



# USING NAVIGATE TO RECORD YOUR PLACEMENTS

A guide for students

# Placements on Navigate

Navigate is the place where you will record all of your work placements and the activities that develop your employability skills.

You can find details about your placement, complete daily journal entries, and give feedback about your employer from the placements module in Navigate.



Follow the steps below to get started:

1

## Your Placement

You will find details of your placement in Navigate including the placement address, details of your manager, dates, and start/finish times for each day in your 'My Placements' module.

**Found your own placement? [Watch this video](#)** to find out how to submit details of your self-found placement to your work experience coordinator.

2

## Pre-Placement Checklist

Complete your pre-placement checklist in the placements module. This checklist will ensure that you are fully prepared for your placement

3

## Record your Placement Attendance

You must complete a placement journal entry for each day of your placement. By doing this, you will be confirming your attendance and have the opportunity to reflect on your day. **[Watch this video](#)** to find out how.

**Need to add a new placement day? [Watch this video](#)** to find out how.

4

## Feedback Form

You will now complete your placement feedback form. The feedback form will give you the opportunity to share your thoughts about your placement and the support that you've received from your employer and the college.

5

## Submit your Placement as Complete!

Well done - you've completed your placement!

It's time to submit the placement for sign-off. Your work experience coordinator will review the placement and confirm that you've completed all the required tasks.