

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 complete 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.

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.



Green Abbey

Work Placement Request

Dear James Woods,

We are getting in touch with you from Green Abbey to see if you are able to provide a work placement for our student.

The first step in taking on a work placement student, is for you to click below to confirm whether you are able to provide a work placement for our Student:

[Accept or Decline](#)

Student Details	Placement Details	College Coordinator
Erwin Addionizio Course: CACHE Level 3 Diploma in Childcare and Education	Start: 2 Sep 2019 End: 29 Nov 2019 Hours: 100	Rob Elliot

At Green Abbey we use the Grofar Work Placement platform to manage our student work placements. The platform helps us to ensure we provide businesses and our students with quality work placements. If you accept the placement(s) then please look for the following emails from Grofar:

- Placement confirmation, work placement attendance verification and feedback emails
- Health & Safety agreement email (this email goes to the relevant H&S contact at your organisation)

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 online form you will need to complete to accept or decline a placement.

Accept or Decline Work Placements

Work Placement Details

Please Accept or Decline each of the following placement requests then submit your response.

Erwin Addionizio (CACHE Level 3 Diploma in Childcare and Education)	
Placement Details	Start: 02 Sep 2019 End: 29 Nov 2019 Planned Hours: 100
Business Details	Business Contact: James Woods (Dr) Department: Pediatric Unit Address: Great Ormond Street, London, WC1N 3JH
Student's Special Requirements	Requires Wheel Chair Access
Placement Requirements	The work hours are 09:00 to 18:00. There is public transport and the Bursary will cover expenses. PPE equipment will be provided by the Hospital.
Carer Requirements	Charlotte also needs her Asthma medication stored in the fridge.
College Coordinator	Rob Elliot (robelliott@grofar.com)

Role/Job title for student while on placement

Description of the key tasks and duties to be undertaken

Please accept or decline this placement by selecting one of the following options:

☐ Accept ☐ Decline

If you are unable to accept the placement, you may provide a reason:

By agreeing to this placement Great Ormond Street Childrens Hospital is also agreeing to our **Data Sharing Agreement**.

☐ Agree

Submit

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.



Green Abbey

Work Placement Confirmation - Valery Binden

Dear Karen Molloy,

This is to confirm the work placement for **Valery Binden**

The placement starts on **6 Aug 2019** and ends on **30 Jun 2020**. The student is expecting to work for a total of 350h hours during this period.

If you wish any further information on the work placement you can email the college coordinator **Scarlett Hendrix** at shendrix@greenabbey.ac.uk.

Thank you for providing Valery with this valuable work experience opportunity.

Kind Regards

Green Abbey



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.

Verify Work Placement Attendance

Work Placement Attendance

Thank you for the continuing involvement of **Extra Care Schemes** in providing work placements for Stoke Park Campus. Can you please confirm the work placement attendance details for the students below.

Lauren Straffon's Attendance

Unverified Attendance

Date	24 Jul 2019	☐ Incorrect Date		
Attended	11h 30m	☐ Incorrect Hours	Correction: hrs	mins
			0	0
Absent	0h	☐ Incorrect Hours	Correction: hrs	mins
			0	0
Comments				
☐ Verify Attendance				

Date	26 Jul 2019	☐ Incorrect Date		
Attended	14h 15m	☐ Incorrect Hours	Correction: hrs	mins
			0	0
Absent	0h	☐ Incorrect Hours	Correction: hrs	mins
			0	0
Comments				
☐ Verify Attendance				

5) Placement Feedback

At the end of the placement you will be asked to provide feedback to the college about how the student has gone 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 is 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 student's 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

Kind 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.

Work Placement Feedback

Employer Work Placement Feedback

Student	Sampson Eccleston
College	Green Abbey
Employer	marias magical vets
Placement Start	01 Sep 2019
Placement End	18 Sep 2019

The following targets have been set for this placement. Please provide feedback on how Sampson Eccleston has performed against these targets.

Student Target	Excellent	Good	Satisfactory	Requires Development	N/A
Professional - Digital	☐	☐	☐	☐	☐
Confident - Independent I will be proactive, explore possible solutions and not wait for people and answers to come to me	☐	☐	☐	☐	☐

Please provide feedback on how Sampson Eccleston has performed on placement against the following criteria.

Student Assessment	Excellent	Good	Satisfactory	Requires Development	N/A
Punctuality	☐	☐	☐	☐	☐
Attendance	☐	☐	☐	☐	☐
Using their own initiative	☐	☐	☐	☐	☐
Willingness to learn	☐	☐	☐	☐	☐
Willingness to participate	☐	☐	☐	☐	☐
Confidence	☐	☐	☐	☐	☐
Interaction with the service users	☐	☐	☐	☐	☐
Communication with staff	☐	☐	☐	☐	☐
Confidentiality	☐	☐	☐	☐	☐
Appearance	☐	☐	☐	☐	☐
Team Work	☐	☐	☐	☐	☐
Following policies (H&S, Safeguarding, Behaviour)	☐	☐	☐	☐	☐
Professional Attitude	☐	☐	☐	☐	☐

Summary of performance
To be completed by employer/supervisor/mentor at the workplace if you have any additional comments to make

Submit