

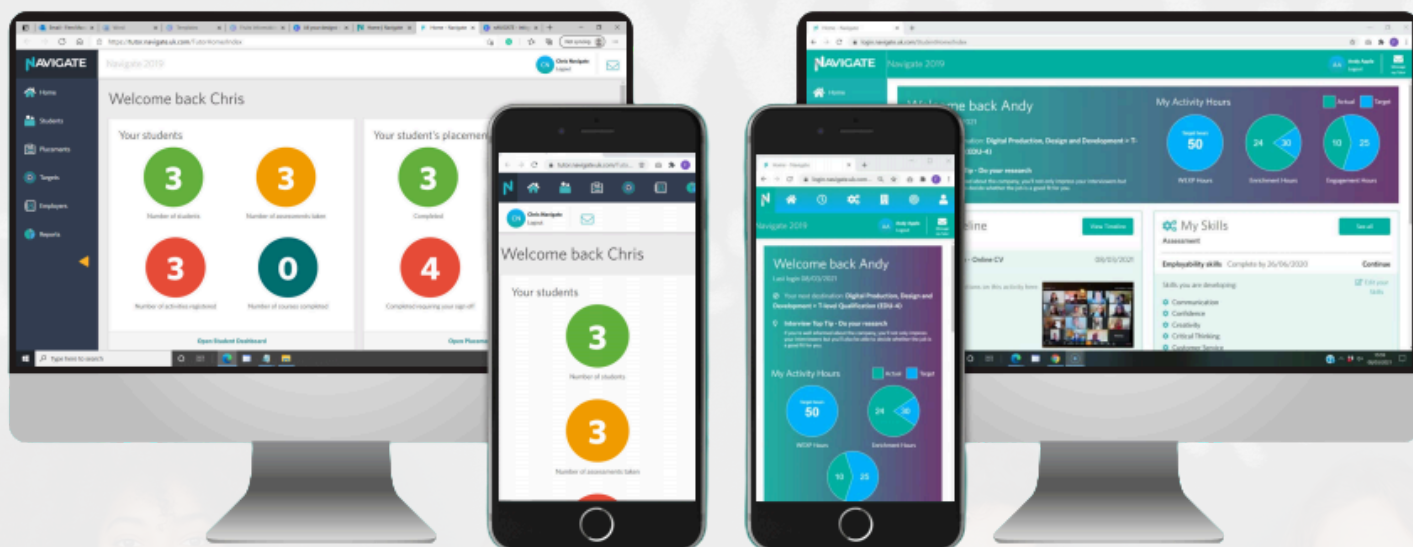
A How To Guide

CAREERS MODULE

For Work and Industry placement coordinators



The Careers Module



Key Benefits for Colleges

Streamline career planning and support your learners' aspirations. Our careers module enables you to effectively guide students in their career journeys, ensuring they can develop and record the skills needed for future success.

- **Student Records:** Easily access and monitor students' career activities and progress.
- **Skill Assessments:** Students take assessments that can help identify skill gaps, so you can provide targeted development activities.
- **Bulk Management:** Add career activities or targets for individual students or groups efficiently.

Key Benefits for Learners

Navigate helps learners identify potential career paths of interest with our Careers Module. Our platform offers a personalised approach to help learners discover exciting job opportunities and set clear goals for the future.

- **Career Quizzes:** Discover careers that match your interests and skills.
- **Job Profiles:** Access detailed information on various careers, including training and qualifications needed.
- **Careers Bank:** Search for specific careers and explore detailed job profiles.
- **Career Targets:** Students and staff can set tailored targets that will help them achieve the skills needed for their intended career path.

Using the Careers module for both student and staff

Student Guide

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Logging in

Log in to Navigate. You can do this by clicking on 'Sign in using Microsoft' or 'Sign in using Google'.

2

Starting the Careers Quiz:

- Click on the My Future module.
- Select industries you'd like to work in, the qualifications you're working towards, and phrases that describe you.

Review Job Profiles:

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- Based on your quiz results, review the suggested job profiles.
- Indicate if you are interested or not in each job profile.
- You can explore more recommendations or search the Careers bank for specific careers.

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Exploring the Careers Bank

- Use the Careers Bank to search for specific careers.
- View details of each career, such as required training, qualifications, and expected job demand.

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Creating Career Targets

- After reviewing job profiles, you can create career targets.
- Fill out the form to set a career goal and track your progress.

Staff Guide

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Logging In

- Go to the Navigate website.
- Click on "Login" and select either "Login using Microsoft" or "Login using Google" depending on your college's platform.

7

Viewing Student Records

- On the staff site, use Quick Links to search for a student by name or student number.
- View the student's dashboard which includes placements, skill assessment results, activities, and targets.

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Adding Career Targets and Activities for Students

To add an activity for a student:

- Click on Add Target, fill out the form, and save.

To add an activity for a student:

- Click on Add Activity, fill out the form with details of the activity, and save.

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Bulk Adding Activities or Targets

- On the homepage, click on Number of Students.
- Use filters to find the group of students you need.
- Check all students fit on the same page by adjusting the number of students shown per page at the bottom if necessary.
- Select all students using the top left checkbox.
- Click on Actions, then choose to add an activity or target.
- Fill out the form with details of the activity, and save.