

# Release Notes:

**Sprint 7.1.32**

**18/06/2025**



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# 1. Extended the Placement record to include Compliance and H&S dates

The 'Employer Details' tab of the placement record now displays the Compliance dates that are recorded in the Employer Record.

### Compliance

|                                |                      |                                  |                      |
|--------------------------------|----------------------|----------------------------------|----------------------|
| Compliance Approval Date:      | <input type="text"/> | Compliance Expires Date:         | <input type="text"/> |
| Health & Safety approval date: | <input type="text"/> | Health & Safety expiration date: | <input type="text"/> |

### Employer Due Diligence

Edit Employer Due Diligence Form

Send Employer Due Diligence Form

# 2. Updated the Placements listing page on the student site to include improved wording

On the student site, when a placement is ‘pending awaiting approval’, the supporting text will now display who the next person is who needs to approve the placement.

This will either be the placement co-ordinator, the employer, the parent (if applicable) or the learner (if a T Level placement).

|                                                                                                                                                                                                   |                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div><div>Ellie's Cafe</div><div><div>✓ Placement details</div><div>View &gt;</div></div><div>Your placement has been added and is waiting for the Placement Co-ordinator to approve.</div></div> | <div><div>TEST WEX EMPLOYER</div><div><div>✓ Placement details</div><div>View &gt;</div></div><div>Your placement has been added and is waiting for the Employer to approve.</div></div>                           |
| <div><div>Navigation Learning</div><div><div>✓ Placement details</div><div>View &gt;</div></div><div>Your placement has been added and is waiting for the Parent/ Carer to approve.</div></div>   | <div><div>Navigation Learning</div><div><div>✓ Placement details</div><div>View &gt;</div></div><div>Your placement has been added and is waiting for your approval. Please check your college emails.</div></div> |

### 3. Added a new filter to the Placement Listing dashboard for Approvals

We have added Parents and Students to the outstanding approvals filter.

Approvals are prioritised in order:

- Internal
- Employer
- Student
- Parent

The filter displays placements in the next stage of approval required.

e.g. If a placement has been approved by college it will appear in the employer filter only. It will appear in the student filter after the employer has confirmed approval.

The screenshot shows a web interface for the 'Placement Listing dashboard'. At the top, there is a section titled 'Select Approval Outstanding :'. Below this title is a dropdown menu with the text 'Select Approval Outstanding' and a downward arrow. The dropdown menu is open, showing a search bar with the placeholder text 'Search...'. Below the search bar, there is a list of options: 'Select All', 'Employer', 'Internal', 'Parent', and 'Student'. To the right of the dropdown menu, there is a table with three columns. The first column has a teal header with a white downward arrow. The second column has a teal header with the text 'Placement Co-ordinator' and a white downward arrow. The third column has a teal header with the text 'Employer'.

## 4. Added the ability to bulk remove students from Enrolments

We have included the Action to delete incorrect or multiple T Level enrolments attached to students.

> Enrolment module > Select student(s) > Actions > **Delete Enrolments**

/// Course Enrolment

Select Course :  
Select Course

Select Route :  
Select Route

Select Tutor :  
Christopher Rowe, Jason Gould

Select Placements :  
Select Placements

Select Start Year :  
Select Start Year

Select End Year :  
Select End Year

Refresh

Actions

| <input type="checkbox"/>            | Student Name | Course Name                                      | Route                                      | Tutor            | Duration | Start Date | End Date   | Delete enrolments |
|-------------------------------------|--------------|--------------------------------------------------|--------------------------------------------|------------------|----------|------------|------------|-------------------|
| <input checked="" type="checkbox"/> | Student 16   | Craft and Design                                 | Crafts, Creative Arts and Design           | Christopher Rowe | 2 years  | 17/10/2024 | 17/10/2026 | 2                 |
| <input checked="" type="checkbox"/> | student 107  | Agriculture, Land Management and Production      | Agriculture, Environmental and Animal Care | Jason Gould      | 2 years  | 01/09/2023 | 18/09/2025 | 0                 |
| <input checked="" type="checkbox"/> | studentt 105 | Agriculture, Land Management and Production      | Agriculture, Environmental and Animal Care | Jason Gould      | 2 years  | 01/09/2023 | 18/09/2025 | 0                 |
| <input type="checkbox"/>            | studentt 105 | Accounting                                       | Legal, Finance and Accounting              | Jason Gould      | 2 years  | 14/06/2025 | 13/06/2027 | 0                 |
| <input type="checkbox"/>            | Jerry -      | Accounting                                       | Legal, Finance and Accounting              | Jason Gould      | 2 years  | 14/06/2025 | 13/06/2027 | 1                 |
| <input checked="" type="checkbox"/> | Jason Gould  | Education and Early Years - Early Years Educator | Education and Early Years                  | Jason Gould      | 2 years  | 05/12/2023 | 05/12/2025 | 8                 |
| <input checked="" type="checkbox"/> | Jason Gould  | Education and Early Years - Assisting Teaching   | Education and Early Years                  | Jason Gould      | 2 years  | 05/12/2023 | 05/12/2025 | 0                 |
| <input checked="" type="checkbox"/> | Jason Gould  | Health - Dental Nursing                          | Health and Science                         | Jason Gould      | 2 years  | 05/12/2023 | 05/12/2025 | 0                 |
| <input checked="" type="checkbox"/> | Jason Gould  | Design, Surveying and Planning for Construction  | Construction                               | Jason Gould      | 2 years  | 09/08/2023 | 16/09/2025 | 19                |

## 5. Renamed fields on WEXP placements and emails

Additional text added to inform parents that the students' Health and safety/medical notes and Student notes displayed in the Placement details/approval form will be shared with the employer.

Added to:

1. Learner Details tab (located in the Placement record)
2. Parent Placement Approval email
3. Work Placement Approval Form - that is sent to employer and Parent (when requested) to approve a WEX placement

**1**

**Add Placement** [Save] [Cancel]

**Learner** | Employer | Placement Details

**Learner Details**

\* Student's Name: Ralph Berriman

Student's Tutor: Christopher Rowe

Student's Department:

Parental Approval Required?: Yes

Parental Recipient: Ralph Berriman Parent

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

Send Confirmation Email To Parent?: No

Student Notes (will be seen by Employer and Parent):

Student's Health & Safety/Medical Notes (will be seen by Employer, Student and Parent):

# 5. Renamed fields on WEXP placements and emails

- 1.Learner Details tab (located in the Placement record)
- 2.Parent Placement Approval email
- 3.Work Placement Approval Form - that is sent to employer and Parent (when requested) to approve a WEX placement.

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**NAVIGATE**

Dear Ralph Berriman Parent,

Ralph Berriman from Navigation Learning - Test Account would like to attend a placement at Navigate:

Student name: **Ralph Berriman**  
Placement start date: **03 Jun 2025**  
Placement end date: **24 Jun 2025**  
Total planned hours: **11.00**  
Student's health & safety / medical notes: **Student suffers from Migraines**

Before the Placement can proceed we would like your approval – please review the placement details and confirm you accept Ralph's placement.

Please note: By approving this placement, you consent that student Health & Safety/Medical notes will be shared with the employer.

[View and approve placement details](#)

Kind regards,

Navigation Learning - Test Account Work Placement Team

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 **Work Placement Approval Form**

This is a Work Placement request for **Ralph Berriman** at **Navigation Learning - Test Account**

Please review the placement details and accept or reject the placement.

**Student details**

Name:  
Ralph Berriman

Placement Co-ordinator:  
Emma Berriman

Student notes (will also be seen by Tutor and Parent):

Student's Health & Safety/Medical Notes (will also be seen by Tutor, Student and Parent):

# 6. Update Placement Days to factor in Break Times where applicable

Placement breaks added to 'Daily Non fundable break times' will only be deducted from placement days where a student is scheduled for more than 4.5hrs.

|                |       |   |       |                                                                                     |
|----------------|-------|---|-------|-------------------------------------------------------------------------------------|
| Mon 02/06/2025 | 09:00 | - | 12:00 |    |
| Mon 16/06/2025 | 09:00 | - | 17:00 |    |
| Tue 17/06/2025 | 09:00 | - | 17:00 |    |
| Wed 18/06/2025 | 09:00 | - | 12:00 |  |

Daily Non fundable break times: (Only applied to scheduled days where hours exceed 4.5):  

00:30

Placement status:  

Placement request awaiting approval

Daily Fundable Travel time:  

00:00

Scheduled hours: (Hours exclude 'daily non fundable break times'):  

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Break times added to 'Daily Non fundable break times' will automatically be deducted from both the student and employer confirmed hours where a student's actual confirmed hours exceed 4.5hrs on a single day.

Where break times are not required to be deducted from the placement hours the 'Daily Non fundable break times' section can be left at '0', in this case no break time will be deducted from the scheduled or confirmed hours.

# 7. Made changes to T Level Course Deliverables tab

We have updated the T Levels Course Deliverables tab in the Enrolments module to show a clear overview of the student’s progress.

Employer authorised absence hours are now distinct from the employer confirmed hours.

Activity and non T-Level placements used for Work Taster hours can be linked, and the hours completed displayed in the record.

The number of placements and Learning Goal targets attached to the industry placement are displayed as ‘Total Number/Number Completed’

| Overview Course Deliverables Roles & Responsibilities Placements |                                                                                                                          |                                                                |
|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| Course Deliverables                                              |                                                                                                                          |                                                                |
| Deliverable                                                      |                                                                                                                          | Actual                                                         |
| Minimum placement hours                                          | 750                                                                                                                      | 22:00 (Employer Confirmed hours)<br>07:30 (Authorised Absence) |
| Work taster hours                                                | Up to 35 hours                                                                                                           | 10:00                                                          |
| Allowable delivery approaches Annex B                            | Part time work (relevant to occupational specialism)<br>Multiple employers (more than two allowed)<br>Pathway placements | -                                                              |
| Learning goals                                                   | Placement completion                                                                                                     | 0/1                                                            |
|                                                                  | Employability targets completed                                                                                          | 1/1                                                            |
|                                                                  | Technical targets completed                                                                                              | 0/0                                                            |

## 8. Updated the Student Site to no longer automatically create employers

When a student is creating a placement and clicks 'Can't find employer?', they are able to add their new employer details into the form.

Previously, this would automatically create an employer record on the college's database, leading to the potential for incorrect employer data and duplicate employer records.

To resolve this, now when a student adds their own employer, the new employer is not automatically created. The employer moves into a 'waiting room' and a new placement status of 'Awaiting confirmation of Employer Details' is attached to the placement.

The screenshot shows the 'Submit your Placement details' page in the Navigate 2021 system. The page has a teal header with the 'N' logo, 'Navigate 2021', and user information for 'Ellie UAT Student' with a 'Logout' link and a 'Message my Tutor' button. A 'Close' button is in the top right. The main heading is 'Submit your Placement details'. Below it is a note: 'Once you have added and submitted the details below, your placement will be reviewed and then approved or rejected. If there are any more details required you will be contacted.' The form is titled 'Who is your employer?' and includes a note: 'Fields marked \* must be completed'. The form fields are: 'Employer organisation name:', 'Address line 1:', 'Address line 2:', 'Town or City:', 'County:', 'Postcode:', and 'Website:'. Each field has a placeholder text 'Enter [field name]'. There is a 'Search for the employer >' link below the website field. At the bottom are 'Back' and 'Proceed' buttons. An 'Instructions' box on the right states: 'Please provide the name and address of the company or organisation that has offered you work experience. As you enter the name of the company we will attempt to match it to an existing company in our database of employers. If there is no match please complete the full name and address. If you don't know the name and address please ask your tutor for help and complete this process once you have the name and address.'

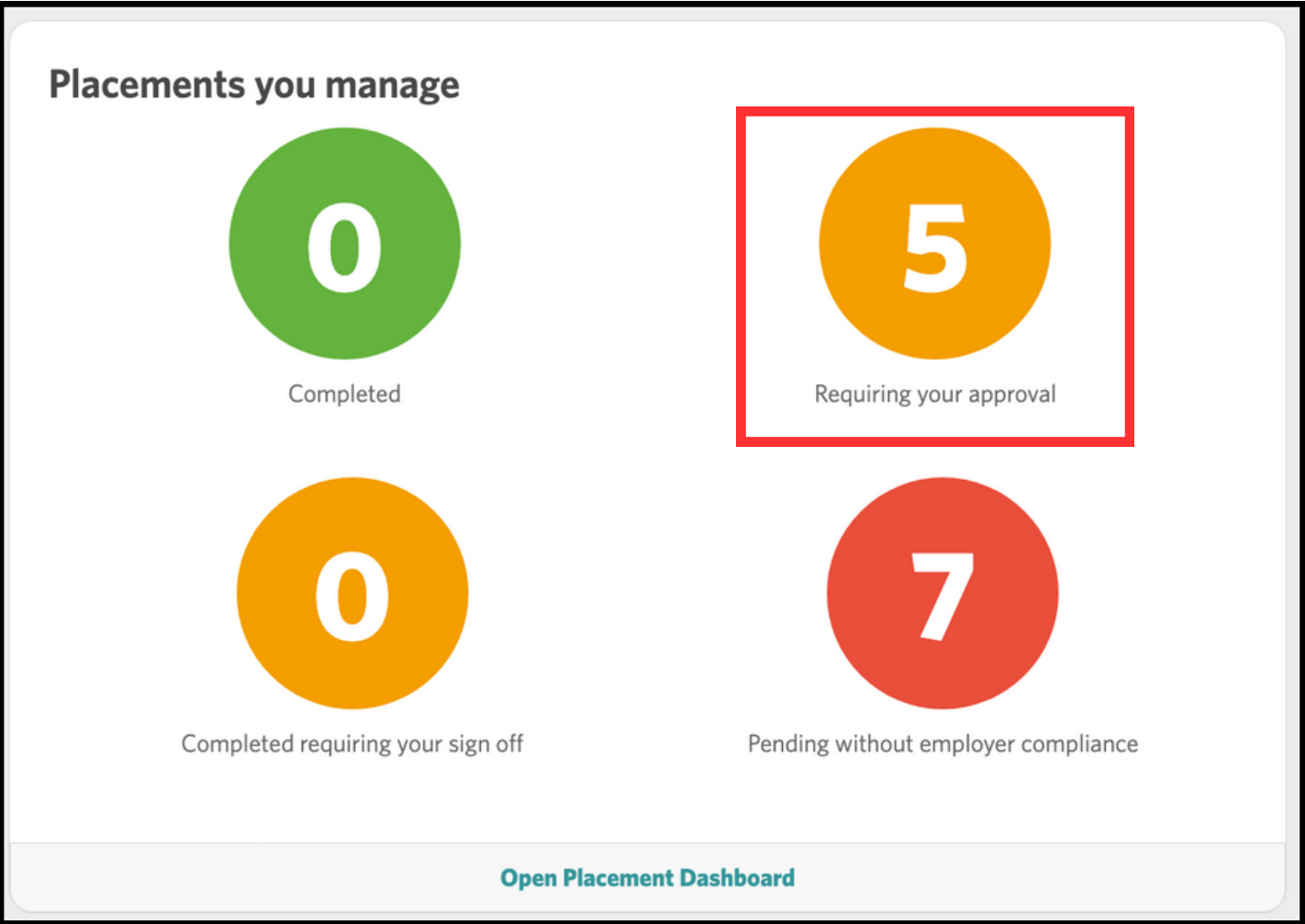
# 8. Updated the Student Site to no longer automatically create employers

Staff can view placements that have been submitted by students with an employer that currently doesn't exist in the database in:

- 1. **Placements Requiring Your Approval** on the homepage
- 2. **Pending awaiting internal approval** in the Placements module
- 3. **Placement Record Statuses** in the Placements module



| Placement Record Statuses                        |   |
|--------------------------------------------------|---|
| Awaiting details                                 | 2 |
| Requiring Confirmation of Employer Details       | 1 |
| Placement request awaiting approval              | 7 |
| Placement approved and pending                   | 0 |
| Placement live                                   | 3 |
| Placement completed - awaiting internal sign off | 0 |
| Placement completed                              | 0 |
| Completed placement requires more information    | 0 |
| Completed placement rejected                     | 0 |
| See All                                          |   |



## 9. Added a new button for 'Add Employer to Database?' with supporting text

When a student has submitted a placements with a self-found employer, this employer is not automatically added to the database - instead, the option is there to add this employer to the database if you wish to.

This gives staff the opportunity to check their database before adding this new one and risking creating duplicates.

If you choose to not add this employer to the database, simply re-type the name of the existing employer over the Employer Name field.

 View/Edit Placement for Ellie UAT Student

Learner **Employer** Placement Details Approvals Completion Audit Trail

### Employer Details

#### Employer Details

Employer Organisation name:

does this employer add to the database?

Organisation Address:

x, x, xxx

Organisation Telephone:

Compliance Status:

Non-Compliant

 Add Employer to Database?

Note: This employer does not currently match any records in your database. If you want to create an employer record, click the button above. It is recommended to first search for the employer to ensure you do not create a duplicate in your database'

# 10. The 'Add Employer' button renamed to 'Add New Employer (Replace Existing)'

Currently, there is a button at the top of the Employer tab of a placement record called 'Add Employer'. This allows staff to add a new employer in place of the one currently attached to the placement, before the placement has been approved.

The button's functionality remains the same, but it now has a new name of 'Add New Employer (Replace Existing)' to make it clearer to users.

Navigate 2021

## View/Edit Placement for Ellie UAT Student

Learner **Employer** Placement Details Approvals Completion Audit Trail

### Employer Details

**+ Add New Employer (Replace Existing)** + Edit Employer

Employer Organisation name:  
Ellie's Cafe

Organisation Address:  
Will be autofilled

Organisation Telephone:

# 11. Added a new button for 'Edit Employer'

There is a new button allowing users to edit the employer record straight from the placement record, rather than having to go into the employer record. This is handy if something needs to change such as the postcode.

Remember that any change you make against the employer record will affect all linked placements.

The screenshot shows a web application interface for managing student placements. On the left is a dark sidebar with a vertical stack of icons: a blue 'N' logo, a home icon, a group of people icon, a person with a tag icon, a heart icon, a list icon, a briefcase icon, a refresh icon, a calendar icon, and a group of people with a tag icon. The main content area has a header 'Navigate 2021' and a title 'View/Edit Placement for Ellie UAT Student' with a briefcase icon. Below the title is a horizontal tab bar with 'Learner', 'Employer' (selected), 'Placement Details', 'Approvals', 'Completion', and 'Audit Trail'. The 'Employer Details' section contains a form with three fields: 'Employer Organisation name' (containing 'Ellie's Cafe'), 'Organisation Address' (containing 'Will be autofilled'), and 'Organisation Telephone' (empty). To the right of the form are two buttons: '+ Add New Employer (Replace Existing)' and '+ Edit Employer'. The '+ Edit Employer' button is highlighted with a red rectangular border.

## **12. Extended the Employer Import to audit changes to compliance**

We have added record to the Audit Trail to show when College SQL uploads make changes to Employers or placement records. This including changes to Employer Compliance status.

# Contact Us:

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

- Ellie Henstridge: [ellie.henstridge@navigate.uk.com](mailto:ellie.henstridge@navigate.uk.com)
- Emmanuel Dadey: [emmanuel.dadey@navigate.uk.com](mailto:emmanuel.dadey@navigate.uk.com)
- Emma Berriman: [emma.berriman@navigate.uk.com](mailto:emma.berriman@navigate.uk.com)
- Jude Flatley: [jude.flatley@navigate.uk.com](mailto:jude.flatley@navigate.uk.com)
- Chris Rowe: [chris.rowe@navigate.uk.com](mailto:chris.rowe@navigate.uk.com)