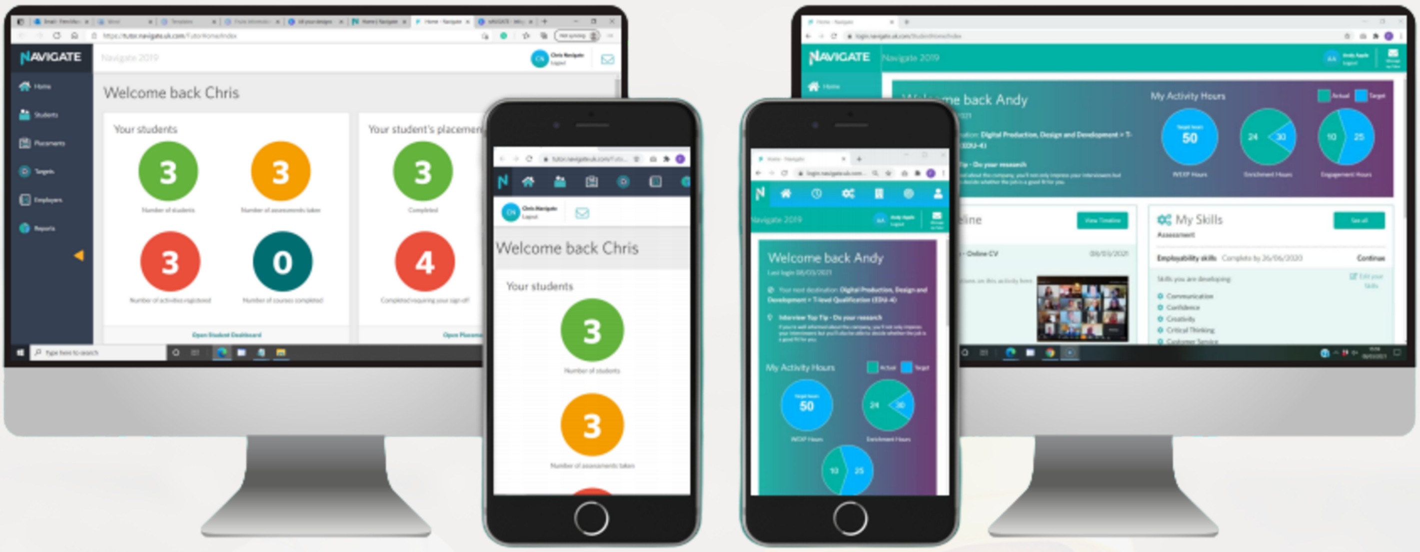
A How To Guide

T-LEVELS MODULE

For Work and Industry placement coordinators

NAVIGATE

T-Level Placements



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 T-Level 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

Enrolling Your Students onto their T Level Course

- Click onto the '**Number Of Students**' bubble on your homepage.
- Click on the '**My Students**' filter and select '**All Students**'.
- Use remaining filters to identify the students you'd like to enrol onto a T Level course.
- Once students are identified, use the top left tick box to select all of your students, then click **Actions** on the right-hand side and **Enrol on T Level Course.**
- Add in the details when prompted, including the course, start and end dates, and the names of the tutor and placement co-ordinator.

3

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 module.

4

Creating a Placement

- Click "Add Placement" at the top of the Placements page.
- Select T-level industry placement.

5

Filling Out the Placement Form

- **Fill Out Learner Details:**
    - **Find student:** Search for the student's name or number and select it.
    - **Tutor Group and Department:** These fields will auto-populate.
    - **Student Notes and Health & Safety Medical Notes:** Fill in any relevant information.
    - **Parent Approval:** Select "Yes" or "No" based on whether parent approval is required.

- **Fill Out Employer Details Tab:**
    - **Search for Employer:** Use the database to find an existing employer or click "Add Employer" to create a new one.
    - **Select Manager:** Choose a manager from the list or add a new one.
    - **Email Preferences:** Decide whether emails should go to the employer, yourself, or both (We advice both).

- **Fill Out Placement Details:**
    - **Placement Coordinator:** Add the name of the placement coordinator.
    - **Number of Planned Hours**: Add the total hours planned for the placement.
    - **Placement Type:** Select "Industry Placement" from the dropdown.
    - **Location Type:** Choose whether the placement is in-person, virtual, or combined.
    - **Daily Break and Travel Times:** Enter any relevant information.
    - **Paid Status:** Indicate if the placement is paid and add notes if necessary.
    - **Role Title:** Specify the role the learner will be undertaking.
    - **Placement Description and Objectives:** Fill in the free text boxes with relevant details.
    - **Dates and Times:** Schedule the dates and times for the placement.

- **Set Placement Targets**
    - **Add Placement Targets**: Click "Add Placement Target" and enter three employability and three technical goals.
    - **Fill Out Target Form**: Provide a name, completion date, and description for each target.

- **Click "Save" once all details are filled out.**

Tip - Click on Duplicate placements for multiple students going to the same employer to save time.

NAVIGATE

6

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 Placement Administration Dashboard.

- Select the **Placement Agreement Milestone.**
- Next to **College Review and Approval,** click **View Data** to view the automatically populated Placement Agreement form.
- Once you're happy to do so, click **Approve** at the bottom of the page.
- Once you've internally approved the placement, go back to the milestone and click on **Send Form** next to the Employer, Student and Parent (if applicable) tasks. These parties will receive an email with the same placement agreement form, and allow them to approve the placement with one click.

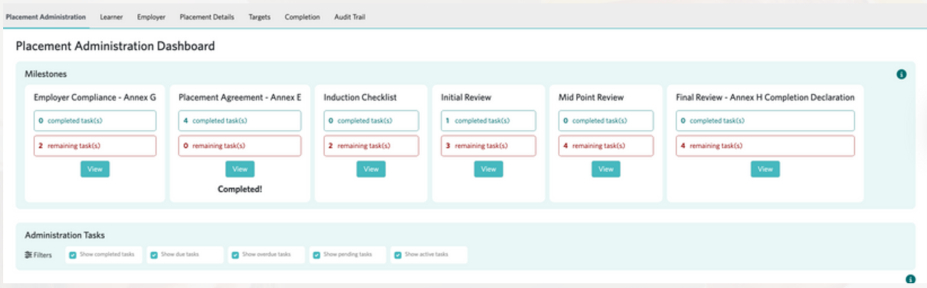
Administration Dashboard

6 Milestones: Displays completed/remaining tasks for each milestone

- **Employer Compliance -** To be completed before placement begins
- **Placement Agreement -** To be completed before placement begins
- **Induction Checklist -** To be completed at the beginning of placement
- **Initial Review -** To be completed at 20% of placement
- **Mid Point Review -** To be completed at 50% of placement
- **Final Review -** To be completed at 70% of placement

View Placement Agreement Tasks: In the placement administration dashboard, locate the placement agreement tasks. These tasks can be assigned to different staff members to complete.

Assign Tasks: You can assign the relevant staff member to any task: Click on the envelope icon on the left. In the 'Task Owner' box add the new task owner's name. Navigate will notify the new task owner.



7

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.

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.

8

Completing a Placement

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

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

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.