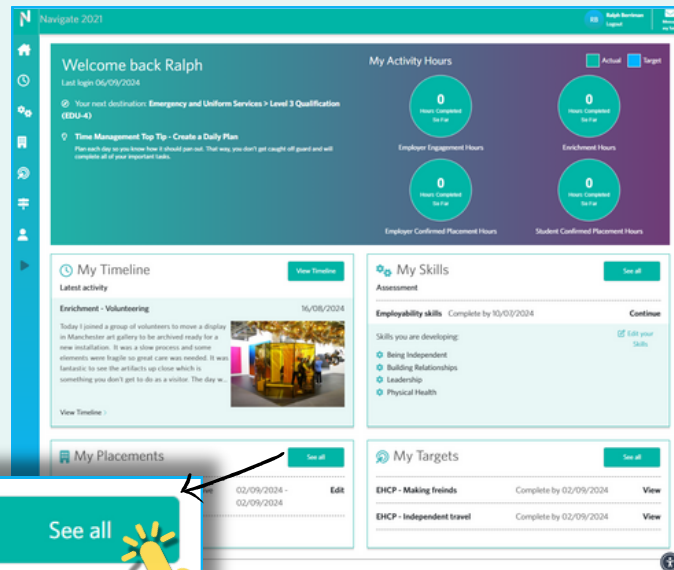
© 2014 - 2024 Navigation Learning 

Don't forget to click **SAVE** when you have finished

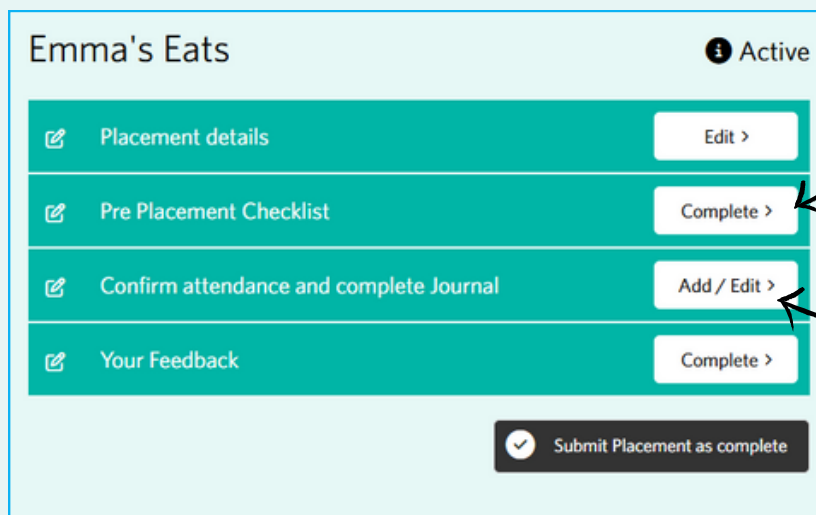
Placements

1

Click into
My Placements



2

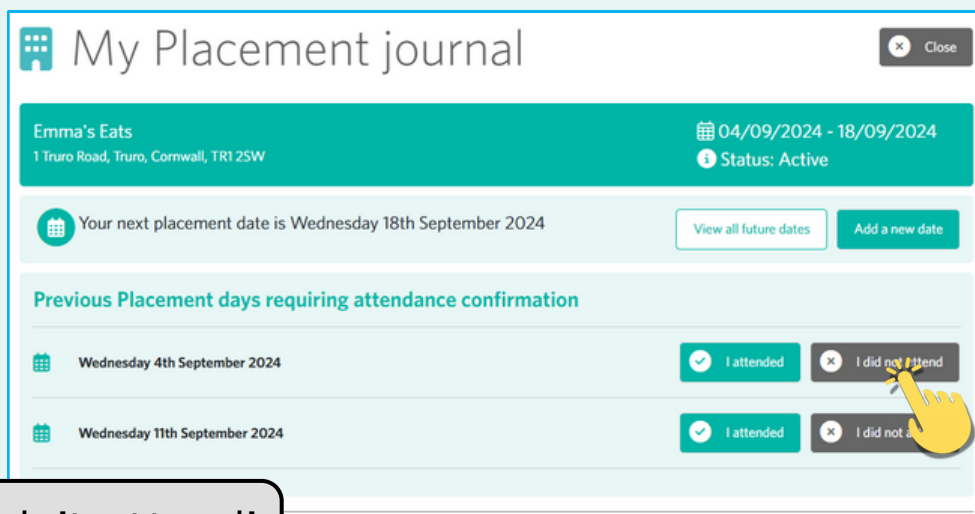


Do this checklist at
the start of your
placement

Confirm attendance
after each
placement day

Confirming attendance

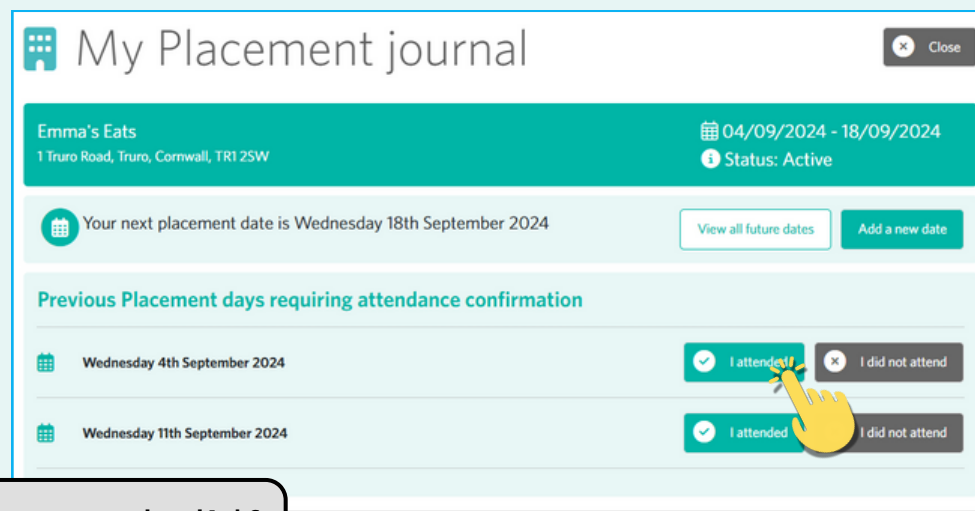
3



The screenshot shows the 'My Placement journal' interface. At the top, there's a header with a grid icon, the title 'My Placement journal', and a 'Close' button. Below this, a teal bar contains the placement name 'Emma's Eats', address '1 Truro Road, Truro, Cornwall, TR1 2SW', dates '04/09/2024 - 18/09/2024', and status 'Status: Active'. A section below states 'Your next placement date is Wednesday 18th September 2024' with buttons for 'View all future dates' and 'Add a new date'. The main section is titled 'Previous Placement days requiring attendance confirmation' and lists two dates: 'Wednesday 4th September 2024' and 'Wednesday 11th September 2024'. For each date, there are two buttons: 'I attended' (with a checkmark) and 'I did not attend' (with an 'x'). A yellow hand icon is pointing at the 'I did not attend' button for the 4th of September.

Click 'I didn't attend' if you couldn't go to placement

4



This screenshot is identical to the one above, showing the 'My Placement journal' interface. However, the yellow hand icon is now pointing at the 'I attended' button for the date 'Wednesday 4th September 2024'.

Click 'I attended' if you went to placement

Writing your journal

5

Add a New Journal entry

Save

Close

Time Spent

Date of Placement

04/09/2024

How much time did you spend at your placement today?

8 Hours

0 Minutes

8h 0m

Description

Not sure what to write?

Describe your placement day below. You should write what happened during the day and how it helped you to develop your skills.

B

Write what you did here....

Evidence

Add photos, videos or document relevant to this entry

Choose file

Add photos or videos

Add Journal to Targets

Does this journal support any Live Targets you're working towards? If so, you can select them here:

☐ EHCP - Making freinds (Late)

☐ EHCP - Independent travel (Late)

☐ EHCP - Healthy Choices (Late)

☐ Skills Project - Placement (Late)

Don't forget to click save when you have finished!

Need some hints?

Add photos or videos

Does it go towards any targets?

Add a new placement date

1

My Placement journal

Emma's Eats
1 Truro Road, Truro, Cornwall, TR1 2SW

04/09/2024 - 18/09/2024
Status: Active

Your next placement date is Wednesday 18th September 2024

View all future dates Add a new

Previous Placement days requiring attendance confirmation

Wednesday 4th September 2024	☒ I attended	☐ I did not attend
Wednesday 11th September 2024	☒ I attended	☐ I did not attend

If the placement day you attended is not there, you can Add a new date.

2

Add A New Day

Save Close

What day would you like to add

* Date:
31/03/2025

What time will you start/end

* Start time:
09:00

* End time:
16:00

Add the new date, when you started and finished - SAVE

3

Previous Placement days requiring attendance confirmation

Monday 31st March 2025	☒ I attended	☐ I did not attend
------------------------	--	---

It will be added to the dates ready to confirm