

Welcome and thank you!

Thank you for offering to support our students with their work placements this year.

Work placements are a vital part of our students' learning programmes and we really value your support to help our students develop their employability skills and better prepare them for the world of work. Your support to the college and our students is greatly appreciated.



Introducing the Grofar Work Placement Platform

Our college uses an innovative software platform called Grofar to help manage our student work placements. During certain stages of the placement, you will be sent emails from the Grofar platform and be asked to completed simple online forms - to accept placements, verify hours, and provide feedback. The next page provides more details of the actions for you to complete.

How students record their placements

Whilst on placement with you, students will be required to complete their digital work placement logbook to record their attendance hours and log their experiences in the workplace. Students have access to their logbook via a student app which they can access online or through their mobile phone.

Grofar St Nicholas House, 31-34 High Street, Bristol, BS1 2AW. Company number: 09505988









What's required by your business

As the placement progresses you will be required to complete actions at the following stages:

1) Placement Acceptance – When a placement is created, you will be asked whether you will accept the placement.

Action: You will receive an email asking you to Accept or Decline the placement for a student – simply follow the green Accept or Decline button in the email to open an online form where you can accept the placement and add any additional notes.

2) Placement Health & Safety – Following placement acceptance, you will be sent a Health and Safety form to complete and submit online.

Action: After you have accepted the placement, the college will request that you complete a Health & Safety agreement with the college. You will receive a Health & Safety email with a link to an online form where you can read the agreement and accept the terms.

3) Placement Hours Verification – students log attendance whilst on placement which need to be verified by you.

Action: Once the placement has started, every week while the placement is running you will receive an attendance verification email with a link to an online form asking you to verify the number of hours the student has logged that week. Simply accept the hours logged or flag incorrect entries then submit the form.

4) Placement Feedback - provide placement feedback at the end of the placement.

Action: At the end of the placement, you will receive an email with a link to an online form asking for your feedback on the placement - this feedback will go directly to the placement Coordinator. This feedback will not be automatically shared with the student.

If you have any questions about the work placement process, then please contact the college coordinator for the work placement in the first instance who will be happy to answer any queries.







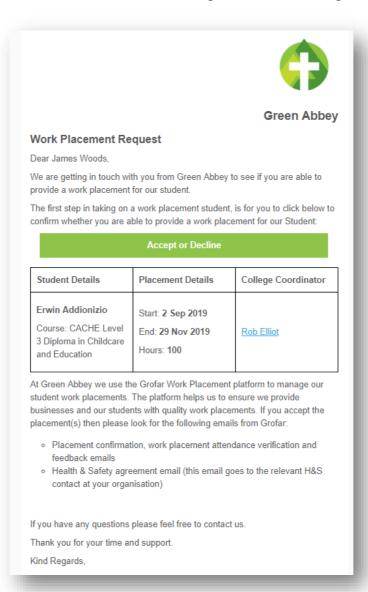
Emails & Online Form Examples

To ensure the smooth running of a work placements, it is important for you to respond to system emails and submit the relevant online forms back to the college. Please note, as a business you do not need to create an account to use Grofar, all forms and communication between the college and your business is managed through emails and secure online forms sent by Grofar. Please note, all emails will come from info@grofar.com

Below you can see a list of example communications that will be sent during a work placement.

1) Placement Acceptance:

You will receive an email asking you to Accept or Decline a placement for a student. Click on the green button to go to the online form to Accept or Decline the placement request.

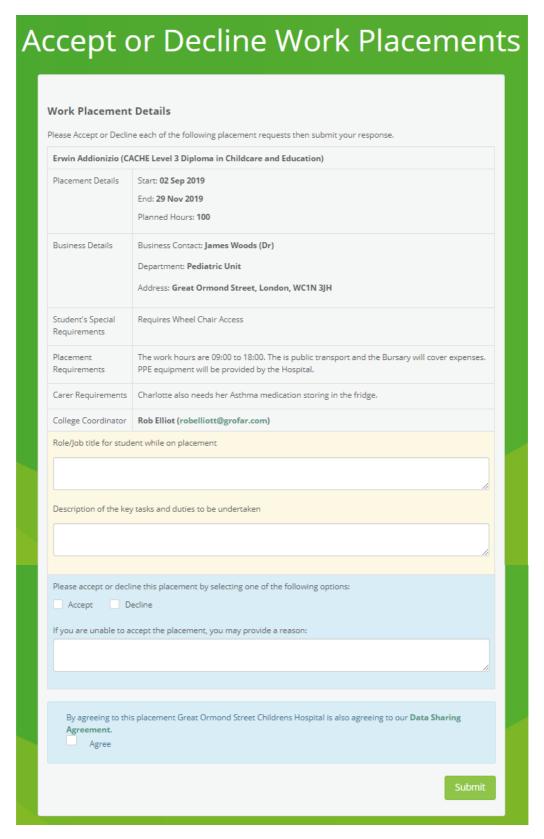








This is an example of the online form you will need to complete to accept or decline a placement.





2) Placement Health & Safety

After you have accepted a placement, the college will then send you a Health & Safety agreement email. This request will come in a separate email with a link to an online form displaying the college's Health & Safety agreement for you to accept.



Green Abbey College

Work Placement Health & Safety

Dear Lisa Bennett.

Thank you for agreeing to provide a work experience placement for one of our students. In preparation for the placement there is certain important information about your business that we require.

Firstly, we appreciate your providing this very valuable opportunity. We are keenly focused on equipping our students to leave college ready to enter and progress in the workplace, so the opportunity of gaining experience of real working life will be highly relevant and beneficial. In addition, work experience is a mandatory part of students' study programme, so placements like these help with students' qualifications as well as their career success.

As students participating in work experience are effectively employees for the duration of their placement, it is particularly important that you check that you have suitable arrangements in place to secure the health, safety and welfare of these 'young persons' in your workplace.

Please can you fill in our online questionnaire and submit it to us as soon as possible. Clicking the link below will open the questionnaire in your browser:

Health and Safety Questionnaire

If you would like any further information please do not hesitate to contact **Green Abbey** at **robelliott@grofar.com**.

Kind Regards.

Green Abbey College



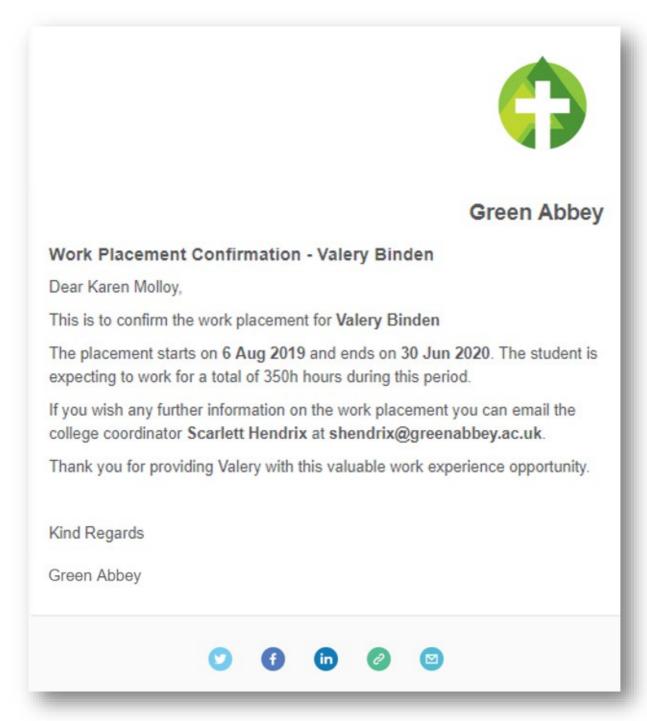






3) Placement Confirmation

Once the Health & Safety checks are complete, you'll receive a confirmation email with all the placement details. This email is for your information and no action is required.









4) Placement Hours Validation

Once the placement has started, each week you will receive a verification email with a link to an online form asking you to confirm the number of hours the student has logged that week.



Green Abbey

Work Placement Attendance

Dear John Smith

Click here to verify student working hours

Thank you for your continuing involvement in our student work placements. Please can you verify the recorded student attendance details below:

Hours submitted for Tamarra Barbrook:

9 May 2019: 5h attended.

To discuss the hours submitted for Tamarra Barbrook, please contact college coordinator Joanne Edmiston at joanneedmiston@grofar.com

If you have any questions please feel free to contact us.

Thank you for your time and support.

Kind Regards,

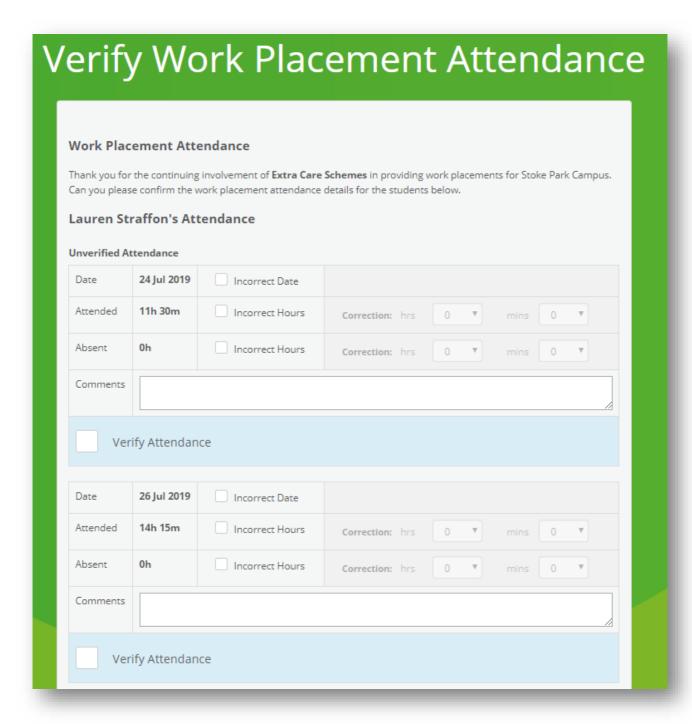








This is an example of the verification form you will need to complete to verify hours or flag incorrect hours that students have logged.





5) Placement Feedback

At the end of the placement you will be asked to provide feedback to the college about how the student has go on. You will receive an email with a link to an online form to complete. This feedback will go directly to the placement Coordinator, feedback will not automatically be shared with the student. It important that you complete the feedback form so that the student can get the most out of the placement.

Work Placement Feedback - Sampson Eccleston

Dear maria soady,

Thank you for providing the recent work placement for Sampson Eccleston. Providing feedback on the work placement is a very valuable part of the students experience and Sampson would really appreciate your input.

Please could you follow the link below to complete the online feedback form.

Submit Placement Feedback

If you wish to discuss the placement for Sampson Eccleston further you can email the college coordinator **Scarlett Hendrix** at **shendrix@greenabbey.ac.uk**

King Regards

The Work Placement Team

To find out more about Placements see our guide here Placement Guide











The feedback form asks you to assess the student against their targets and how they performed whilst on placement.



