

How to submit placement details for students

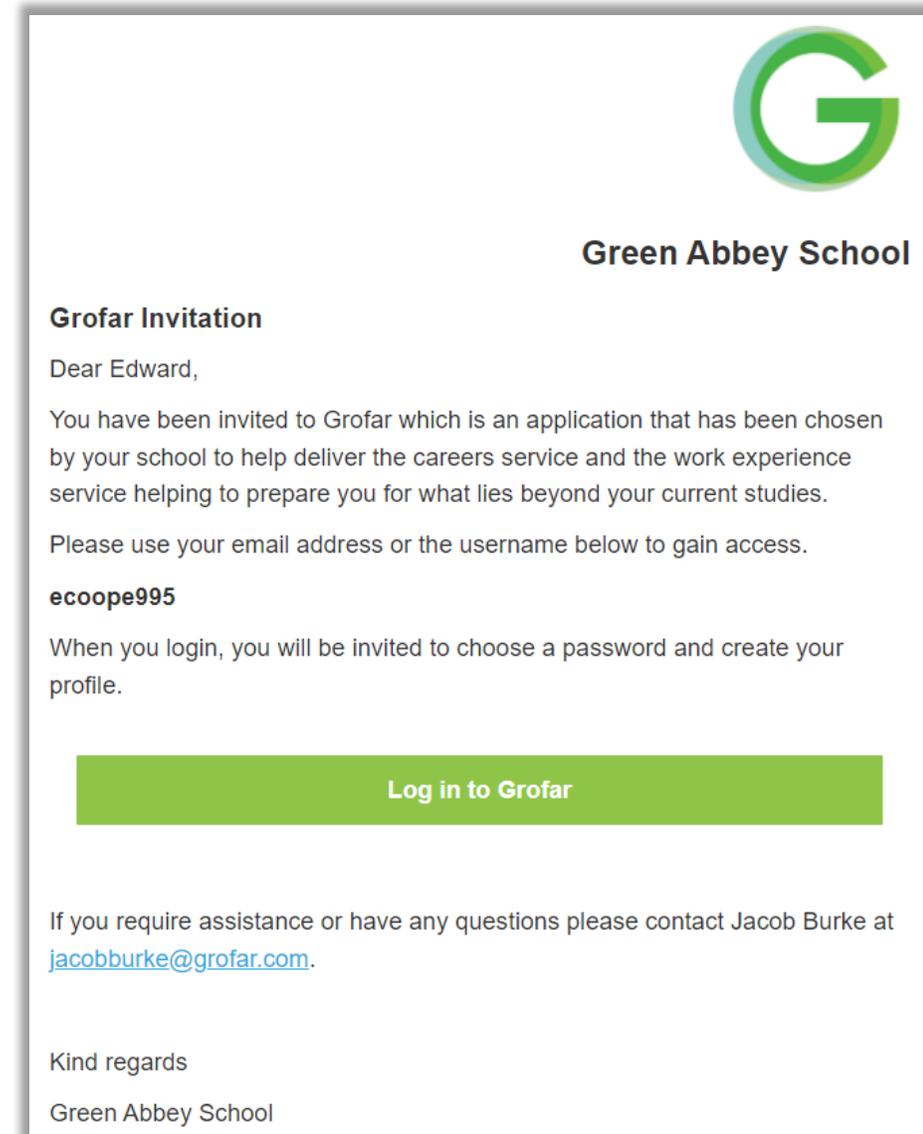
Topics Covered



1. *Logging in to Grofar*
2. *How to fill in the placement form*
3. *How to apply for opportunities*

1) Logging into Grofar

- *You will shortly be receiving an invitation email from noreply@grofar.com*
- *Follow the green 'Log in to Grofar' link*



The screenshot shows an email invitation from Green Abbey School. At the top right is the Grofar logo and the school name. Below that is the subject line 'Grofar Invitation' and a salutation 'Dear Edward,'. The main body of the email explains that the user has been invited to Grofar, an application chosen by the school for careers and work experience services. It provides the username 'ecoope995' and instructions to use the email address or username to gain access. A prominent green button labeled 'Log in to Grofar' is centered in the email. At the bottom, there is contact information for Jacob Burke at jacobburke@grofar.com and a sign-off 'Kind regards Green Abbey School'.


Green Abbey School

Grofar Invitation

Dear Edward,

You have been invited to Grofar which is an application that has been chosen by your school to help deliver the careers service and the work experience service helping to prepare you for what lies beyond your current studies.

Please use your email address or the username below to gain access.

ecoope995

When you login, you will be invited to choose a password and create your profile.

[Log in to Grofar](#)

If you require assistance or have any questions please contact Jacob Burke at jacobburke@grofar.com.

Kind regards
Green Abbey School

1) Logging into Grofar



- *Set a password, confirm it and save*
- *On the next page use your school email address and new password to log in*

The screenshot shows a web page with a green header. The main heading is 'Welcome to Grofar.' in white text. Below it, a sub-heading says 'Please create a password for your account' in white text. The main content area has a white background with a green border. It features a section titled 'Create a password' in bold black text. Below this, there is a paragraph: 'Welcome to Grofar. To login for the first time you will need to create a new password for your account. Enter a new password below to continue. Make sure it is something you can remember.' A light blue information box contains an 'i' icon and the text: 'Your password must be at least 8 characters long and contain 1 capital letter, 1 lowercase letter and 1 number.' There are two input fields: 'NEW PASSWORD' and 'CONFIRM PASSWORD', both with a password toggle icon on the right. At the bottom, there is a green button labeled 'Save Password'.

Welcome to Grofar.

Please create a password for your account

Create a password

Welcome to Grofar. To login for the first time you will need to create a new password for your account. Enter a new password below to continue. Make sure it is something you can remember.

i Your password must be at least 8 characters long and contain 1 capital letter, 1 lowercase letter and 1 number.

NEW PASSWORD

CONFIRM PASSWORD

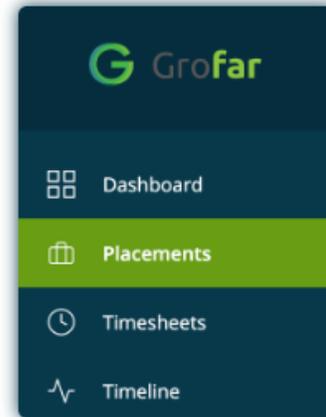
Save Password

2) How to complete your placement form

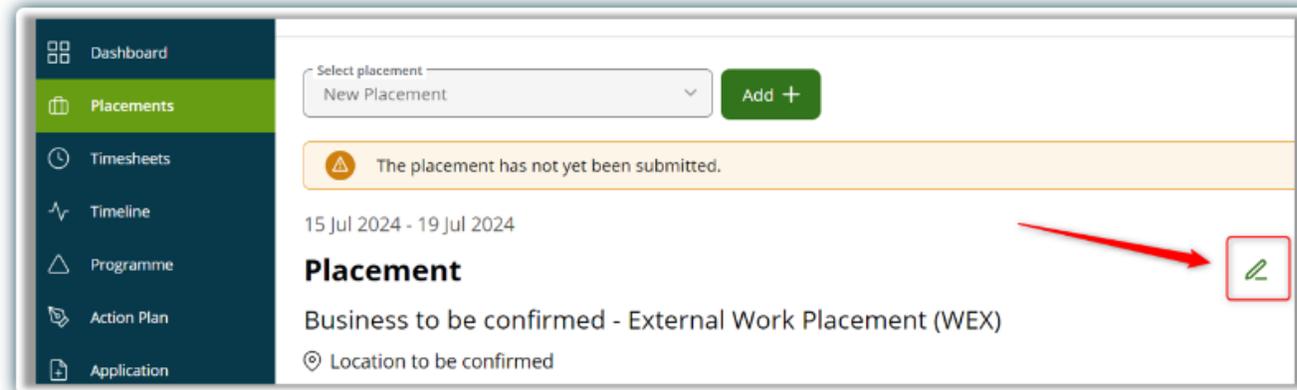
- *Once you've logged in click/tap on the placements and click the edit button.*
- *This is if you are submitting a placement not on our database.*

How to enter your placement details

1. Once you have logged in, tap 'Placements' in the menu.

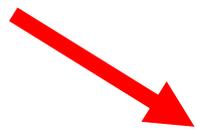


2. Tap the **edit** icon to add details to your placement form.



2) How to complete your placement form

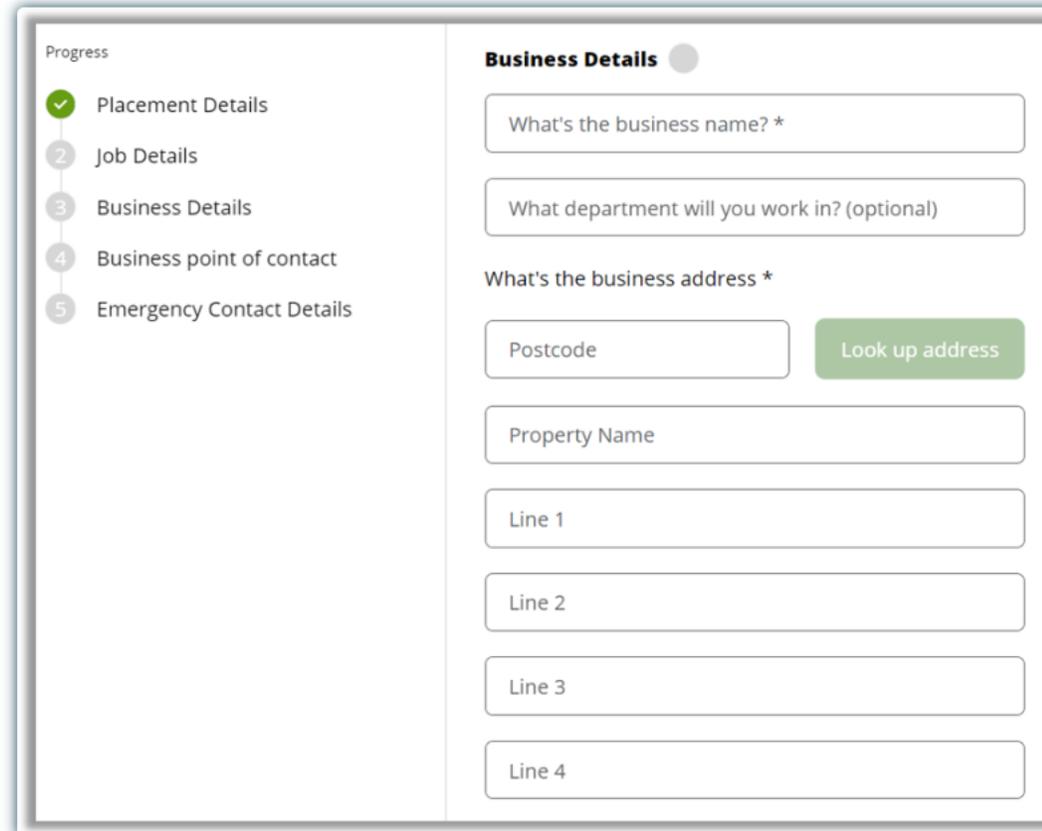
- *On the next page fill in as many details as you can*



3. Enter the details of your placement on the next page. Please complete as much information as possible.

To be able to submit your placement details, you must provide:

- The job title (what role will you be doing on placement)
- The name of the business
- The address and postcode of the business
- Contact details of the main contact at the business during your placement
- The details of someone who can be contacted in an emergency during your placement

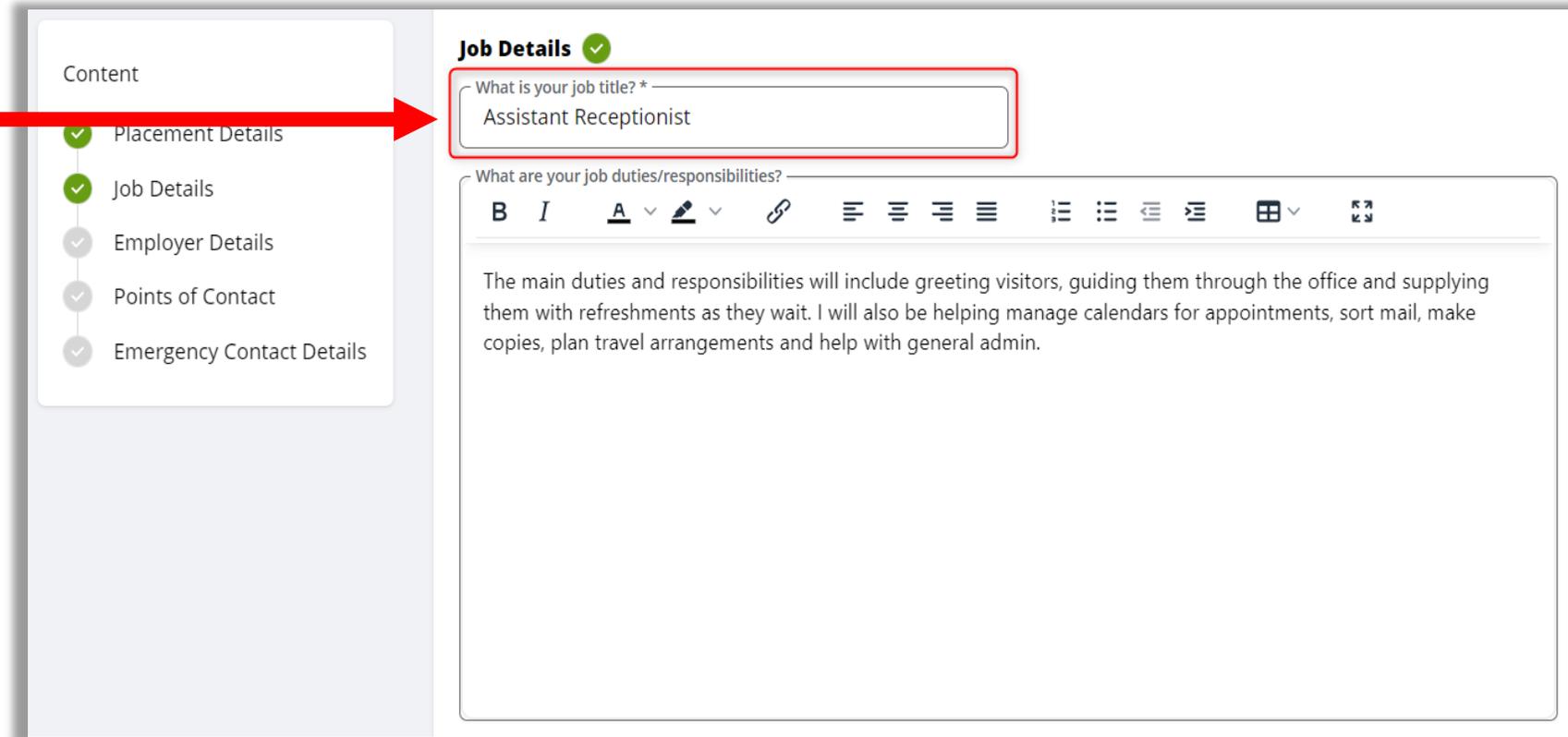


The screenshot shows a progress indicator on the left with five steps: 1. Placement Details (checked), 2. Job Details, 3. Business Details (current step), 4. Business point of contact, and 5. Emergency Contact Details. The 'Business Details' section includes the following fields:

- What's the business name? *
- What department will you work in? (optional)
- What's the business address *
 - Postcode (with a 'Look up address' button)
 - Property Name
 - Line 1
 - Line 2
 - Line 3
 - Line 4

2) How to complete your placement form

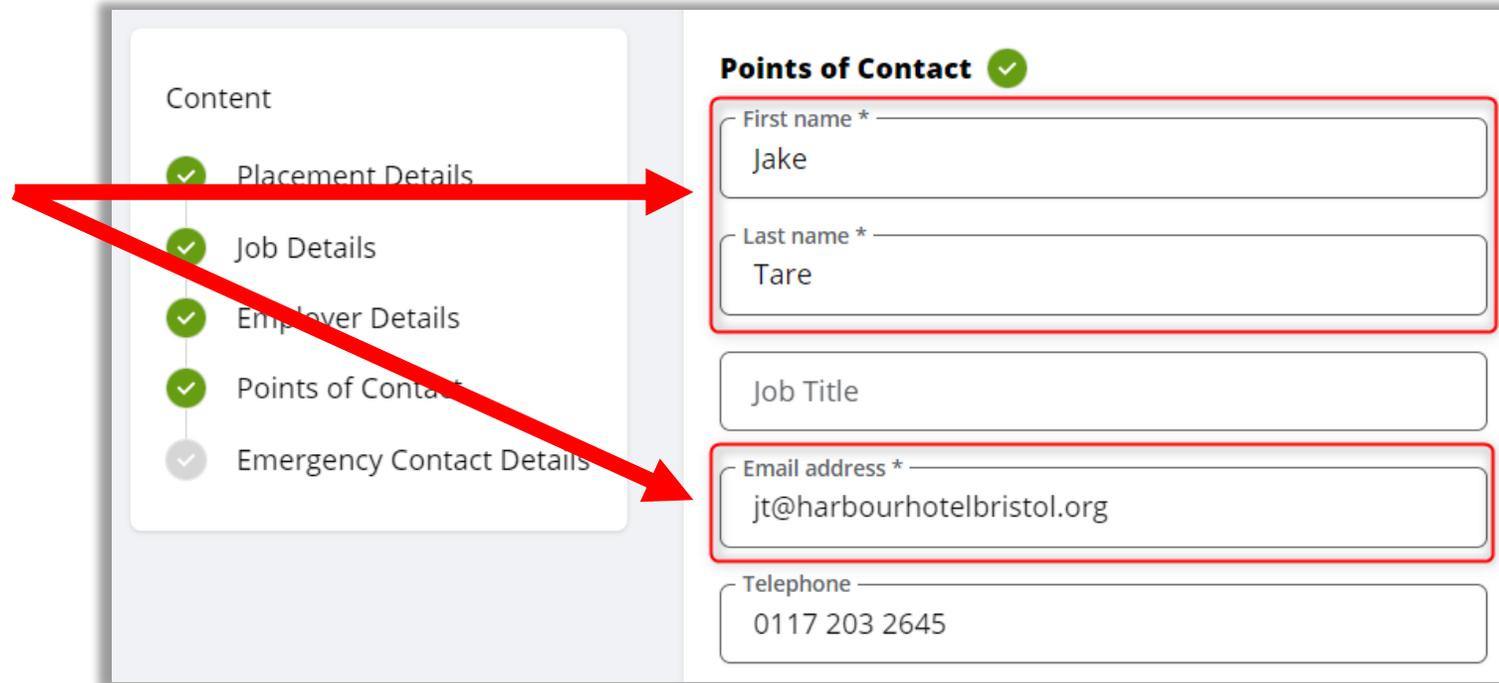
- *You must add a Job Title, this needs to briefly describe the role that you will be doing.*
- *If you want to add more detail you can list some of the things you might be doing*



The screenshot displays a web form interface for a placement form. On the left, a vertical sidebar titled 'Content' lists several sections: 'Placement Details', 'Job Details', 'Employer Details', 'Points of Contact', and 'Emergency Contact Details'. The 'Job Details' section is highlighted with a green checkmark, and a red arrow points from this section to the main form area. The main form area is titled 'Job Details' with a green checkmark. It contains two text input fields. The first field is labeled 'What is your job title? *' and contains the text 'Assistant Receptionist'. The second field is labeled 'What are your job duties/responsibilities?' and contains the text: 'The main duties and responsibilities will include greeting visitors, guiding them through the office and supplying them with refreshments as they wait. I will also be helping manage calendars for appointments, sort mail, make copies, plan travel arrangements and help with general admin.' The second field has a rich text editor toolbar above it with icons for bold, italic, text color, background color, link, list, and other formatting options.

2) How to complete your placement form

- *Next you need to add the first name, last name and email address of your main contact at the employer*
- *If you know their phone number include that as well*



The screenshot shows a form interface with a sidebar on the left and a main content area on the right. The sidebar, titled 'Content', lists five sections: 'Placement Details', 'Job Details', 'Employer Details', 'Points of Contact', and 'Emergency Contact Details'. Each section has a green checkmark icon to its left, indicating it is completed. A red arrow points from the 'Points of Contact' section in the sidebar to the corresponding section in the main content area. The main content area is titled 'Points of Contact' with a green checkmark icon. It contains several input fields: 'First name *' with the value 'Jake', 'Last name *' with the value 'Tare', 'Job Title' (empty), 'Email address *' with the value 'jt@harbourhotelbristol.org', and 'Telephone' with the value '0117 203 2645'. The 'First name', 'Last name', and 'Email address' fields are highlighted with a red border.

2) How to complete your placement form



- *For your emergency contact details enter the name of one of your parents/carers and a phone number and email address for them*

The screenshot shows a web form with a sidebar on the left and a main content area on the right. The sidebar, titled 'Content', lists five sections: 'Placement Details', 'Job Details', 'Employer Details', 'Points of Contact', and 'Emergency Contact Details'. Each item has a green checkmark icon to its left. The 'Emergency Contact Details' section is highlighted with a red border. The main content area is titled 'Emergency Contact Details' with a green checkmark icon. Below the title is a instruction: 'Enter the contact details for a parent or carer that should be contacted in case of an emergency'. There are three input fields: 'Contact Name' with the value 'Emily Cooper', 'Contact Telephone' with the value '01174920449', and 'Contact Email' with the value 'ecoops@yahoo.com'.

Content

- ✓ Placement Details
- ✓ Job Details
- ✓ Employer Details
- ✓ Points of Contact
- ✓ Emergency Contact Details

Emergency Contact Details ✓

Enter the contact details for a parent or carer that should be contacted in case of an emergency

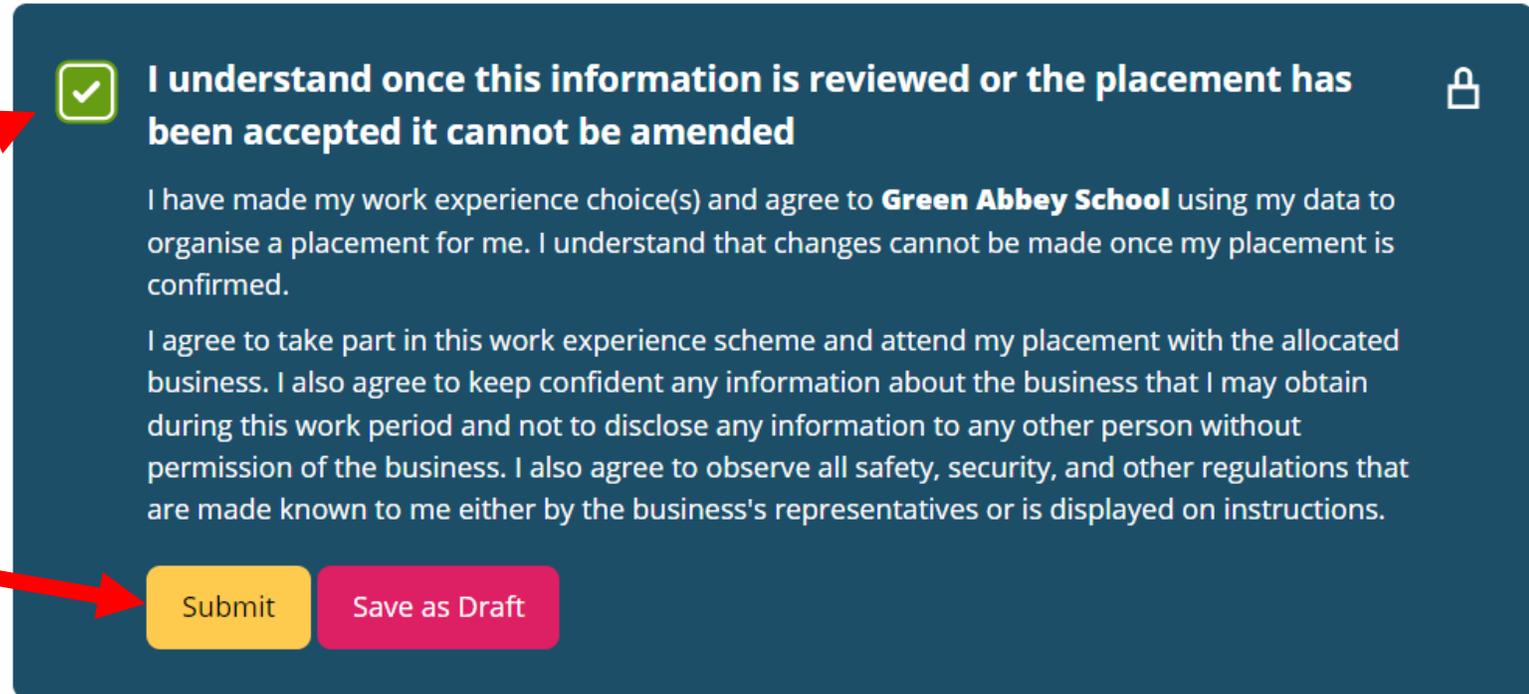
Contact Name
Emily Cooper

Contact Telephone
01174920449

Contact Email
ecoops@yahoo.com

2) How to complete your placement form

- *Once that's all filled in click/tap to accept the placement agreement*
- *Then submit your details*



I understand once this information is reviewed or the placement has been accepted it cannot be amended 

I have made my work experience choice(s) and agree to **Green Abbey School** using my data to organise a placement for me. I understand that changes cannot be made once my placement is confirmed.

I agree to take part in this work experience scheme and attend my placement with the allocated business. I also agree to keep confident any information about the business that I may obtain during this work period and not to disclose any information to any other person without permission of the business. I also agree to observe all safety, security, and other regulations that are made known to me either by the business's representatives or is displayed on instructions.