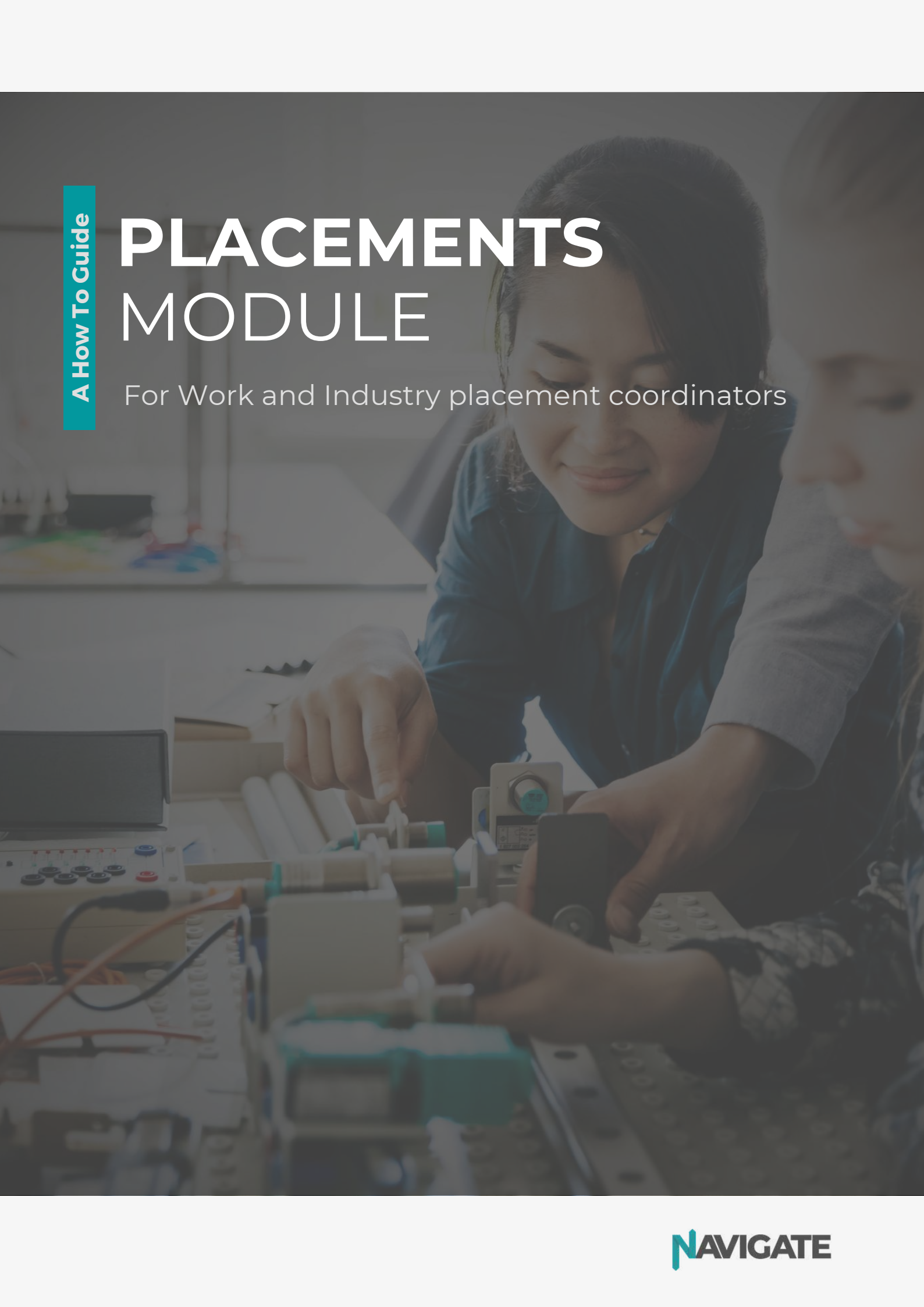


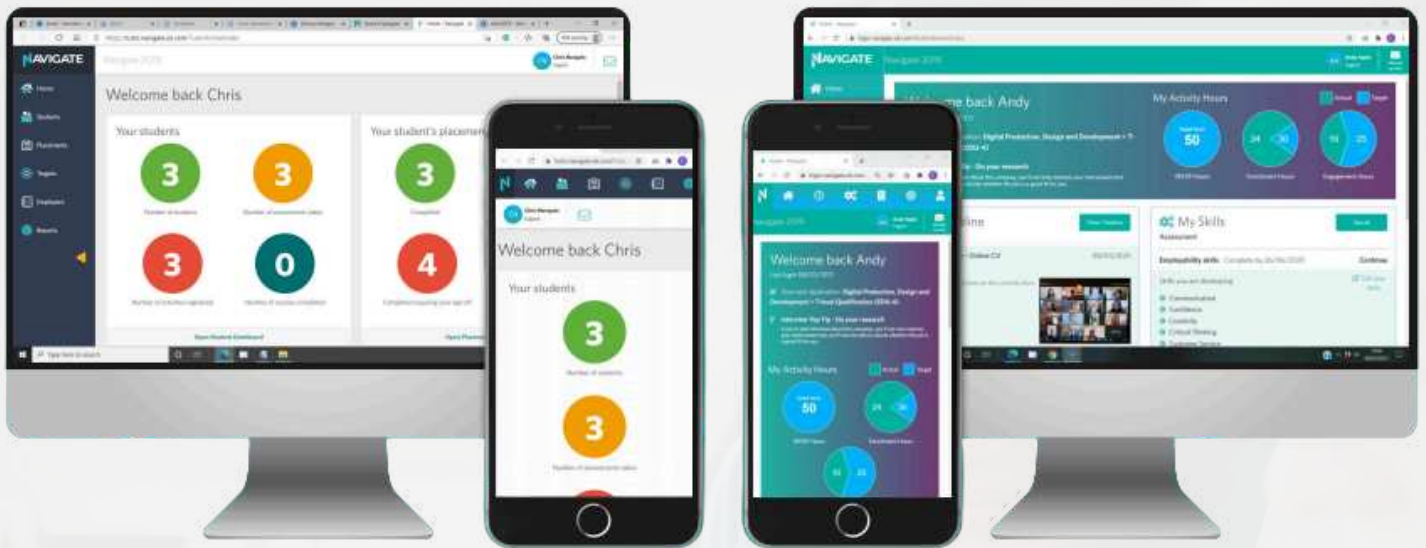


A How To Guide

PLACEMENTS MODULE

For Work and Industry placement coordinators

The Placements Module



Key Benefits for WEXP and IP Coordinators

The Navigate staff site is a powerful task-management tool providing you with an instant view of outstanding tasks, and quick intuitive ways to complete them.

- Navigate automates key elements of the placement process, including all communications between you and employers, saving on average 1.5 hours of admin time per placement.
- Each placement is clearly presented in a one-page view allowing you to easily view important placement details and track the placement progress.
- You can record meetings, interactions, and documents against placements and employers. This ensures all important information is captured in a single space.

Key Benefits for Learners

Navigate provides learners with an engaging mobile-first site where they can easily record and manage their placements.

- Learners can quickly log their placement attendance by completing placement journal entries straight from their phones. They are encouraged to upload photos, videos, documents, and other supporting evidence.
- The psychometric skill assessment makes learners aware of the impact their placement has had on their skills development.
- Learners can easily submit details of self-found placements by completing an intuitive step-by-step online form.

How to create, approve, manage, and complete a placement

1

Logging in

Log in to Navigate. You can do this by clicking on 'Sign in using Microsoft' or 'Sign in using Google'.

2

Accessing the Placements Module

- Click on the homepage after logging in.
- Click on the quick Links button at the top of the page and search for student or employer.
- Alternatively, click on the Placements module on the left sidebar to enter the placements section.

3

Creating a Placement

- Click "Add Placement" at the top of the Placements page.
- Select the type of placement: Choose between a work experience placement or a T-level industry placement.

Filling Out the Placement Form

4

- **Learner Details Tab:**
 - Search for the student's name or number and select it.
 - Fill in the Tutor and Department.
 - Select Yes/No to Parent Approval Required
 - Add any Student Health and Safety Notes (visible to everyone).
 - Add Student Notes (visible to staff and employers but not the student).
- **Employer Details Tab:**
 - Search for the employer in the database.
 - Add a new employer if not found by clicking "Add Employer."
 - Select the compliance status and existing managers.
 - Add a new manager if necessary.
 - Select email recipients for attendance and approval emails (usually both employer and placement coordinator).
- **Placement Details:**
 - Add the Placement Coordinator.
 - Add Planned Hours (total hours the student is expected to work).
 - Choose the Placement Type from the dropdown menu.
 - Select Location Type (in-person, virtual, or combined).
 - Fill in daily break times and travel times if known.
 - Provide a Placement Description, Objectives, Frequency of Communication, and Dress Code.
 - Schedule the placement dates and times:
 - Set start and end times.
 - Use recurring options for regular schedules (e.g., every Wednesday).
- **Click "Save" once all details are filled out.**
- **Tip-** click on Duplicate placements for multiple students going to the same employer to save time.

Approving a Placement

If you're happy for the placement to go ahead, you will need to approve the placement. You can do this from the Pre-Placement Approvals panel on the placement record.

5

- **Select "Approvals Tab."**
- **Click "Internal Approval"** and fill in your name, date, and method of approval.
- Email is sent automatically to the employer to approve the placement.
- **Employer Approves the placement via email** – Approval box will turn green.
 - Employer approval can be completed manually by filling the form on the employers behalf.
- **Check for and process any parent approvals if required:**
 - If "Parent Approval Required" was answered No on the "Learner Details" page this box will already be green. If you answered Yes;
 - Ensure the parent's email is added.
 - The parent will receive an email similar to the employer's for approval. Once returned the parental approval box will turn green.

To approve a placement at a later date, follow these steps:

- Go to the Placements module.
- Click on "Pending Awaiting Internal Approval" to find placements needing approval.
- Select the placement to review and approve.
- **Follow the steps of 'Approving a Placement' above.**

Placement is Live

The placement is now ready to go live. The learner can view the placement details from their Navigate site and complete daily journal entries once the placement has started.

Student Confirmation of Attendance

- Students log into their site and click on the Placements module.
- Students fill out placement details if requested to find their own placements.
- Students complete pre-placement checklists with yes/no questions.

6

Once student begins placement, they must log their daily attendance:

- **Student logs into Navigate**
- **In the placement module student locates placement and clicks "Confirm attendance and complete journal."**
 - Click "I attended" and provide details of their activities.
 - Students can upload photos, videos, and reflections using their mobile phone.
 - Click "I did not attend" and provide reasons using the dropdown menu and providing details.
- **Automated weekly employer attendance approval**
 - Forms will be sent weekly in arears for the employer to confirm student attendance.

Completing a Placement

Both student and employer complete feedback forms at the end of the placement.

- In "Completion Tab" in placement details, coordinator marks the placement as complete.
- Review any final details and ensure all data is logged accurately.

7

If you need to give students access to add any further details after placement marked as complete

- Navigate to the placement and click on "Completion" click "Reset Status" Placement will now be editable. Follow completion process to mark the placement as complete when ready.