

Navigate Release

Notes:

v.7.1.30



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1. New filter in the Placements grid ‘Business Type/Sector’

We have added a new filter to the **Placements grid** to allow filtering by **Business Type/Sector**

 Placements + Add Placement

Select Tutor : Select Tutor	Select Placement Co-ordinator : Select Placement Co-ordinator	Select Placement Type : Select Placement Type	Select Placement Status : Select Placement Status
Select Approval Outstanding : Select Approval Outstanding	Select Target Date Due Category : Select Target Date Due Category	Select Compliance Status : Select Compliance Status	Select Next Placement Due Category : Select Next Placement Due Category
Select Department : Select Department	Select Course : Select Course	Select Gender : Select Gender	My Student Groups : My Student Groups
Public Student Groups : Public Student Groups	Select Business Type/Sector : Select Business Type/Sector		

2. Updated labels in Placement Agreement form

The 'Course Duration' field in the Working Pattern section of the Placement Agreement form has now been changed to display 'Duration (In years)' to make this clearer.

Working Pattern

Course Duration (in years):

2

3. Replaced the journal and activity help text

We have added additional prompts above the student **Activity Description** and **Journal Entry** to encourage deeper student reflection.

Not sure what to write? 

Please reflect on your activity, describing what happened and what you enjoyed. Also, please share one thing that you have learned through this activity that you didn't know or couldn't do before.

B









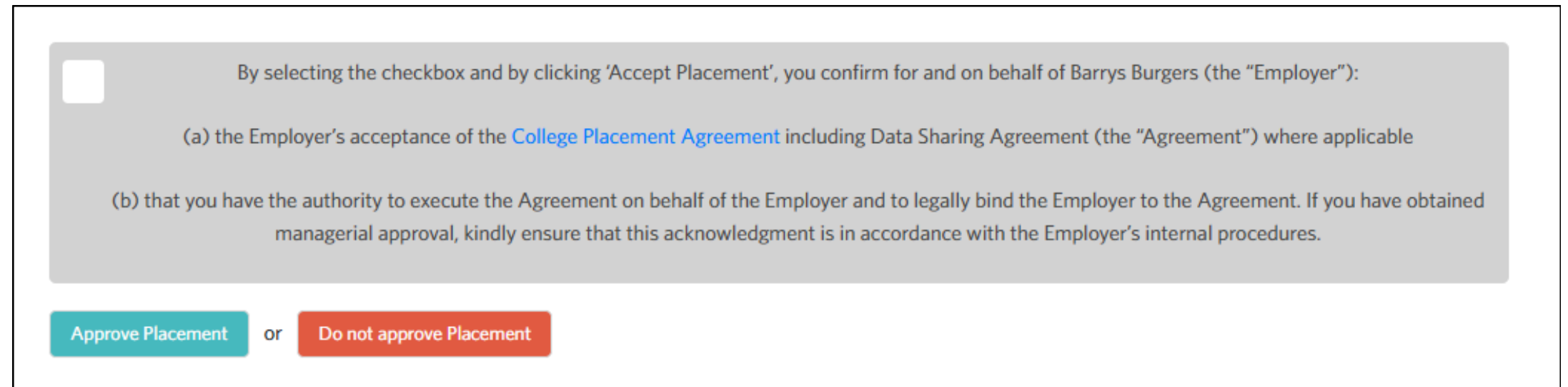




4. Improved visibility of link and tickbox in Employer Placement Approval form

We have made 2 small changes to the **Employer Placement Approval form**:

- The 'tickbox' is larger and outlined to improve visibility.
- The '**College Placement Agreement**' hyperlink is now **blue and underlined** which is a universal sign that there is a document to be viewed.



The screenshot displays a form section with a light gray background. On the left is a large, outlined white checkbox. To its right, the text reads: "By selecting the checkbox and by clicking 'Accept Placement', you confirm for and on behalf of Barrys Burgers (the "Employer"):" followed by two bullet points: "(a) the Employer's acceptance of the [College Placement Agreement](#) including Data Sharing Agreement (the "Agreement") where applicable" and "(b) that you have the authority to execute the Agreement on behalf of the Employer and to legally bind the Employer to the Agreement. If you have obtained managerial approval, kindly ensure that this acknowledgment is in accordance with the Employer's internal procedures." Below this text are two buttons: a teal "Approve Placement" button and a red "Do not approve Placement" button, separated by the word "or".

5. Send a copy of placement confirmation emails to parents

When creating a placement, you can now add an email address for a parent/carer to be CC'd into the Placement details confirmation email that the student and tutor receive when .

- New dropdown '**Send Parent Placement Confirmation?**' YES/NO (default is NO)
- Choose YES
- Add '**Parental Recipient**' (name)
- Add '**Parental email**'

Email recipient will be CC'd into the placement confirmation email.

Add Placement

Learner Employer Placement Details

Learner Details

• Student's Name:
Ralph Berriman

Student's Tutor:
Christopher Rowe

Student's Department:

Parental Approval Required?:
No

Parental Recipient:
Emma Berriman

Parental Email:
emma.berriman@navigate.uk.com

Send Confirmation Email To Parent?:
Yes

Student's Health & Safety / Medical Notes (Text entered here will be seen by Employer and Student):

6. Updated the T Level Industry Placement milestone labels

We have added labels to the T Level Industry Placement Administration page.

These indicate where Navigate placement documents replace mandatory ‘Annex’ forms required for audit evidence

	Administration Task	Task Ty
Employer Compliance - Annex G		
	Employer compliance due diligence	Form Comple
	Due diligence college review and approval	Form Ap
Placement Agreement - Annex E		
	Employer review and approval	Form Ap
	Learner review and approval	Form Ap

Final Review - Annex H Completion Declaration		
	College complete review	Form Complet
	Employer review and approval	Form Ap

7. Amended the student ‘add placement’ wizard

We have amended the **Submit a Placement Wizard** to enable students to choose the exact days they will be at their placement on the calendar.

Plus we have added a **Your Medical/Support/Health & Safety Notes** box to give students the option to share these details with their employer.

 Submit your Placement details

Once you have added and submitted the details below, your placement will be reviewed and then approved or rejected. If the there are a



Please select the dates of your placement that you know about and the daily start and end times where known.

Select placements dates:
Month:
September 2025

Mon	Tues	Weds	Thurs	Fri	Sat	Sun
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Dates selected:

Tue 11/02/2025

09:00

-

17:00



Wed 12/02/2025

09:00

-

17:00



 Submit your Placement details

 Close

Once you have added and submitted the details below, your placement will be reviewed and then approved or rejected. If the there are any more details required you will be contacted.

 Sharing your information.

Your Medical / Support / Health & Safety Notes:
(The text you enter here will be shared with your placement employer)

I have a nut allergy and carry an EpiPen.

 Back

 Proceed

 Instructions

To ensure you receive the correct support from your employer and the college whilst on placement please share any relevant health and safety or medical information below.

8. Removed the word 'HR' from the Due Diligence form

We have removed the word '**HR**' from the safeguarding section of the **Due Diligence form** as it was causing some confusion with smaller businesses.

Safeguarding

* Do you have appropriate procedures and policies in place for safeguarding?:

☐

Yes

☐

No

9. Updated T Level Courses and allowable delivery approaches

We have added **Animal Care and Management** to the T Level enrolment list.

We have updated the **Allowable Delivery Approaches** in line with the updated Jan 2025 T Level Guidance

Enrolling learners onto Animal Care and Management	
Course Deliverables:	
Deliverable	
Minimum placement hours	315
Work taster hours	Up to 35 hours
Allowable delivery approaches	Pathway placements Part time Multiple employers Small team projects Skills Hub Employer Training Centre Hybrid Remote - Up to 20% Route Level Placement Supply Chain and Employer Network SEND Approach Youth Offenders Institution

Contact Us:

If you have any questions about the new developments, please get in touch with your Navigate Account Manager:

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