

WHAT IS NAVIGATE?

Navigate is an online space where you can bring together all those enriching activities, valuable employer interactions, and real-world work placements. Plus, you can explore your skills, see what you're great at, and discover areas where you can grow.



And if you're thinking about what's next, there's a career quiz designed to connect your interests with potential job paths.



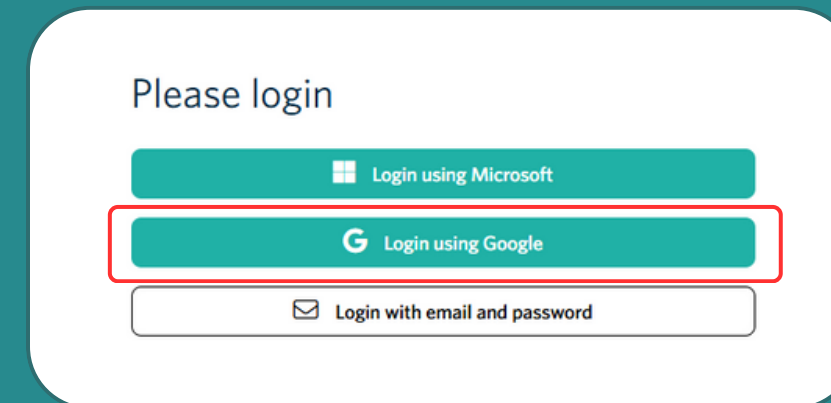
All this incredible information about your experiences and skills, alongside your academic achievements, culminates in a dynamic **Navigate Digital CV** that truly represents the multifaceted individual you are.

HOW TO LOG IN & SAVE A BOOKMARK

1

Logging in

Click **Login using Google** using your college username and password.



2

Save Navigate

Once you have logged in, **SAVE Navigate** to your mobile home screen.



For desktop users, Click the **STAR** at the end of the search bar to save Navigate to your favourites.



 **Android**



 **iPhone**

NAVIGATE start building your Digital CV

HOW TO COMPLETE YOUR T LEVEL SKILLS SELF ASSESSMENT

3

Complete your Skills Assessment



- Click **Start New Skills Assessment**
- **Choose the 'T Level Skills Self Assessment'**
- Answer each question answering them as honestly as you can.
- Complete this at the start and again at the end of your course.



4

View your Skills Assessment results



- Click **View Results**

Any skills that shows as **GREEN** means this is a skill that you are strong in.

Any that are **AMBER or RED** are skills that you may need to focus on improving.



CONFIRMING YOUR **PLACEMENT ATTENDANCE**

5

Confirming your attendance - hours worked & breaktimes

Each placement day you are required to confirm your attendance in Navigate.

- Click on your placement in the Placement module
- Click **I attended** or **I did not attend**
- How much time did you spend at your placement today? If you worked for longer or for less than your scheduled hours you can amend this. If your scheduled hours are incorrect, let your co-ordinator know.
- If your placement day is more than 4.5 hours, your scheduled breaktime is removed automatically and calculated in the '**Student Confirmed Placement hours**' and '**Employer Confirmed Placement hours**'.

You do not need to amend your hours to accommodate this.



WRITING YOUR JOURNALS ENTRIES - TOP TIP!

6

Speech to text



Saving Navigate as a bookmark on your device allows you to access the **'Speech to Text'** function.

When you click into the description box on your journal entry, click the microphone icon to activate the microphone. Now you can dictate your journal and your device does the hard work.

Make sure you proof read it to amend any errors.

ADDING JOURNAL ENTRIES AS EVIDENCE TO YOUR T LEVEL TARGETS

7

Adding evidence to T Level targets



As part of your T Level Industry Placement, you will need to evidence that you are working towards your learning objectives by adding evidence to **Technical and Employability targets**.

Each time you confirm your attendance at your placement, you will have the option to add this placement day to relevant target(s).

Simply scroll to the bottom of the form when confirming your attendance and writing your journal and tick the relevant targets your placement day activities relate to.

COMPLETING YOUR T LEVEL TARGETS

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Complete your targets



When your co-ordinator schedules your Final Review for your Industry Placement and you have almost completed your target hours (315 or 750), ensure you have clicked into each of your technical & employability targets, linked all the evidence that relates to each target and **'Mark as complete'**.

This will be the evidence your co-ordinator requires to complete your final review and ensure you have met your objectives.



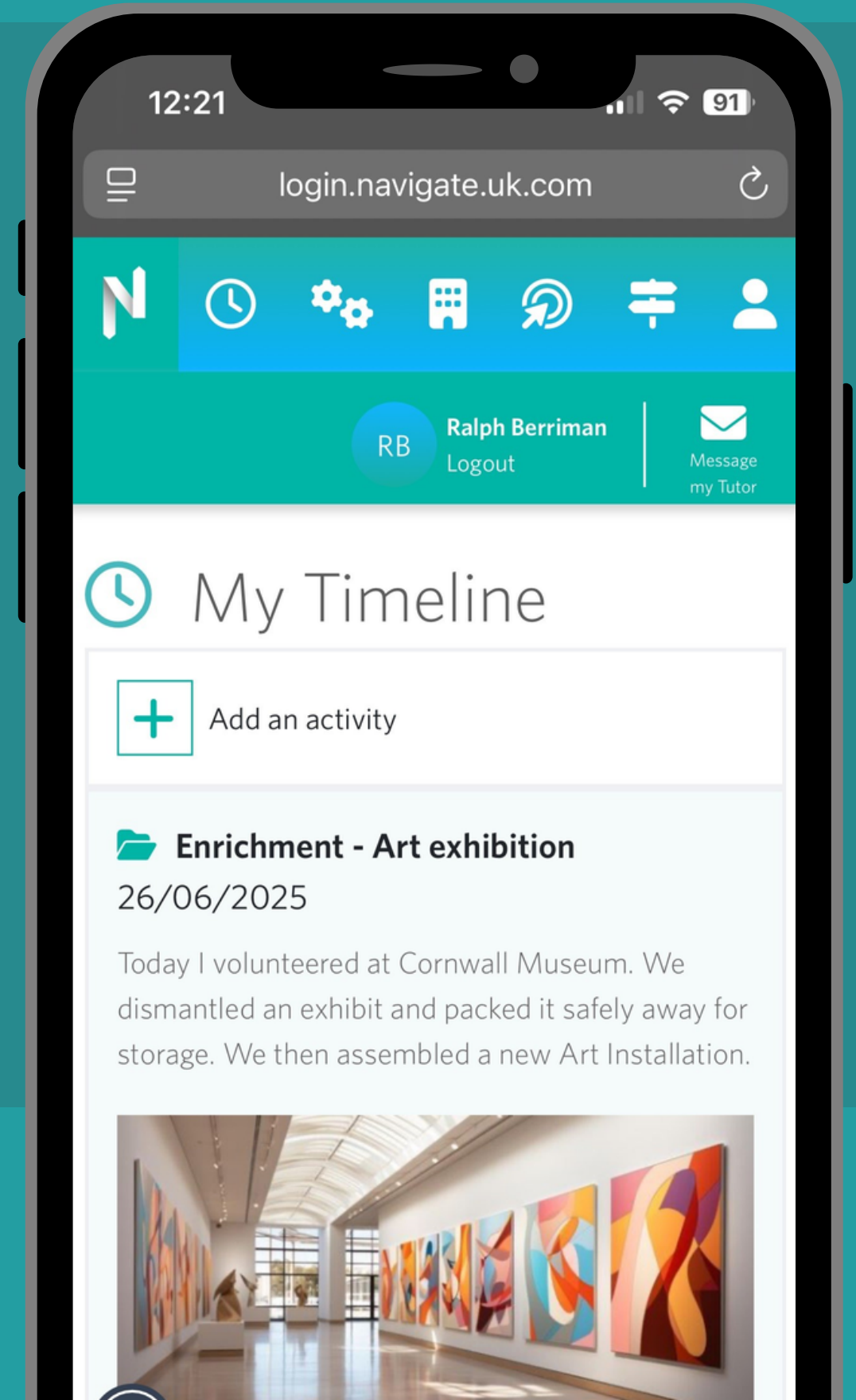
WRITING REFLECTIVE T LEVEL JOURNAL ENTRIES

Questions to ask yourself when writing your journals:

- What did you do today?
- What did you achieve today?
- What did you learn today?
- What questions did you ask today?
- What skills have you developed?
- What did you find interesting?
- What did you find challenging?
- Did you feel more confident, knowledgeable, accomplished after your activity/placement day? Why?
- What can you improve on?
- How can this experience/activity help you in the future?
- At your placement, who did you speak to? What do they do?
- What info did they share with you?
- At your placement, what will your next task be?

 Remember to link the journal to your targets!!

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NAVIGATE TRAINING HUB & NAVBOT

The Navigate Training Hub hosts all our short instruction videos and simple guides.



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Click the Navbot, who is always ready to answer any Navigate question.

Type your question or click the microphone to speak.

