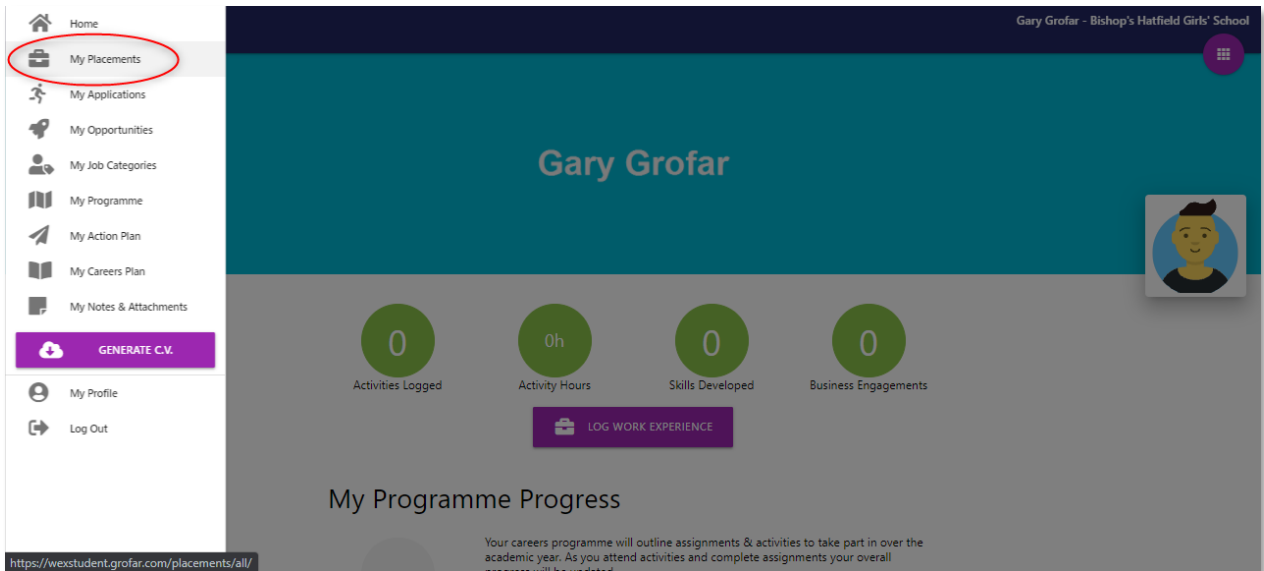
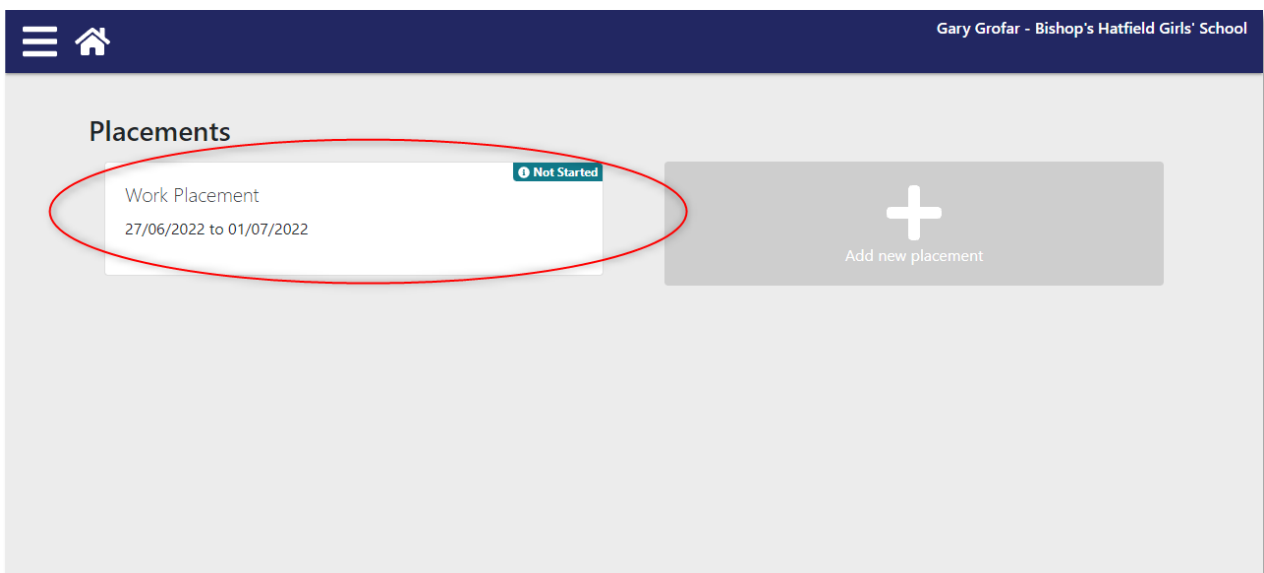


How to submit your placement details

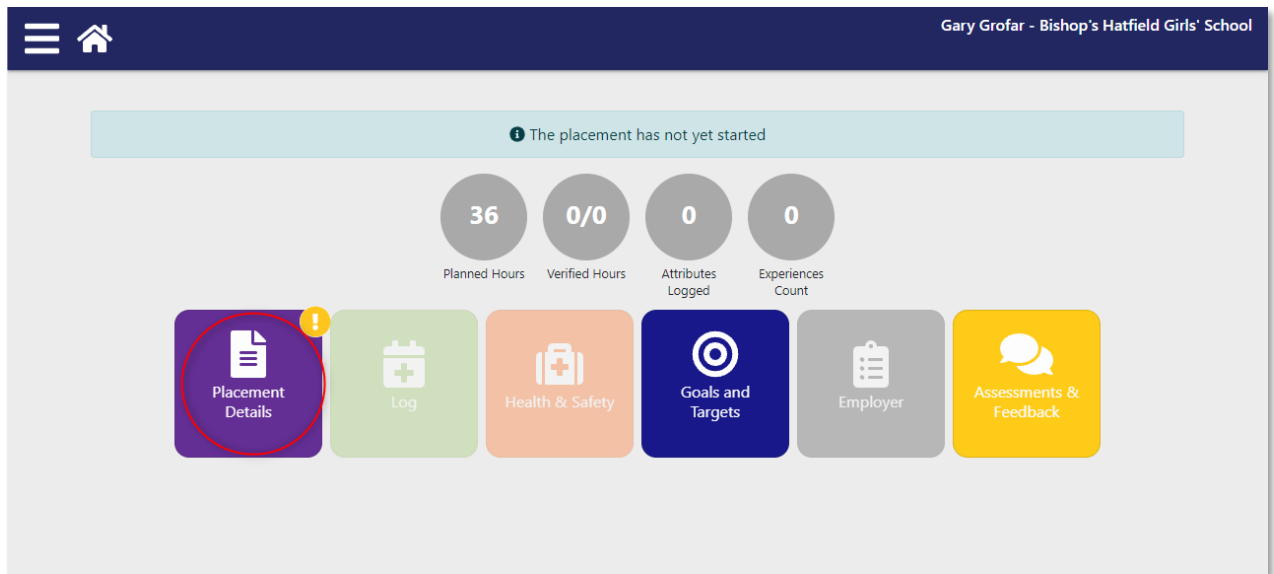
- 1) After logging in open the menu by clicking/tapping on the 3 lines in the top left hand corner of the page and go to **My Placements**



- 2) Tap/click on **Work Placement**

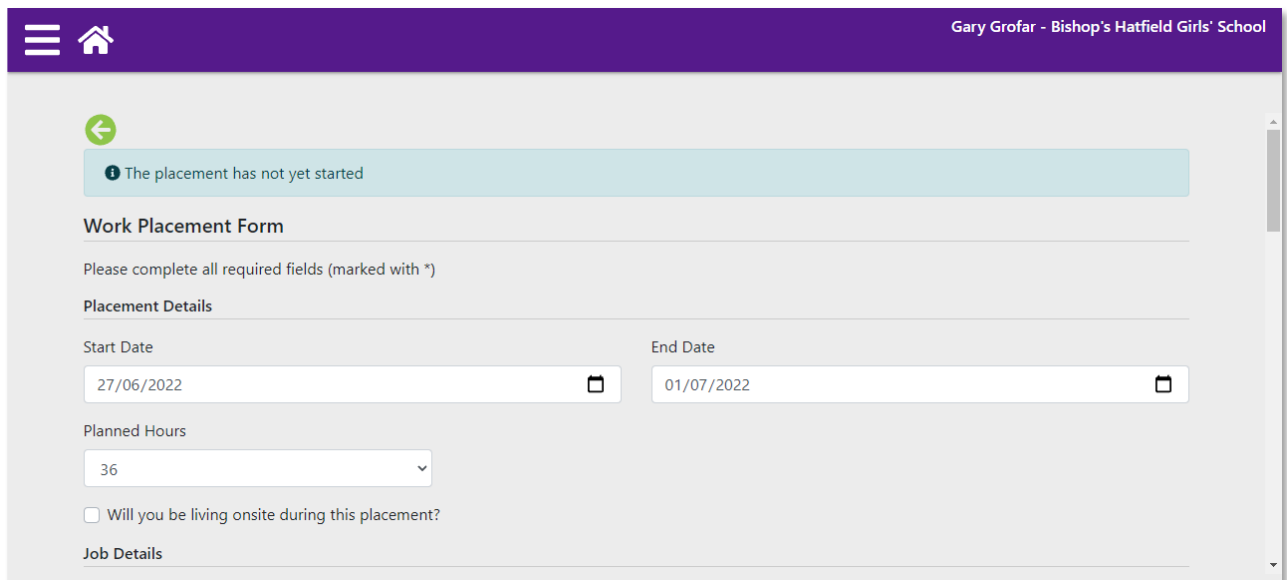


3) Click/tap on Placement Details



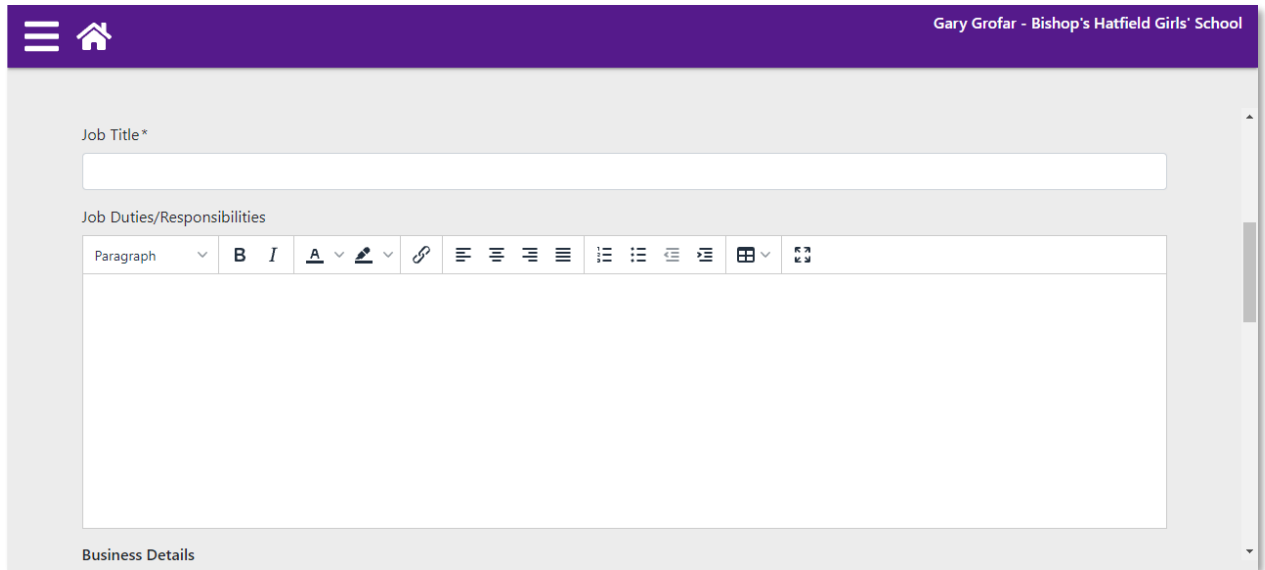
The screenshot shows the Grofar dashboard for Gary Grofar at Bishop's Hatfield Girls' School. At the top, there is a navigation bar with a menu icon and a home icon. Below this, a status bar indicates "The placement has not yet started". The dashboard features four circular statistics: Planned Hours (36), Verified Hours (0/0), Attributes Logged (0), and Experiences Count (0). Below these are six colored buttons: Placement Details (purple, highlighted with a red circle and an exclamation mark), Log (green), Health & Safety (orange), Goals and Targets (dark blue), Employer (grey), and Assessments & Feedback (yellow).

4) The dates will already have been entered for you



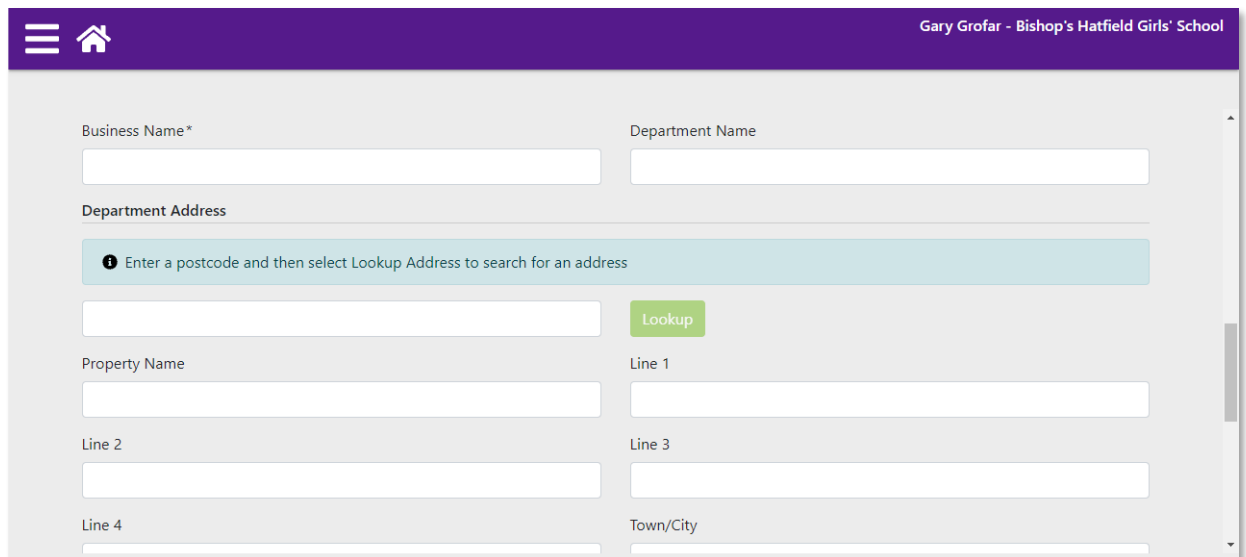
The screenshot shows the 'Work Placement Form' in the Grofar system. It includes a back arrow icon and a status bar indicating "The placement has not yet started". The form is titled "Work Placement Form" and includes a note: "Please complete all required fields (marked with *)". Under the "Placement Details" section, the "Start Date" is pre-filled as 27/06/2022 and the "End Date" is pre-filled as 01/07/2022. The "Planned Hours" is set to 36 in a dropdown menu. There is a checkbox for "Will you be living onsite during this placement?". The "Job Details" section is partially visible at the bottom.

- 5) Scroll down through the form and enter a job title (which you must add) and any extra details about the role



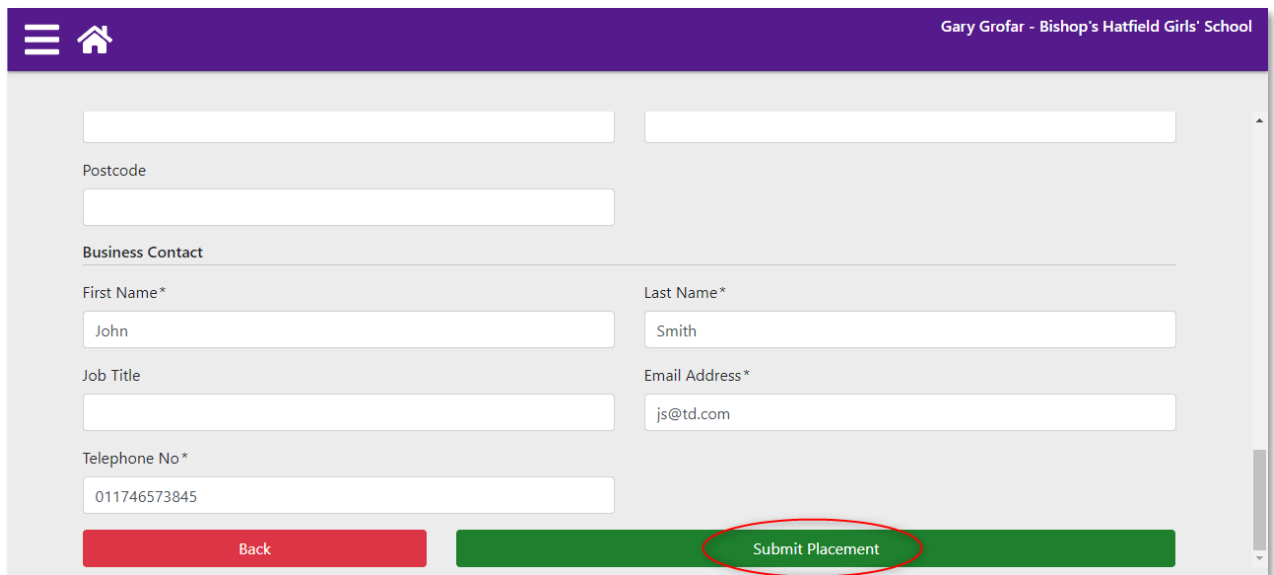
The screenshot shows a web form with a purple header bar containing a menu icon, a home icon, and the text "Gary Grofar - Bishop's Hatfield Girls' School". The form has a light gray background and a vertical scrollbar on the right. The "Job Title*" section has a text input field. The "Job Duties/Responsibilities" section has a rich text editor with a toolbar containing icons for paragraph, bold, italic, text color, background color, link, bulleted list, numbered list, decrease indent, increase indent, table, and unlink. The "Business Details" section is partially visible at the bottom.

- 6) Add the name of the employer/business and a postcode so you can look up the address



The screenshot shows the same web form as above, but with the "Business Details" section expanded. It contains fields for "Business Name*", "Department Name", and "Department Address". The "Department Address" section has a light blue提示 box that says "Enter a postcode and then select Lookup Address to search for an address". Below this is a text input field for the postcode and a green "Lookup" button. There are also fields for "Property Name", "Line 1", "Line 2", "Line 3", "Line 4", and "Town/City".

- 7) Finally add the name of the contact person at your chosen employer/business and their contact details and click/tap Submit



Menu icon Home icon Gary Grofar - Bishop's Hatfield Girls' School

Postcode

Business Contact

First Name*

Last Name*

Job Title

Email Address*

Telephone No*