

Work Placement Logbook

An introduction to your digital work placement logbook



Topics covered in this guide



1. Introduction to Grofar
2. Communications you will receive
3. Log into your work placement logbook
4. Add Grofar to your mobile home screen
5. Using your work placement logbook

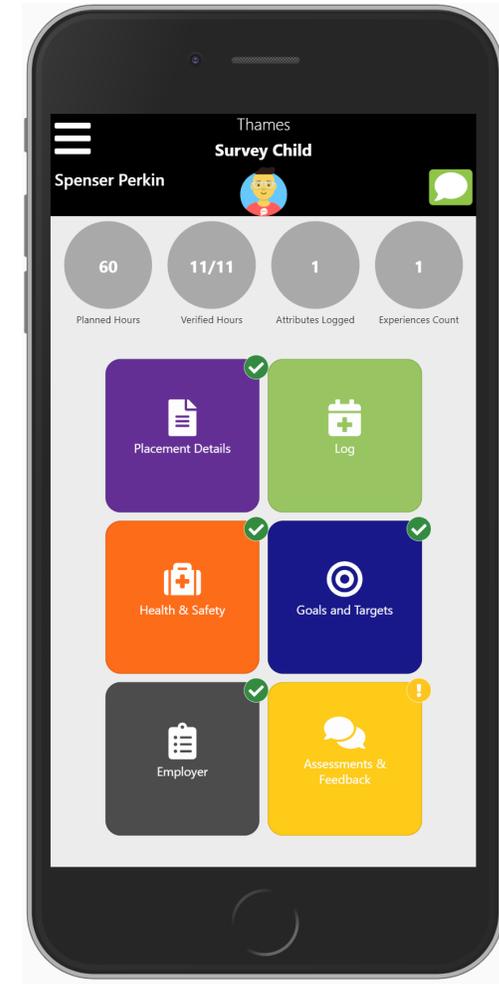
1. Creating a placement
2. Setting goals and targets
3. Adding Health & Safety details
4. Logging hours
5. Logging experience
6. Completing assessments and feedback

6. Support

1. Introduction to Grofar



- You have access to Grofar and are provided with an online logbook for recording your work placement journey. You can access your logbook from any computer or mobile phone.
- You gain access to your logbook using your college login details.
- Use your logbook to record your work experience and skills development whilst on placement, which is yours to keep.
- Your work placement logbook is an essential record which will be an important part of your student profile. It also allows you to show future employers evidence of your experience when applying for jobs after college.



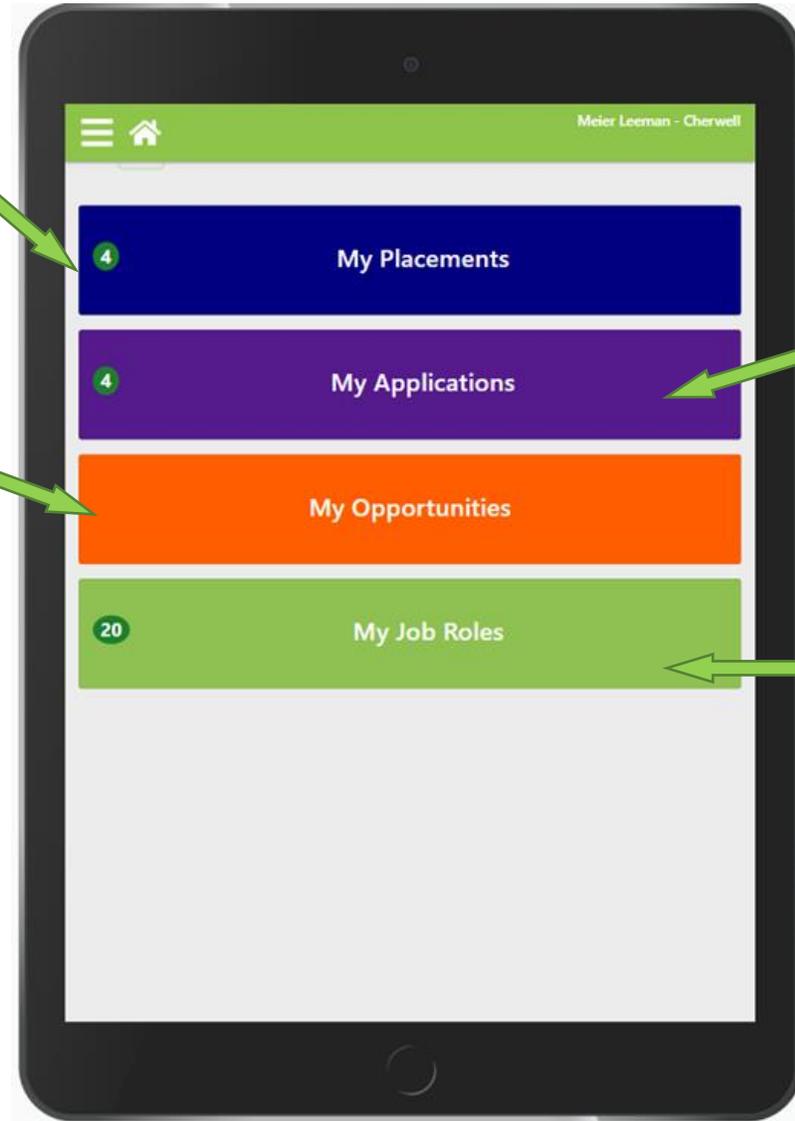
Your Student Portal

My Placements

Access all your placement details here

My Opportunities

Search through and shortlist Placement opportunities that the college has listed on Grofar



My Applications

Review the placement opportunities you have registered an interest in

My Job Roles

Select job roles you are interested in across a range of different sectors.

Your Student Portal

Placement Details

You can use this section to submit your work experience placement details.

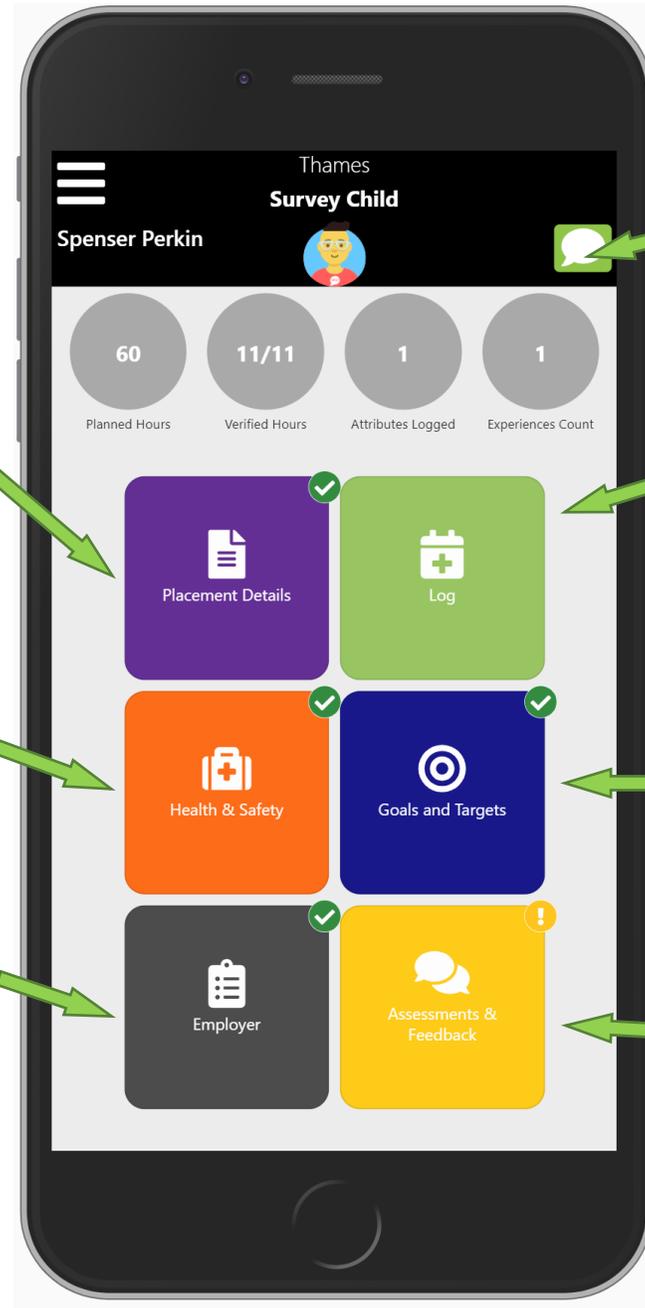
When you are on placement, you can view your placement details here.

Health & Safety

Before your placement or on the first day of your placement, complete the health & safety form so you know how to stay safe whilst on placement.

Employer

Here you can find out more information about your employer, their location on a map and contact details.



Message

At any time on placement, you can use the message button to contact a member of the college work placement team.

Log Hours

Each day you turn up to your placement you need to record the hours that you attended here.

Goals and Targets

Use this section to set your goals and targets before the placement. Whilst on placement, use this section to record evidence of your experience.

Assessments and Feedback

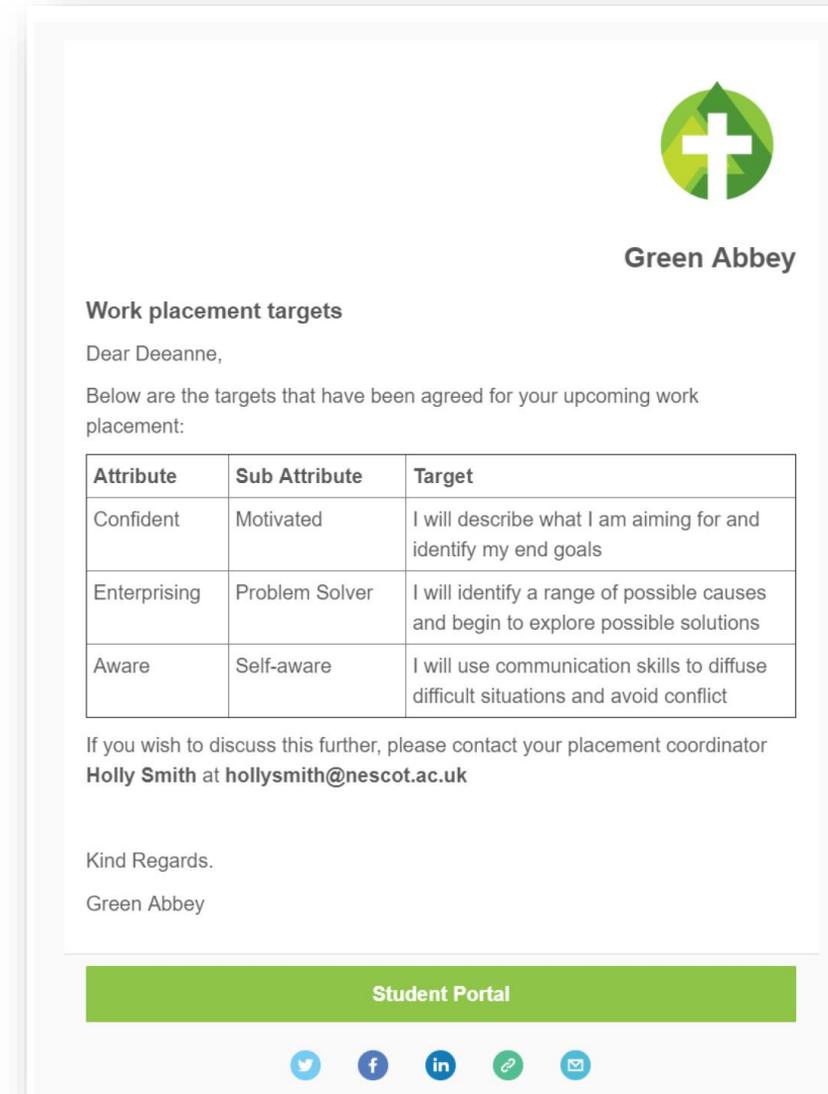
At the end of your placement you need to record feedback to complete your journal.

2. Communications you will Receive

At each stage of the Placement you will receive emails that will inform you about

- A Placement being Setup
- When your Placement has been confirmed
- What your Targets and Objectives will be when you are on Placement
- When you need to complete assessments and feedback.

When you click the 'Student Portal' button it will load your Grofar Application.



The screenshot shows an email from Green Abbey. At the top right is the Green Abbey logo, a green circle with a white cross and a leaf-like shape. Below the logo is the text "Green Abbey". The main body of the email is titled "Work placement targets" and addresses "Dear Deeanne". It states that the following targets have been agreed for her upcoming work placement:

| Attribute | Sub Attribute | Target |
|--------------|----------------|--|
| Confident | Motivated | I will describe what I am aiming for and identify my end goals |
| Enterprising | Problem Solver | I will identify a range of possible causes and begin to explore possible solutions |
| Aware | Self-aware | I will use communication skills to diffuse difficult situations and avoid conflict |

Below the table, it says: "If you wish to discuss this further, please contact your placement coordinator **Holly Smith** at hollysmith@nescot.ac.uk".

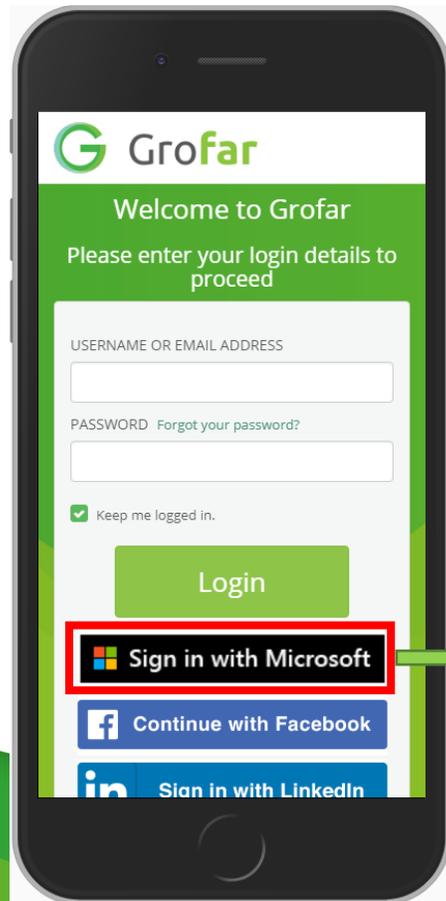
The email ends with "Kind Regards. Green Abbey".

At the bottom of the email, there is a green button labeled "Student Portal". Below the button are five social media icons: Twitter, Facebook, LinkedIn, Email, and a generic share icon.

3. Login to your Student Portal - Microsoft

<https://auth.grofar.com>

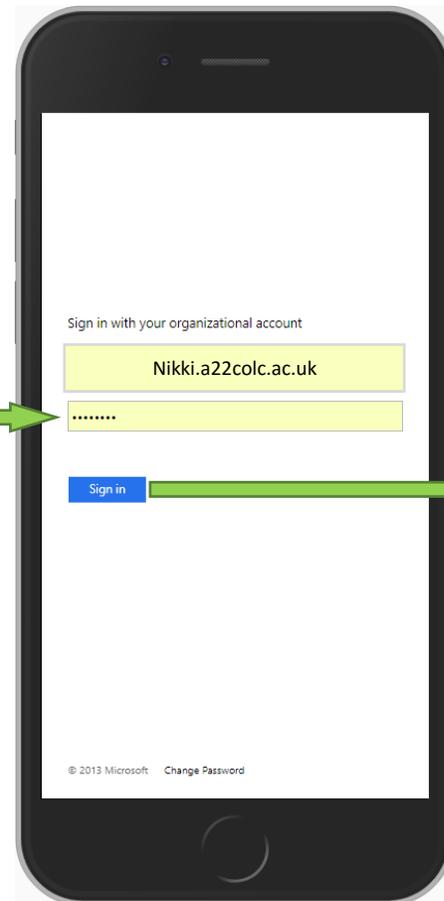
- 1) Go to <https://auth.grofar.com/>.
- 2) Select "Sign in with Microsoft".



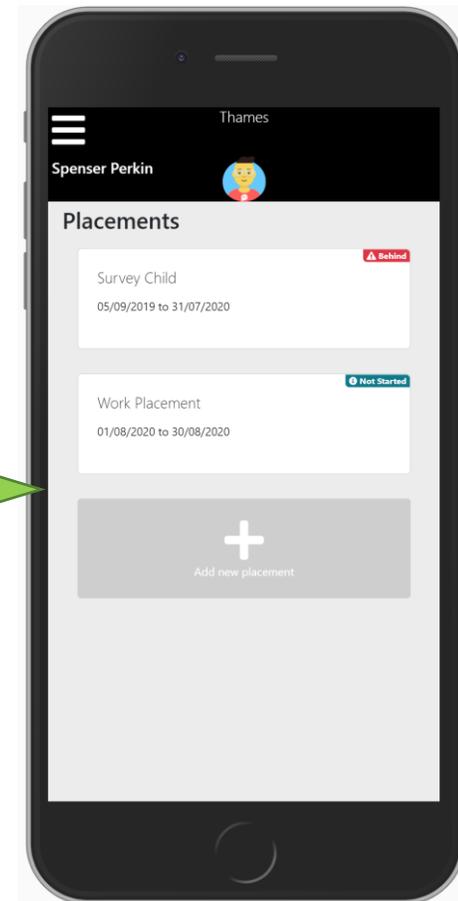
- 3) Enter your college email address and click "Next".



- 4) Enter your college password and select "Sign in".



- 5) You will be directed to your placement dashboard. Select the placement you want to enter.



4. Add Grofar to your mobile home screen



Grofar works on any device – smartphone, computer, tablet.

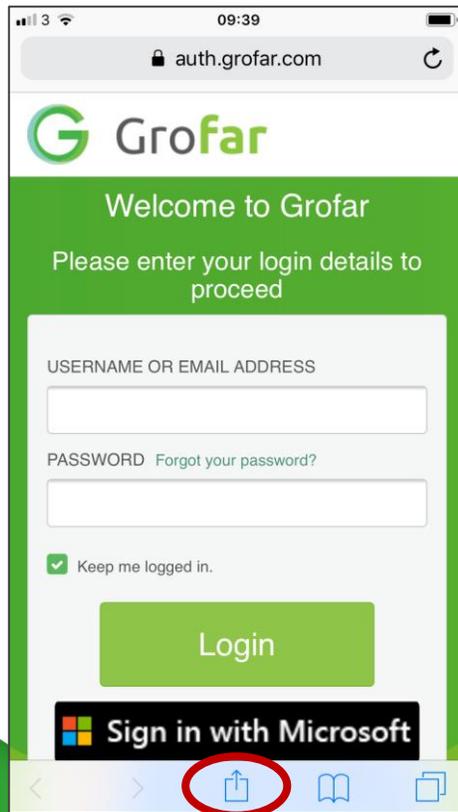
To easily access Grofar on your iPhone or iPad, add the Grofar homepage to your Home Screen.

Follow the instructions on the next pages to add Grofar to your Home Screen on your iPhone or Android mobile.

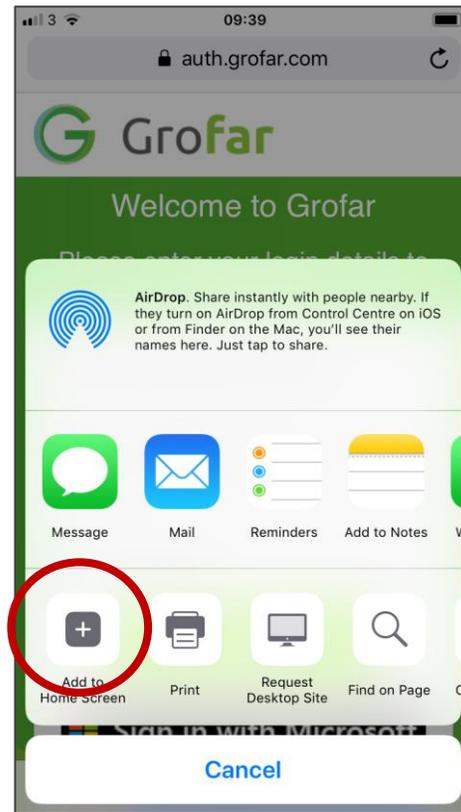
4. Home Screen - iPhone & iPad instructions



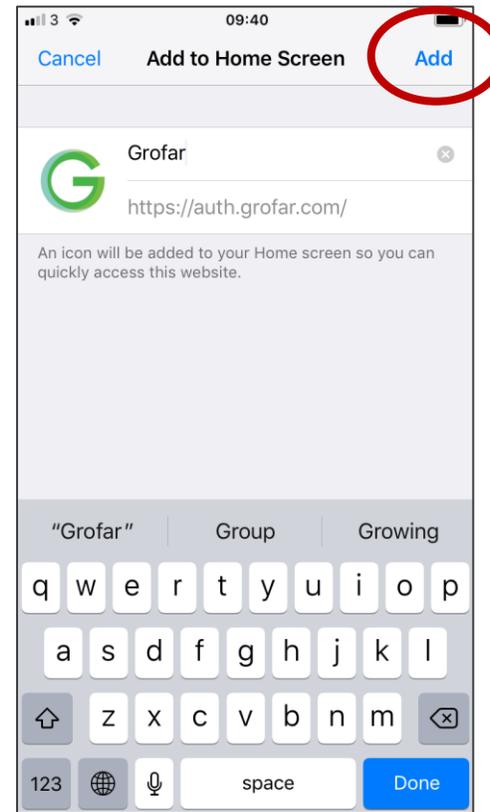
In Safari, go to <https://auth.grofar.com/>



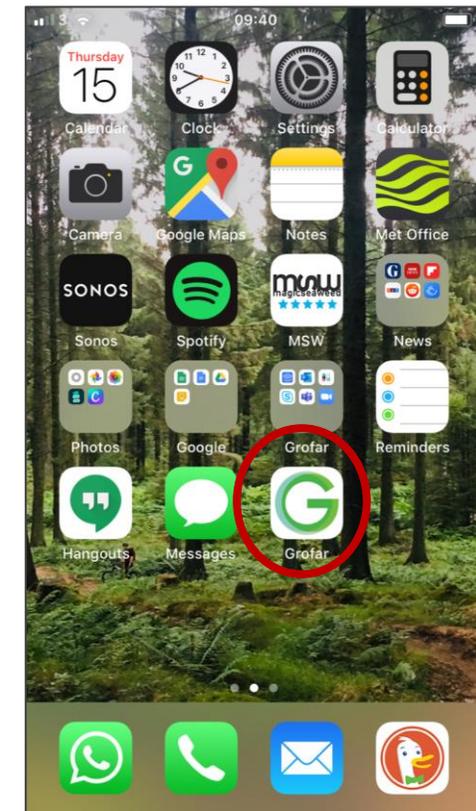
Click on the action box and select + Add to Home Screen



Name the link 'Grofar' and click Add



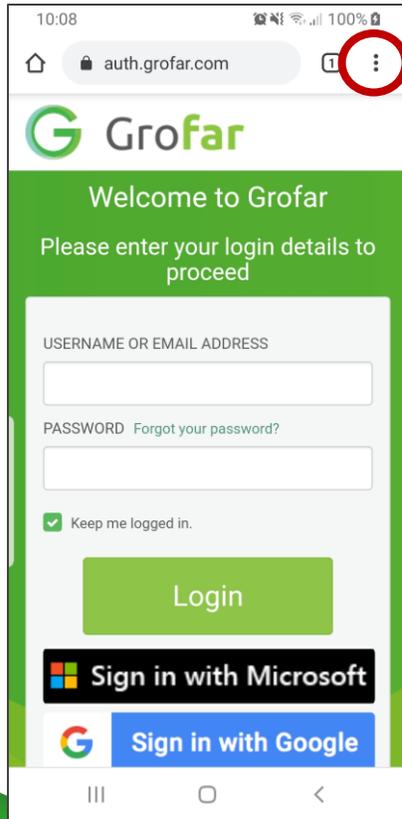
You will then see a link to Grofar on your home screen



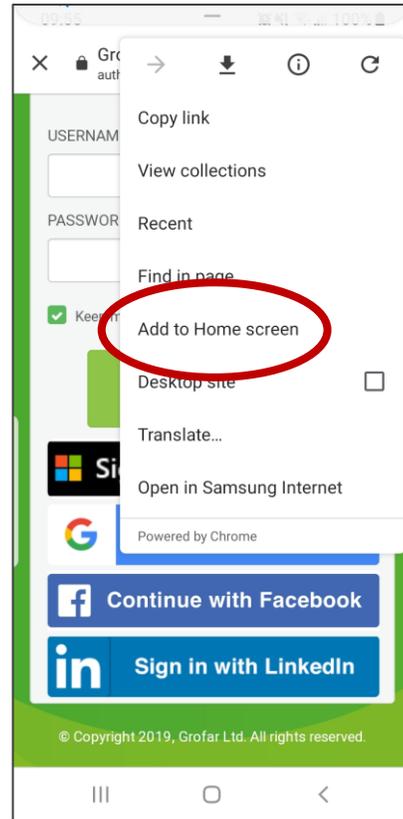
4. Home Screen - Android instructions



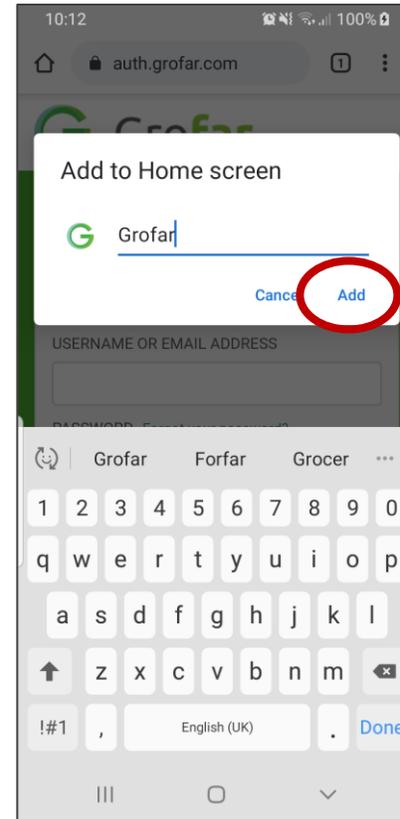
In Chrome, go to <https://auth.grofar.com/>



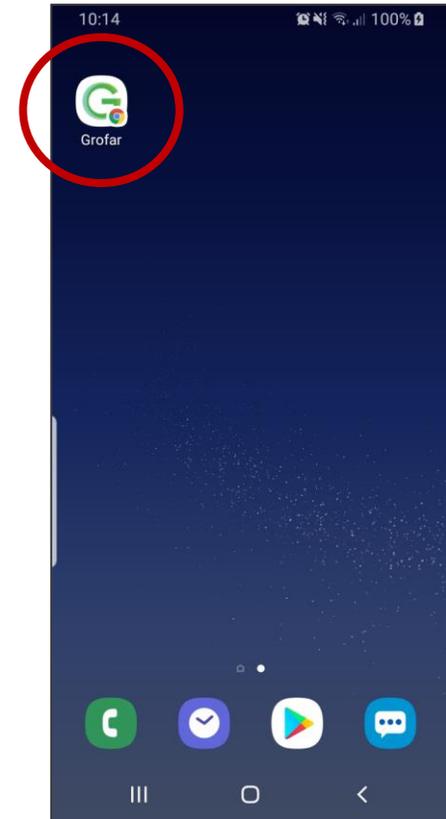
Click on settings and select **Add to Home Screen**



Name the link 'Grofar' and click **Add**

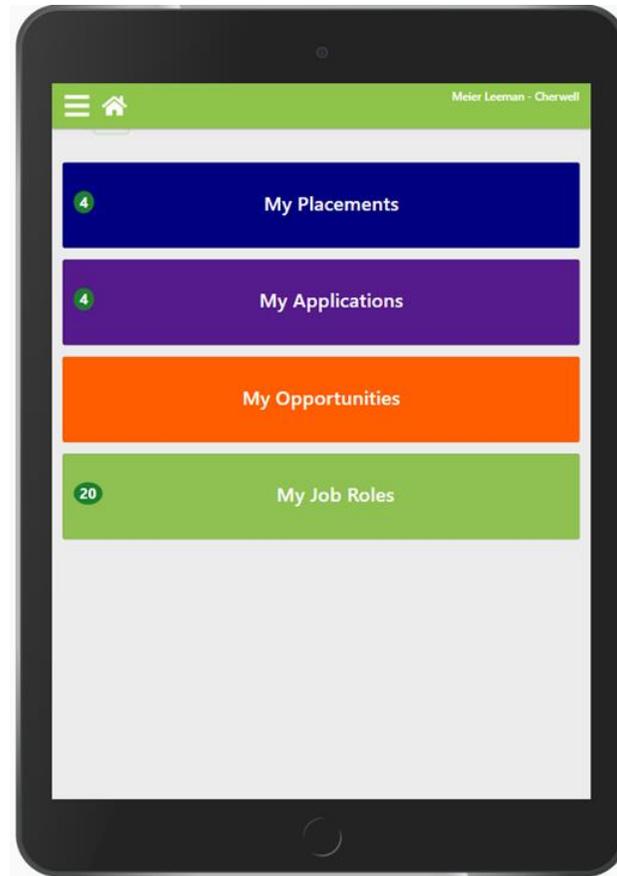


You will then see a link to Grofar on your home screen



Selecting the Placements Functions

From the menu bar select
'My Placements'
to access their Work
Placements section

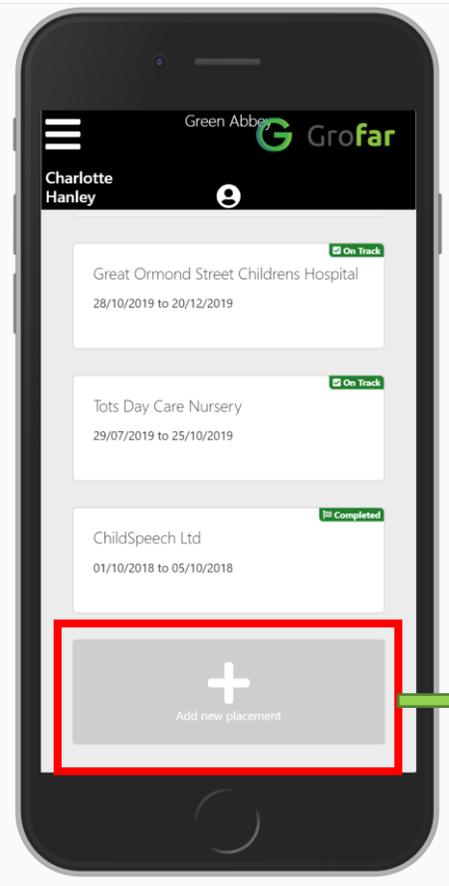


5.1 Creating a Placement

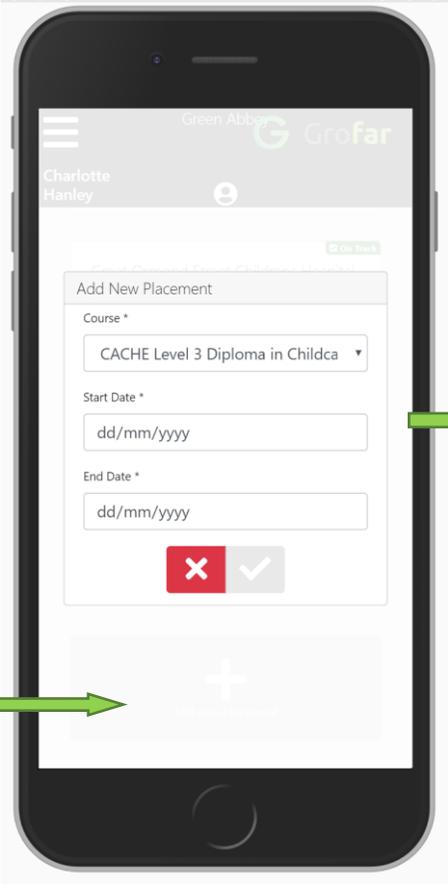


Follow these instructions if you have been asked by your college to find your own work placement.

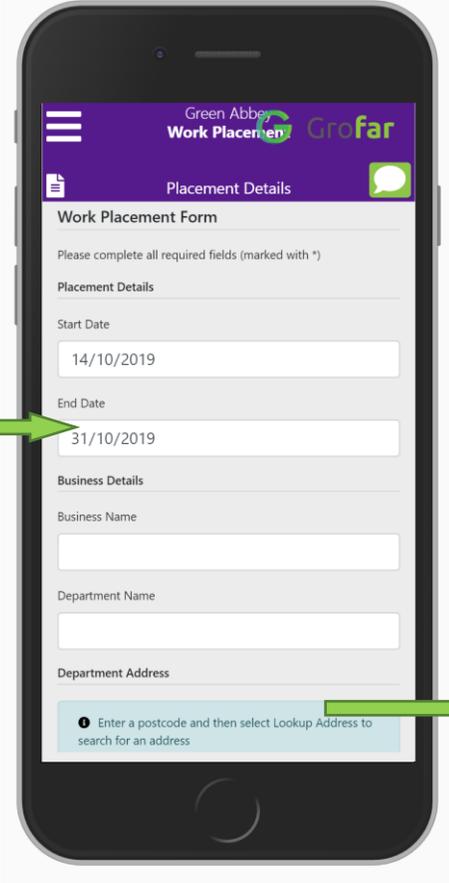
1) Select the "Add a New Placement" button to open the placement form.



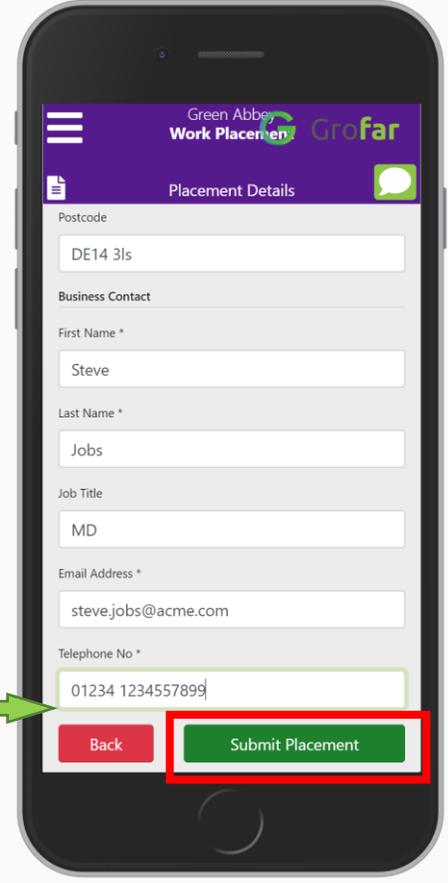
2) Enter the Start and End date of your placements and the business details.



3) Enter the Business details and the Business Contact with email and telephone number.



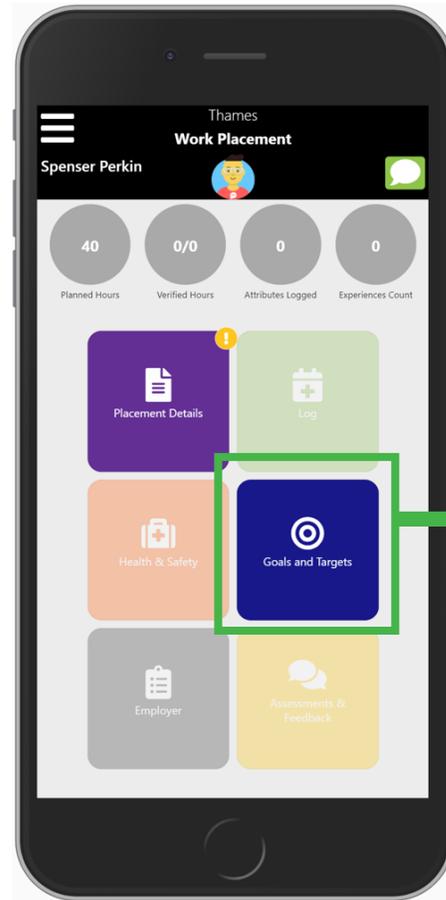
4) Finally select "Submit Placement" to send your request to your college coordinator.



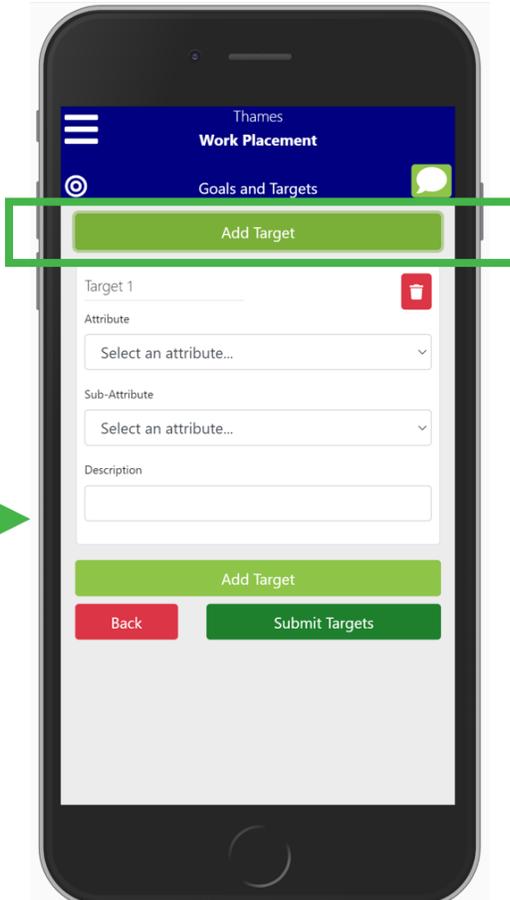
5.2 Setting Goals and Targets

Before you start the placement, you need to agree to your targets and goals. College will have set 5 course targets for you. You need to select a minimum of 3 transferrable skills objectives that you would like to improve whilst on placement. For guidance you can discuss this with your Work Experience Officer.

1) Select the "Goals and Targets" button to open the Goals and Targets form



2) Select the 'Add Target' and key 'transferrable skills' in the Attribute box. Sub-attribute are grouped by area, for example; teamwork or communication. There are a selection of drop down options for you to select in each category.



Add as many targets as you need to your placement.

Once you have set your targets, select the "Submit Targets" button to send them to your college tutor.

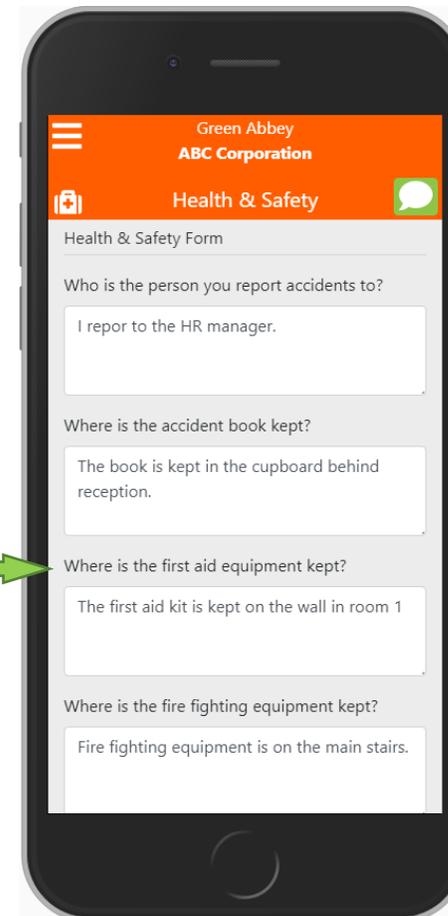
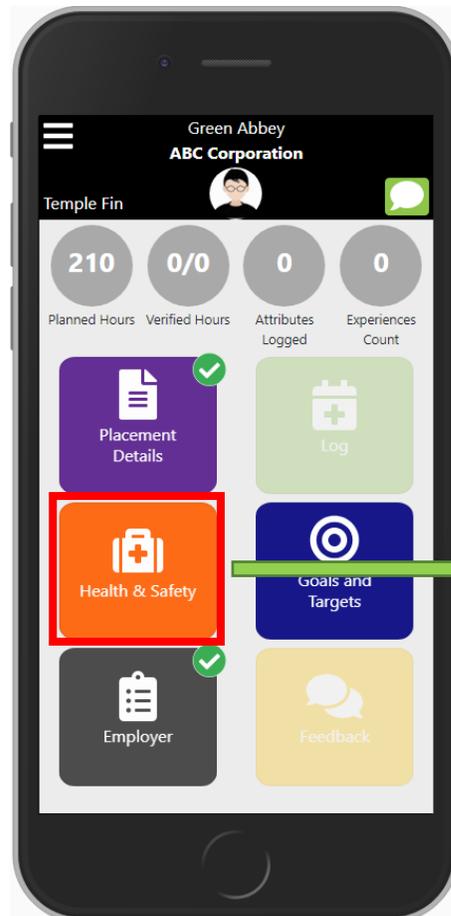
5.3 Adding Health & Safety Details

On day one of your placement, make sure you complete the health & safety details section, so you know what to do to stay safe and in case of an emergency.

This is covered in the induction you will have with your manager/mentor.

1) Select the "Health & Safety" button to open the H&S form.

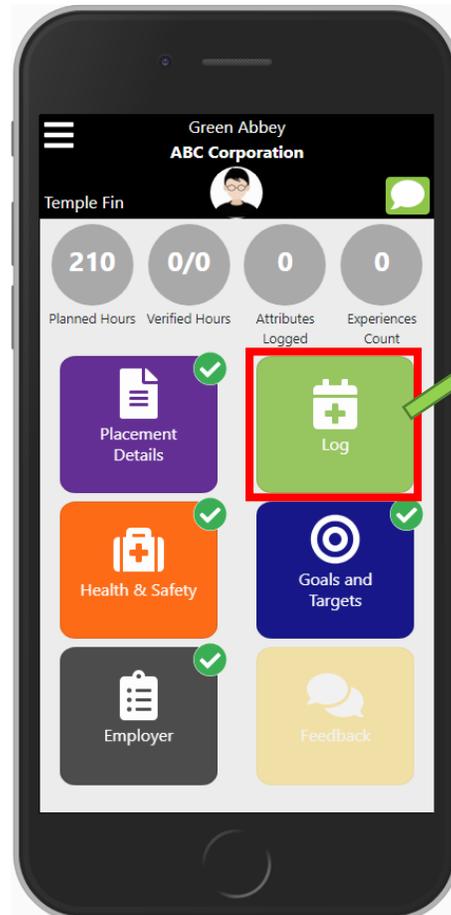
2) Find out and then enter the health and safety details. Complete all fields and then "Save" the form to complete this section.



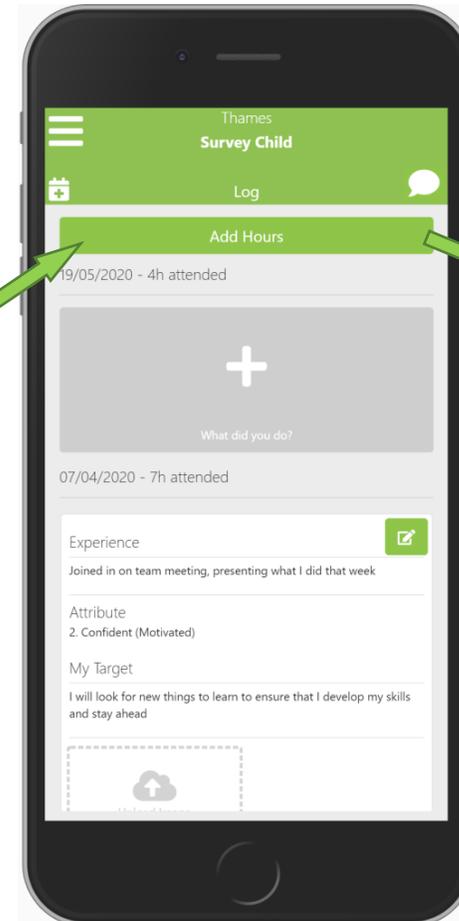
5.4 Logging your Hours

During your placement you need to log your hours. Add each day and the number of hours as you go through the placement.

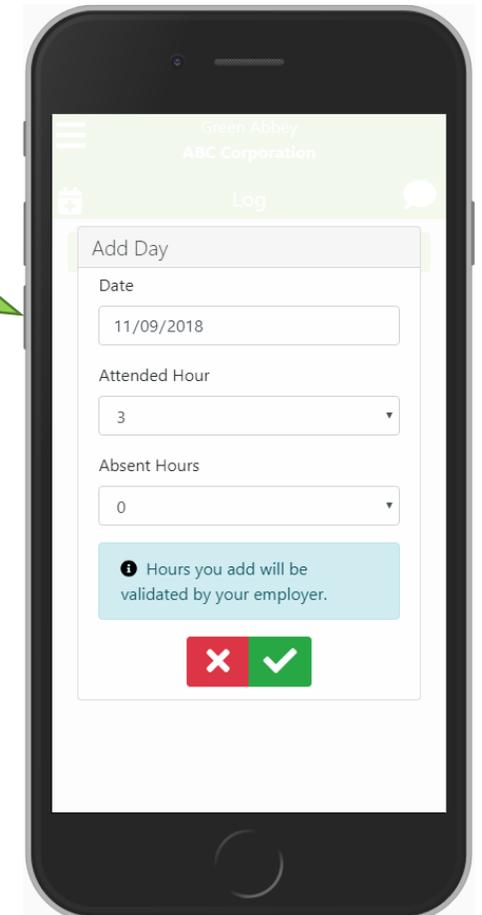
1) Select the "Log" button to open the Log Hours section.



2) To record hours for a new day select the "Add Hours" button.



3) Add the Date and number of hours you Attended or were Absent from the placement then select the tick button to submit. Repeat this for all days.

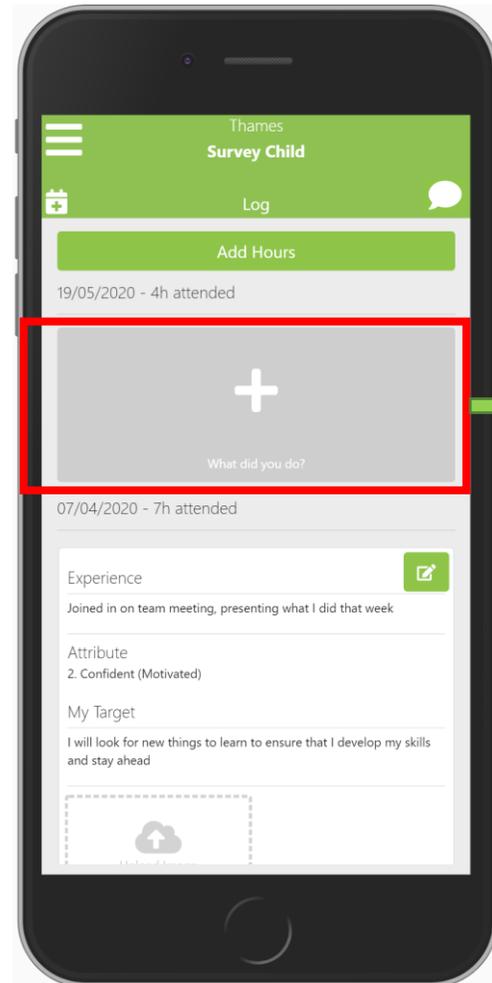


5.6 Logging your Experience

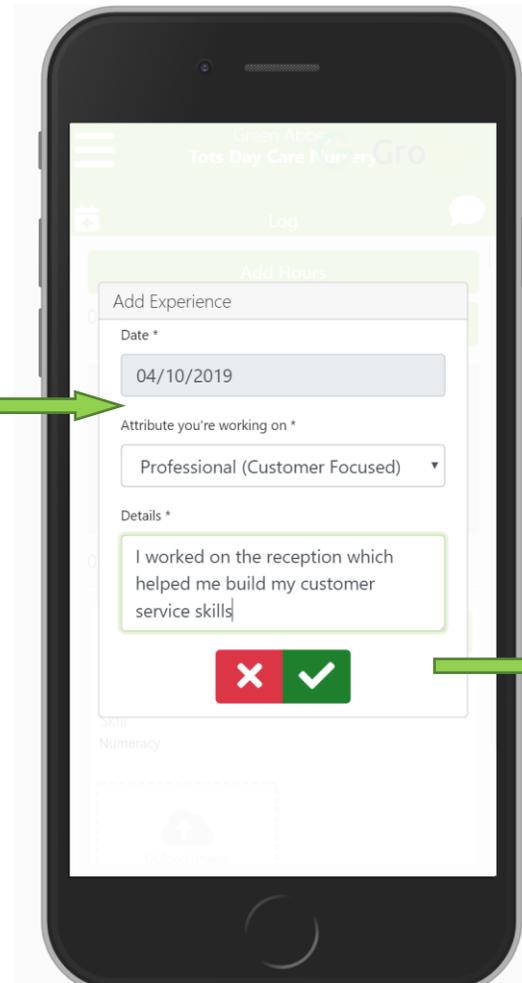
During your placement you need to log your activities. Each day once you have added your hours add your experience.

Record what your activities were and link them to your targets and objectives, through the attributes from the drop down menu.

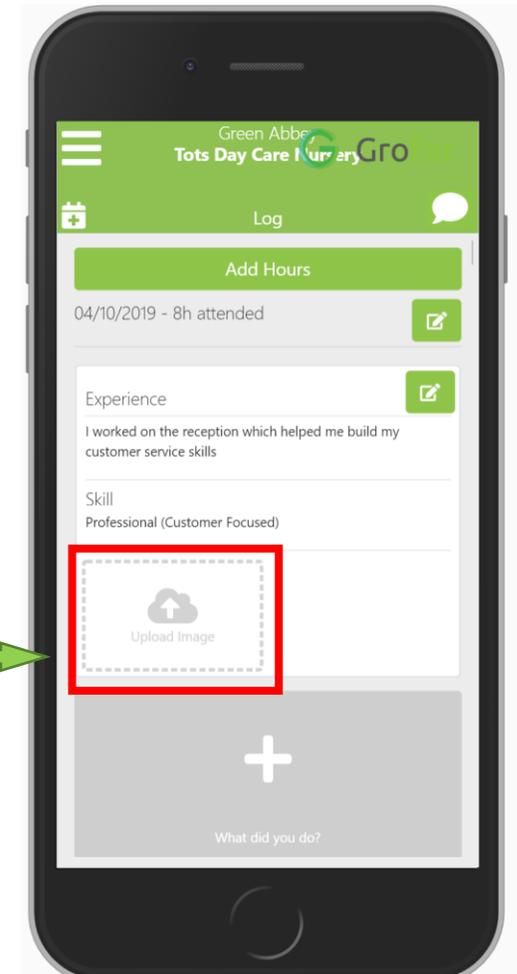
1) Select the "What did you do" button to record an experience



2) Record your experience, being sure to link it to one of your targets.



3) Optionally you can upload a photograph to document your experience. Make sure you ask your Mentor first!



5.7 Assessment & Feedback



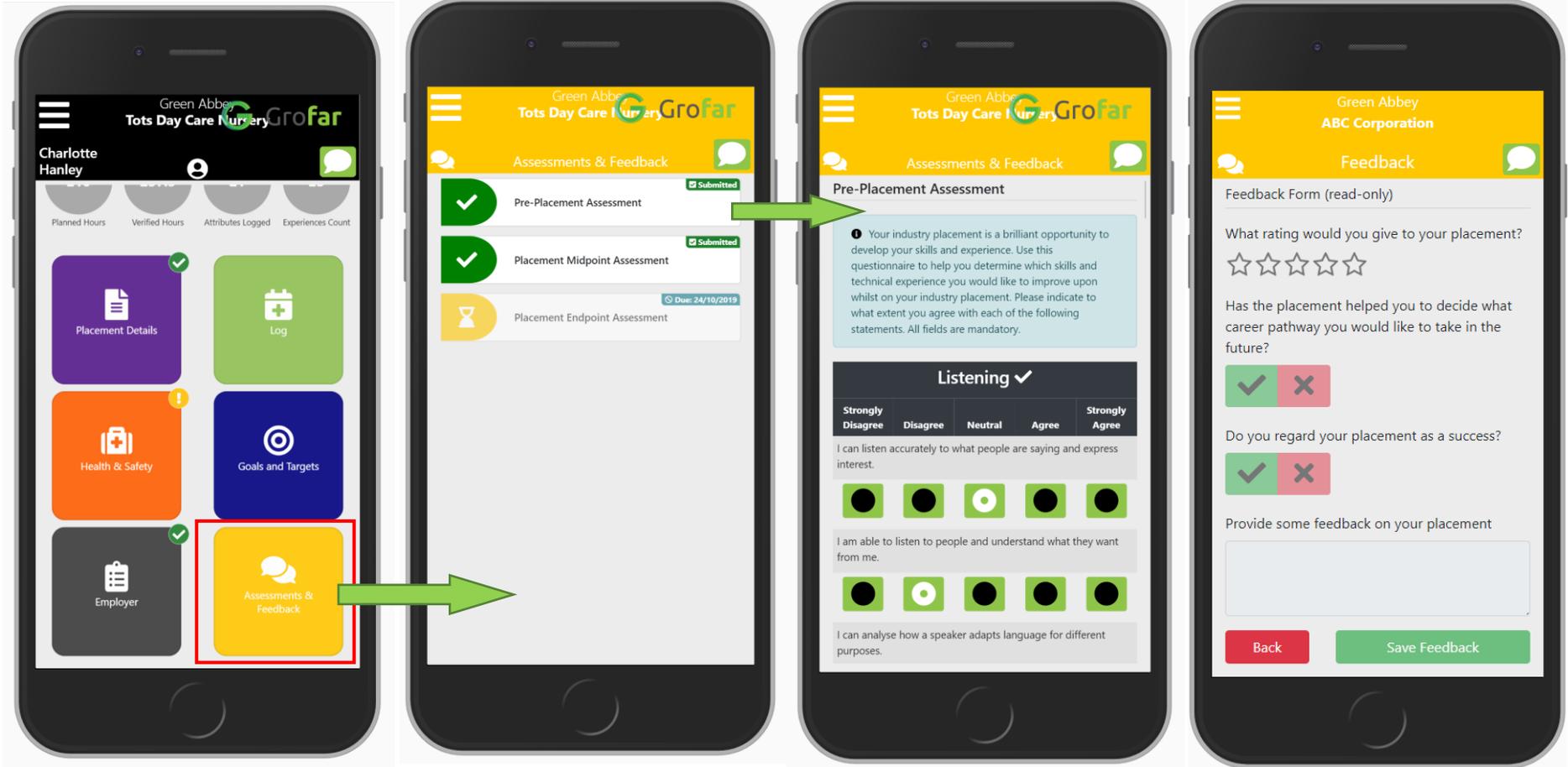
During the placement, you may be asked to complete skills assessments, you will receive an alert when an assessment is set and due. Assessments are completed in the Assessment and Feedback section.

At the end of your placement it is important to provide feedback on how the placement went.

1) Select the "Assessment & Feedback" button to open the feedback section

2) Select the Assessment or feedback you wish to complete.

3) Complete the assessment or feedback questions and provide any further feedback then click "Save Feedback".



6. Help & Support

- We have put together a set of Videos that cover each section the Student Application:

1. [How to add the Grofar website link to your phone's home screen](#)
2. [How to log into Grofar](#)
3. [Overview of managing your Placement on Grofar](#)
4. [How to submit placement details](#)
5. [How to submit targets](#)
6. [How to log hours & experiences](#)
7. [How to complete the Self Skills Assessments](#)

