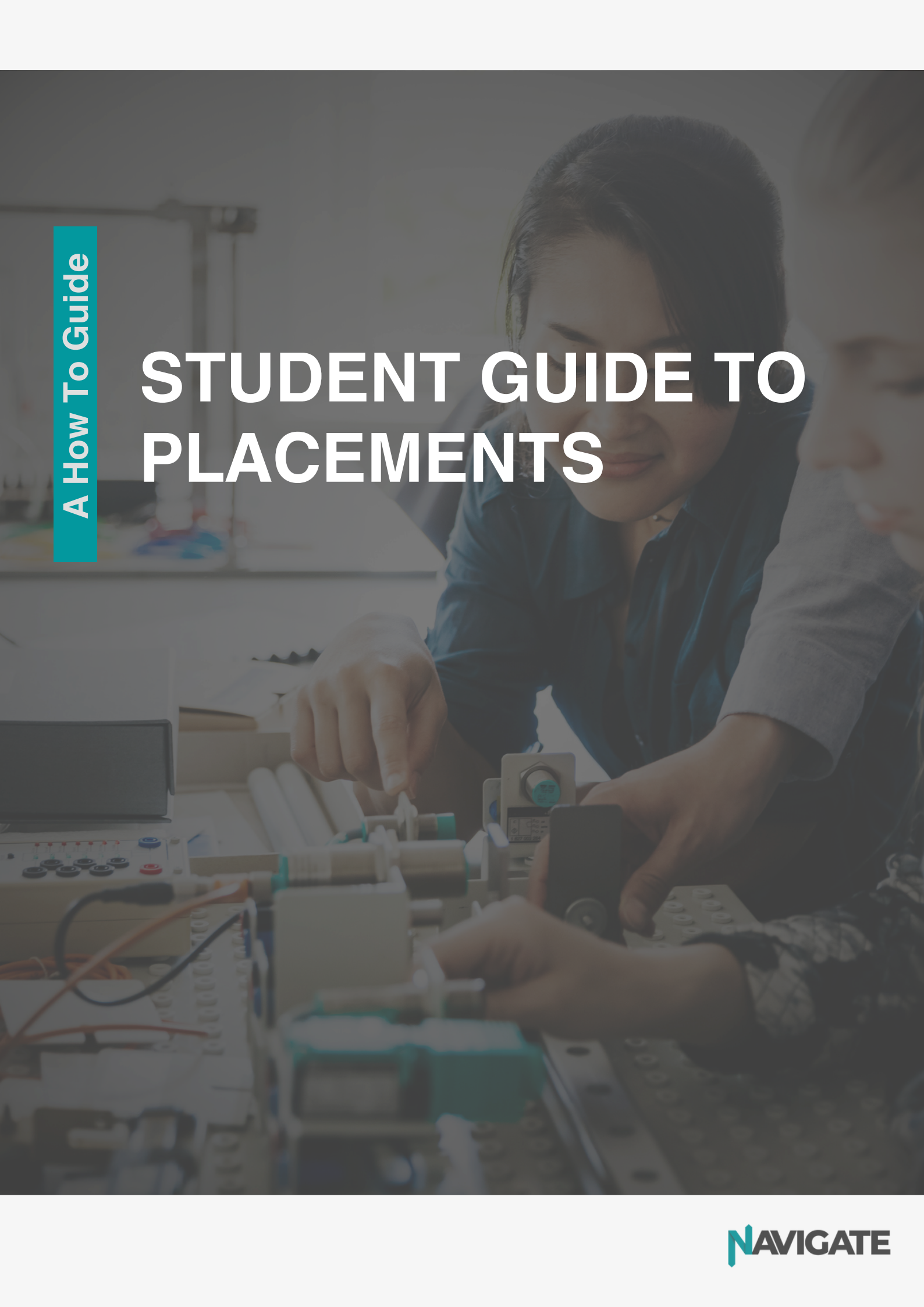
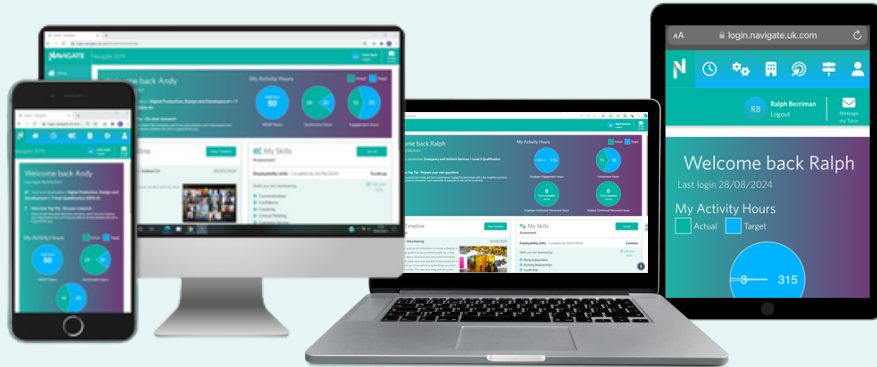


A background image showing two students, a woman and a man, working together on a project in a laboratory or workshop. They are focused on a piece of equipment that looks like a breadboard or a small circuit board. The woman is pointing at something on the equipment, and the man is looking at it. There are various wires and components visible. The image is slightly blurred and has a dark overlay.

A How To Guide

STUDENT GUIDE TO PLACEMENTS

Logging in to Navigate



You can log in to Navigate on:
a smartphone, computer, laptop or a tablet.

1

login.navigate.uk.com



2

Please login



Login using Microsoft



Login using Google



Login with email and password



Use Login using google or Login using Microsoft.
Use your full college email and password

Navigate Homepage

Welcome back Ralph
It remembers your name!

NAVIGATE | Navigate 2021

Home | Timeline | Skills | Placements | Targets | My Future

Welcome back Ralph
Last login 03/09/2024
Your next destination: Emergency and Uniform Services > Level 3 Qualification (EDU-4)
Interview Top Tip - Do your research
If you're well informed about the company, you'll not only impress your interviewers but you'll also be able to decide whether the job is a good fit for you.

My Activity Hours

Actual	Target
0 Hours Completed To Far	0 Hours Completed To Far
Employer Engagement Hours	Enrichment Hours
0 Hours Completed To Far	6h Hours Completed To Far
Employer Confirmed Placement Hours	Student Confirmed Placement Hours

My Timeline | View Timeline

Most activity
Enrichment - Volunteering | 16/08/2024
Today I joined a group of volunteers to move a display in Manchester art gallery to be archived ready for a new installation. It was a slow process and some elements were fragile so great care was needed. It was fantastic to see the artifacts up close which is something you don't get to do as a visitor.

My Placements | See all

Placement	Status	Start Date	End Date	Action
Emma's Eats	Placement live	02/09/2024	02/09/2024	Edit
Berriman Bricklayers	Placement live	07/08/2024	30/08/2024	Edit

My Skills | See all

Assessment
Employability skills | Complete by 10/03/2024 | Continue
Skills you are developing:
Being Independent
Building Relationships
Leadership
Physical Health

My Targets | See all

Target	Complete by	Action
EHCP - Making freinds	Complete by 02/09/2024	View
EHCP - Independent travel	Complete by 02/09/2024	View

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My Timeline
where you can
see all your
activities

My Placements
Manage your
workplacement
here

My Skills
Take a test
and see your
skills!

My Targets
View and add
activities



Click this button to make the
screen just how you like it.

It will also remember for next time
you log in.

Adding your placement

1

Click into
My Placements

The screenshot shows the Navigate 2021 dashboard. The 'My Placements' section is highlighted with a yellow hand cursor pointing to the 'See all' button. The dashboard includes sections for 'Welcome back Ralph', 'My Activity Hours', 'My Timeline', 'My Skills', and 'My Targets'.

Placement Name	Status	Start Date	End Date
Emma's Eats	Placement live	02/09/2024	02/09/2024

2

The screenshot shows the 'Placement details' form. A yellow hand cursor is pointing to the 'Add >' button. A text box with an arrow points to the button, containing the instruction: 'In your blank placement record click on ADD to request your placement'.

Searching

Placement details

Add >

In your blank placement record click on ADD to request your placement

Adding your placement

3

Submit your Placement details

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.

What type of placement have you been offered?

Is the placement going to be at the employer's premises or from your home

☐ **In person** - working at the employer's premises

☐ **Virtual** - never working at the employer's premises

☐ **Combined** - working at the employer's premises and working virtually

Dress code

Please briefly describe your placement activity below

Proceed

Instructions

Knowing the type of placement you have been offered will help us ensure that the correct health and safety checks are carried out before your placement commences.

If you aren't sure what type of placement it is, select I am not sure from the list and simply describe it as best you can in the note box provided.

Complete the information required, click Proceed

The placement details you enter may be seen by your placement employer.

Ensure that:

- Your spelling and grammar is accurate.
- The details you provide are correct.
- You add information about the role you will be doing.
- The activities you add have been discussed and agreed with your employer.

Adding your placement

4



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 there are any more details required you will be contacted.



Who is your employer?

• Employer search:

Employer organisation name:

Address line 1:

Address line 2:

Town or City:

County:

Postcode:

Website:

[Can't find employer >](#)

[< Back](#) [Proceed >](#)



Instructions

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.

Either search for your employer or add them using the '[can't find employer](#)' link

5



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 there are any more details required you will be contacted.



Who is your employer contact?

• Please select the contact from the dropdown list or if you cannot find them, add their details below:

Title:

First name:

Last name:

Email address:

Phone number:

Job title:

[My contact is not listed >](#)

[< Back](#) [Proceed >](#)



Instructions

Please provide the name, email address and phone number of the person that is arranging your work experience.

This person will either be someone that works at the company / organisation or someone connected to them that is helping you set up this work experience.

Either search for your contact or add them using the '[My contact isn't listed](#)' link

Adding your placement

6

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

Select placements dates:
Month: March 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
31						

Dates selected:

Thu 20/03/2025 09:00 - 17:00

Back Proceed

 **Instructions**

Please provide the start date and end date of your placement.

If you know which days of the week you will be working please select them also.

Finally, if you know the what time you will start your placement each day and what time you will finish please select that also.

Click on the dates you want to attend.
The times can be changed too.

7

 **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 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)

 **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.

Back Proceed

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Add in any medical or support information that is needed to help plan your placement.

Adding your placement

8



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 there are any more details required you will be contacted.



Review and submit

Placement location: In person - working at the employer's premises

Employer: Cats Curtains, 123 dog road, london, southwark, se1 1e5

Work placement contact: Don Dada, neville.mcfarlane@lsec.ac.uk, 111111

Dates & Time:
20/3/2025 9:00 to 20/3/2025 17:00

You are submitting your placement to **Chris Rowe**

Back Proceed



Instructions

Please review the information you have supplied and then click submit.

If you want to change any of the information you have entered simply click the BACK button below until you reach the information that needs changing.

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Check the details of your placement and click Proceed.

Your placement will show it is waiting for approval.

Emma's Eats

Pending

✓ Placement details View >

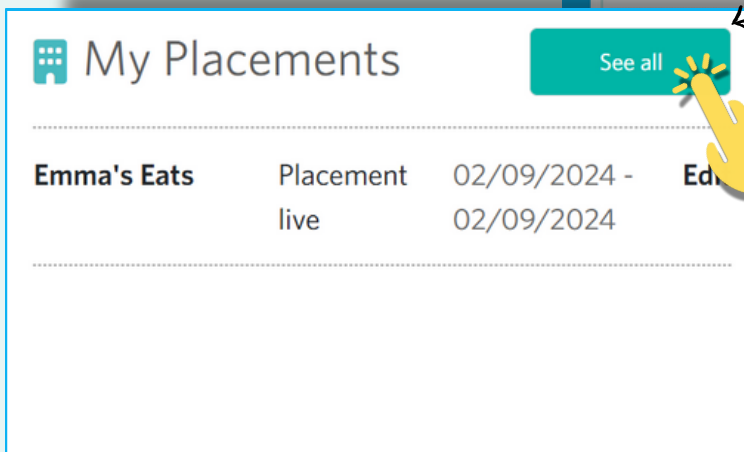
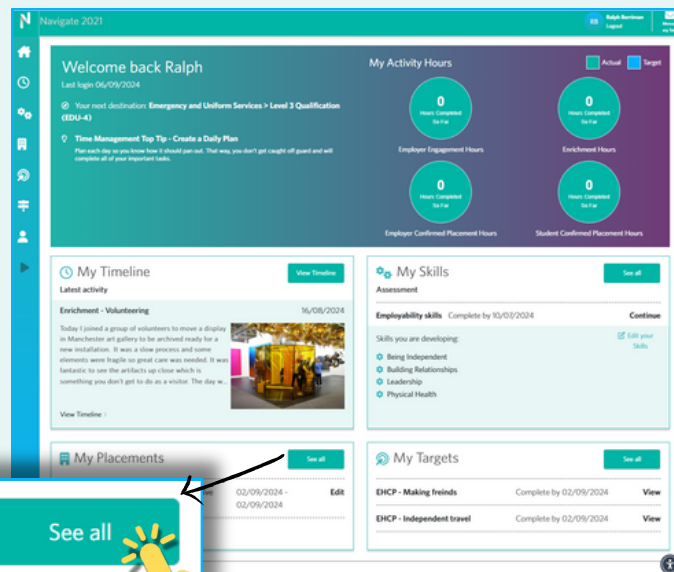
Your placement has been added and is waiting for approval.

When your placement has been approved you can move on to preparing for your placement

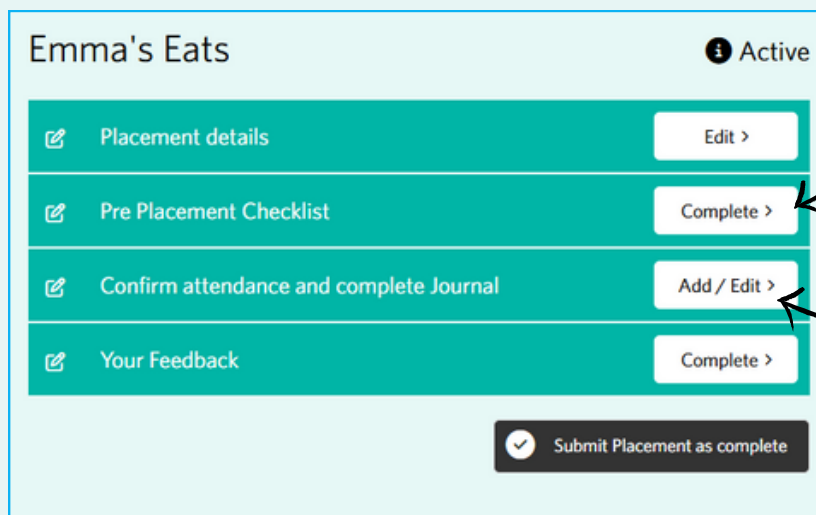
Preparing for your placement

1

Click into
My Placements



2

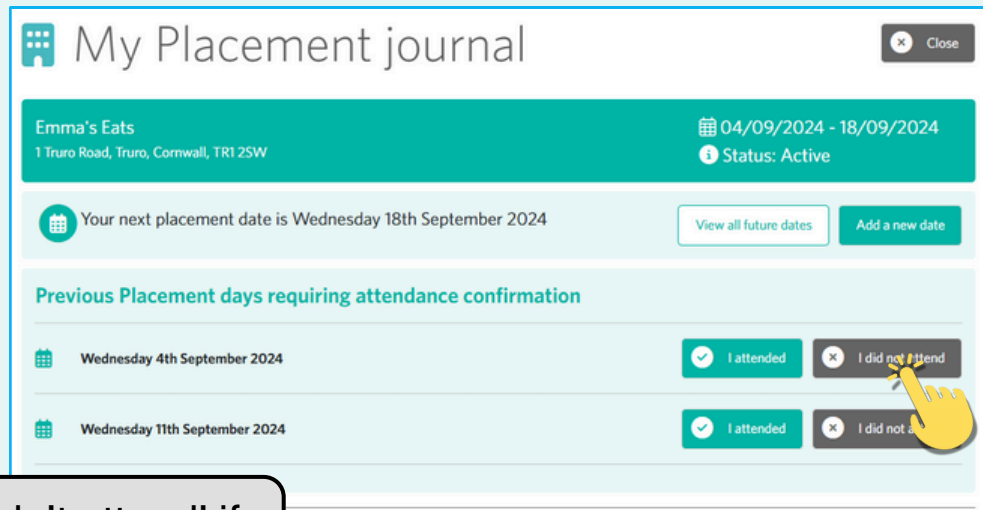


Do this checklist at the
start of your
placement

Confirm attendance
after each placement
day

Confirming your attendance

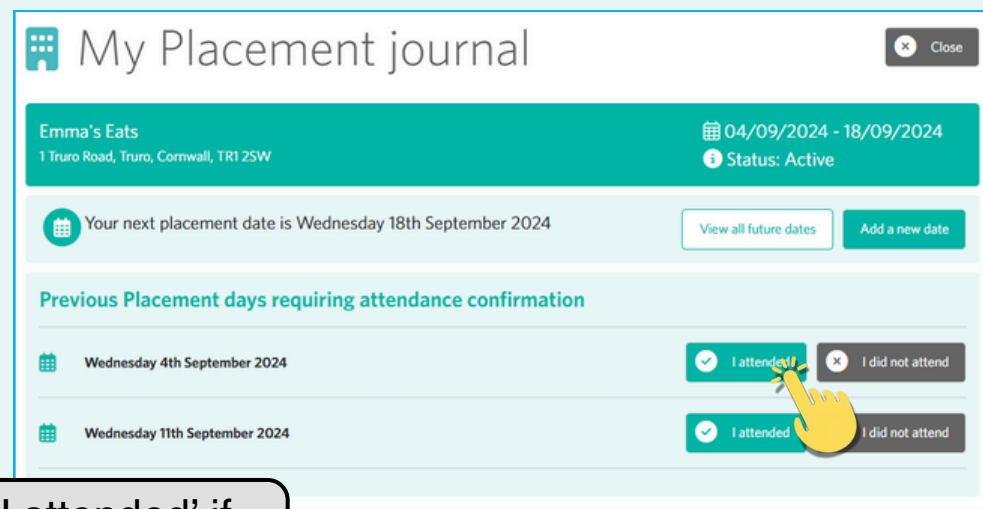
3



The screenshot shows the 'My Placement journal' interface. At the top, there's a header with the placement name 'Emma's Eats', address '1 Truro Road, Truro, Cornwall, TR1 2SW', dates '04/09/2024 - 18/09/2024', and status 'Status: Active'. Below this, a section indicates the next placement date is 'Wednesday 18th September 2024' with buttons for 'View all future dates' and 'Add a new date'. The main section is titled 'Previous Placement days requiring attendance confirmation'. It lists two dates: 'Wednesday 4th September 2024' and 'Wednesday 11th September 2024'. For each date, there are two buttons: 'I attended' (with a checkmark icon) and 'I did not attend' (with an 'x' icon). A yellow hand cursor is pointing at the 'I did not attend' button for the 4th of September.

Click 'I didn't attend' if you couldn't go to placement

4



This screenshot is identical to the one above, showing the 'My Placement journal' interface. However, the yellow hand cursor is now pointing at the 'I attended' button for the date 'Wednesday 4th September 2024'.

Click 'I attended' if you went to placement

Writing your journal

5

Add a New Journal entry

Save

Close

Time Spent

Date of Placement

04/09/2024

How much time did you spend at your placement today?

8 Hours

0 Minutes

8h 0m

Description

Not sure what to write?

Describe your placement day below. You should write what happened during the day and how it helped you to develop your skills.

B

Write what you did here....

Evidence

Add photos, videos or document relevant to this entry

Choose file

Add photos or videos

Add Journal to Targets

Does this journal support any Live Targets you're working towards? If so, you can select them here:

☐ EHCP - Making freinds (Late)

☐ EHCP - Independent travel (Late)

☐ EHCP - Healthy Choices (Late)

☐ Skills Project - Placement (Late)

Don't forget to click save when you have finished!

Need some hints?

Add photos or videos

Does it go towards any targets?