



A How To Guide

# INTRODUCING EMPLOYERS TO NAVIGATE

A Guide for **Employers**

## **T-LEVELS**

## Thank you for providing Industry 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.

*If you cannot see the emails in your inbox, please check your spam/junk folders.*



## 1 Due Diligence Checklist

Before the placement can even be approved, the college will need to make sure that your organisation is compliant. They will likely send out a due diligence checklist which asks for information such as health and safety and compliance dates, a risk assessment, safeguarding information, etc.

Once you've returned this, the college can move on with the placement process.

Dear Ellie Henstridge,

Thank you for agreeing to provide our learner(s) with a Placement.

Before the Placement can start we need you to complete a Due Diligence checklist. This should take no longer than 10 minutes.

[Complete the checklist](#)

Kind regards,

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](#)

## 2

## Placement Agreement

The next 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.

## 3 Induction Checklist

During first day of placement, you will be asked to fill in an induction checklist. This will cover all of the content you should have informed the student of at the very beginning of the placement, including where to find the break room/toilets, their roles and responsibilities and being introduced to fellow colleagues.

Dear Ellie's Cafe,

Tilly Tulip is due to start a Placement with you tomorrow.

Please view the Induction checklist to see the steps to take and the information you are required to share with Tilly Tulip, and complete the form once you have done so.

[View checklist](#)

Kind regards,

## 4 Weekly Attendance Confirmation

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)

### 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 15min break and 15min 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 07/06/2024  
09:00 - 15:00

☒ Attended

☐ Partial Attendance

HH

MM

☐ Did Not Attend

☐ Authorised Absence

[Submit](#)

## 5 Initial/MidPoint/Final Reviews

Throughout the course of the placement, you'll be involved in three placement review meetings: an initial, a mid-point, and a final review.

These forms will be completed by the college with your input (either virtually or face-to-face), then sent to you for your approval and sign-off.

Dear Ellie's Cafe,

A review has been completed for Tilly Tulip's Placement at Ellie's Cafe. You are required to review the information submitted and confirm you agree with it's contents.

[Review and approve](#)

Kind regards,

## 6 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

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

[Feedback Form](#)

Kind regards,