



SUBMITTING A PLACEMENT FOR REVIEW

NAVIGATE start building your Digital CV

INFORMATION YOU NEED BEFORE YOU SUBMIT A PLACEMENT

Information you need before you submit a placement for review

Placement information

- What is the type of placement? In person/virtual/combined (working at the employers premises and working virtually)
- Dress code - What do you need to wear?
- Placement activity - What activities will you be doing at placement each day?

Placement details

- Business name
- Business address and postcode
- Contact (person overseeing your placement)
- Contact first name and Surname
- Job Title
- Email address
- Phone Number

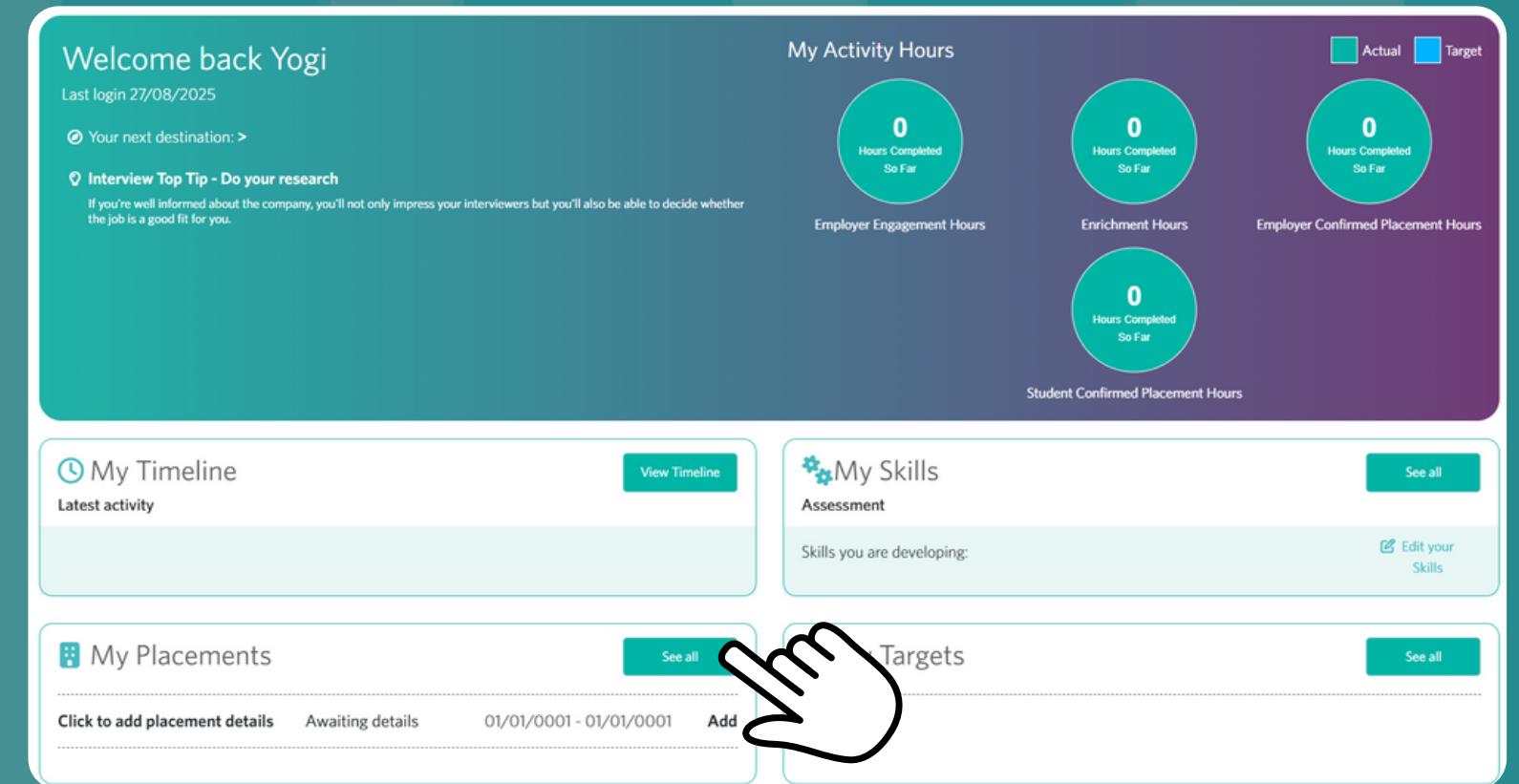
Placement dates and times

- Placement start date
- All further placement dates
- Start and finish time for each day

SUBMITTING A PLACEMENT FOR REVIEW

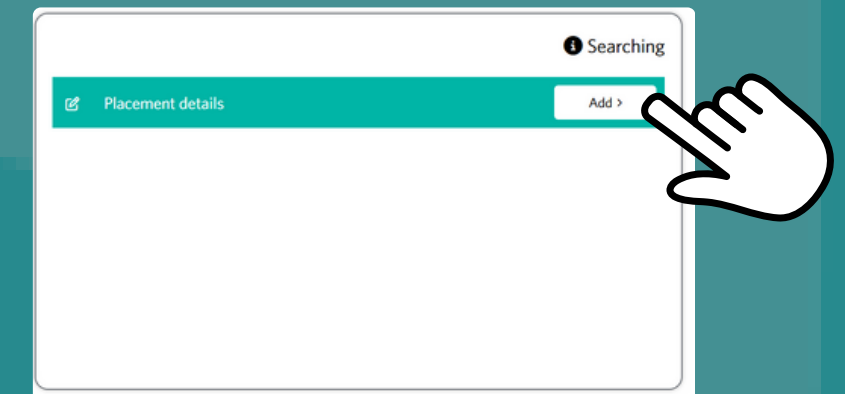
1

- Log in to Navigate using your college username and password
- Click **See All** on the **My Placements** Module



2

- There will be a blank placement record where you can add the details of the placement you wish to attend.
- Click **ADD**



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What type of placement have you been offered?

- Click one of the 3 options
- Do you know what the dress code is?
- Briefly describe your placement activity - What will you be doing at your placement each day?

Who is your employer?

- Employer search - enter the correct name of the business to see if your college already has their details

If the employer is not there, click 'Can't find employer' at the bottom of the page. A new page will allow you to add the details of the employer for the placement team to approve.

- Employer contact - either choose from contacts already linked to the employer or add your own.

Placement dates & times

- Click on the calendar to select your expected start date and ensure the start and end times are correct.
- Now click on all the other dates you will doing at your placement (it will know the start and end times from the first date you added)

Sharing your information

- Please use this box to inform your employer of any health conditions or support needs they should be aware of to ensure your safety and well-being during your placement.

Review the details you have entered and **submit** to your Co-ordinator for approval.

WAIT FOR YOUR PLACEMENT TO BE **APPROVED**

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Your placement co-ordinator will now need to complete some Health & Safety checks to ensure that the placement is suitable for you attend.

If the checks are successful and your placement is approved, you will receive an email to your college email address.

It is important that you check your college email account to be informed of your start date and any other relevant information.

When your placement has been approved:

- Log into Navigate
- Click into your **My Placements** module
- **View** the placement details and check they are correct
- Pre-Placement checklist - **Complete (this will inform your co-ordinator if you are not sure of any elements of your placement and ensure you are ready!)**

CONFIRMING YOUR ATTENDANCE & WRITING YOUR JOURNALS

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At the end of each placement day:

- Log into Navigate
- Click into your My Placements module
- Confirm attendance and complete Journal - **Add/Edit**



Any scheduled dates that require confirming will be listed under **Previous Placement days requiring attendance confirmation.**

- If you attended your placement - Click - **I Attended**
- If you were unable to attend your placement day - Click - **I did not attend**

I attended

- **Date** - auto filled
- **How much time did you spend at your placement** - auto filled (you can edit this if your hours differed this day)
- **Description** - Write what you did at your placement (see the next slide for useful tips on what to write)
- **Skills developed** - add all the skills you developed during the day - you may be surprised at how many!
- **Evidence** - you may have pictures that can demonstrate what you did.
- **Add Journal to Targets** - today's placement day activities may be used as evidence towards a target you have.
- Save

I did not attend - give the reason as to why you did not attend.

ADDING A NEW DATE & EDITING PLACEMENT DAYS

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Add a new date

If you would like to add an extra day at your placement that has not been scheduled

Click - **Add a new date**

- **Add the date**
- **Add the start time**
- **Add the end time**
- **SAVE**

You can now find this new date under **Previous Placement days requiring attendance confirmation.**

Edit a previous placement day

At the bottom of your My Placement Journal Page:

- Previous placement days are listed. You can click into them and edit them if you need to.
- There are also found on **My Timeline**



ACTIVITY DESCRIPTIONS & JOURNAL ENTRIES

Questions to ask yourself when reflecting:

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?

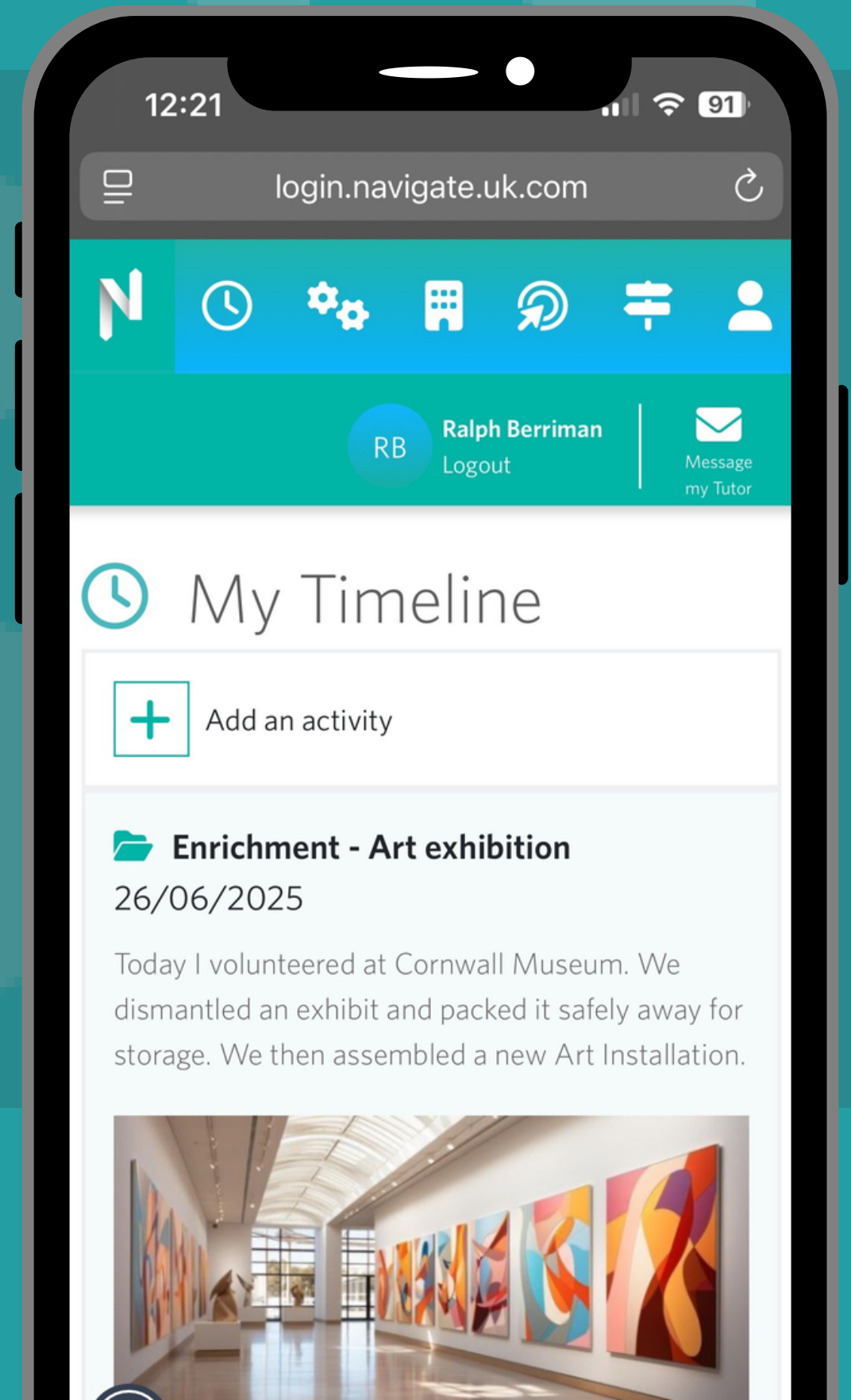
How can this experience/activity help you in the future?

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?

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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.

