

Grofar
at
Great Torrington School



Key Terminology

Grofar: This is the name of the system Great Torrington School uses to plan and record work experience and careers activities.

Work Placement: During your time at Great Torrington School , you'll complete a placement related to your chosen course.

Careers Activity: During your time at Great Torrington School , you'll have the opportunity to attend and complete activities to help you explore career opportunities.

Student Passport: Your career journey

The Student Passport is the story of your development.

From signing in today, to the first day of your new career: It's the story of your experiences, your knowledge and your skills.

Creating your Student Passport: The crucial first steps

In the next few slides, we'll cover how to:

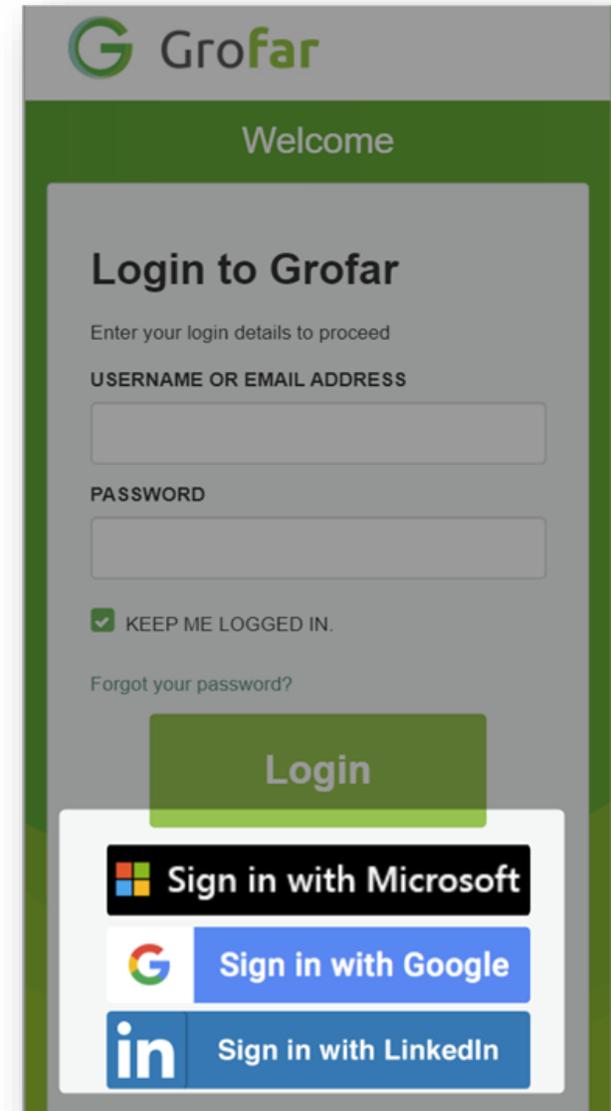
1. Log in to the platform
2. Add your parent's or guardian's details ('Emergency Contact' details)
3. Start building your CV: Showcase your knowledge, experience and skills from the day you leave college to the first day of your new career
4. Explore the Passport Support Centre
5. Discover roles and career profiles.

Action!

Log into Grofar

1. Go to <https://auth.grofar.com/>

Select Sign in with Microsoft



The image shows a mobile-style login interface for Grofar. At the top, the Grofar logo is displayed. Below it, a green bar contains the word "Welcome". The main content area is a grey box with the title "Login to Grofar" and the instruction "Enter your login details to proceed". There are two input fields: "USERNAME OR EMAIL ADDRESS" and "PASSWORD". A checkbox labeled "KEEP ME LOGGED IN." is checked. Below the input fields is a "Forgot your password?" link. A large green "Login" button is positioned below the form. At the bottom, there is a white box containing three social login options: "Sign in with Microsoft" (with the Microsoft logo), "Sign in with Google" (with the Google logo), and "Sign in with LinkedIn" (with the LinkedIn logo).

Action! A Crucial Stage in the Setup: Parent/Carer Info

2. Tell us about an emergency contact that can be used when you begin attending work placements.

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

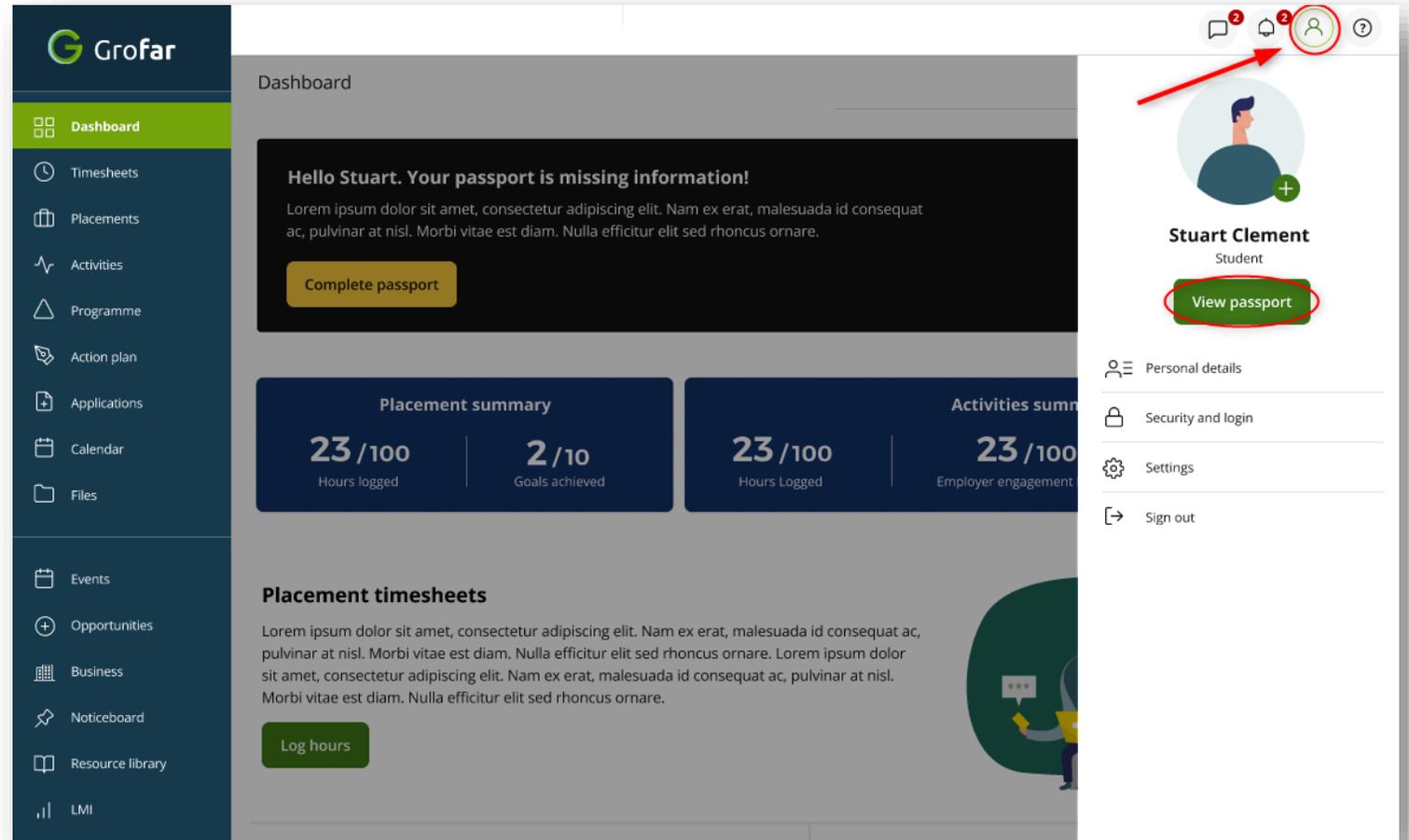
Contact Telephone
01174920449

Contact Email
ecoops@yahoo.com

Action!

Open your passport (CV)

3a. Tap 'View passport'
in the icon menu option.



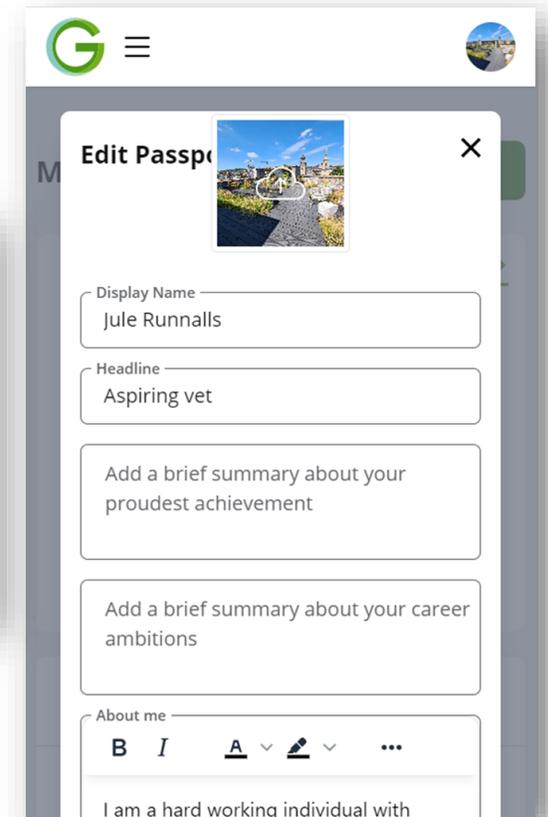
The screenshot displays the Grofar dashboard interface. On the left is a dark blue sidebar menu with the Grofar logo at the top. The menu items include: Dashboard (highlighted in green), Timesheets, Placements, Activities, Programme, Action plan, Applications, Calendar, Files, Events, Opportunities, Business, Noticeboard, Resource library, and LMI. The main content area is titled 'Dashboard' and features a dark grey header with a notification: 'Hello Stuart. Your passport is missing information!' with a 'Complete passport' button. Below this are two summary cards: 'Placement summary' showing 23/100 Hours logged and 2/10 Goals achieved, and 'Activities summary' showing 23/100 Hours Logged and 23/100 Employer engagement. A 'Placement timesheets' section is also visible with a 'Log hours' button. On the right, a user profile menu is open, showing a profile picture of Stuart Clement, a Student, and a 'View passport' button circled in red. The menu also includes options for Personal details, Security and login, Settings, and Sign out. A red arrow points to the user profile icon in the top right corner of the dashboard.

Action!

Populate your passport (CV)

3b. Personalise your passport:

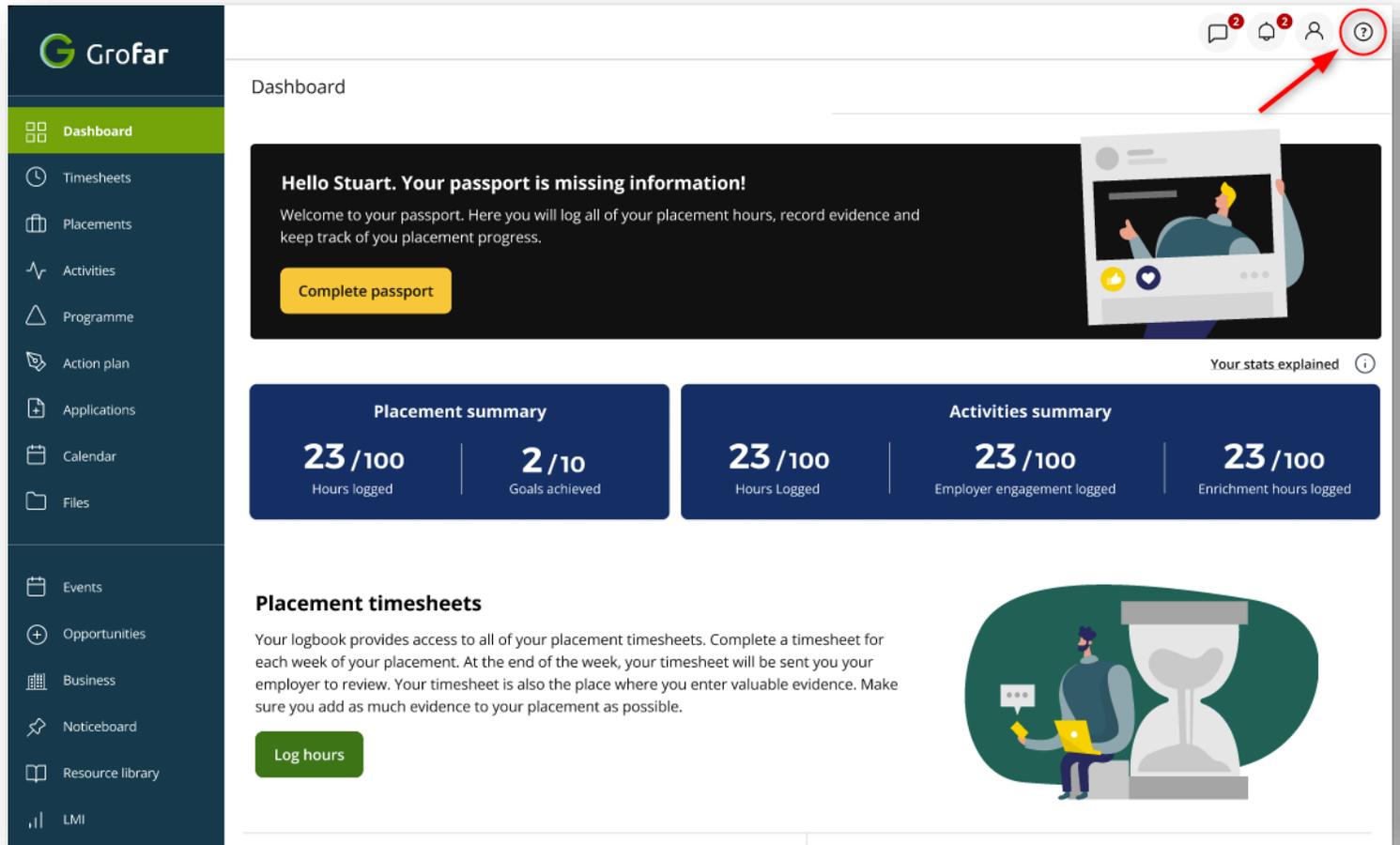
- Try adding a photo to your passport
- Try adding something in the 'About me' sections.



Action!

Find the Passport Support Centre

4a. Tap the 'Question mark' in the icon menu.



The screenshot displays the Grofar dashboard. On the left is a dark blue navigation menu with the Grofar logo at the top. The menu items are: Dashboard (highlighted in green), Timesheets, Placements, Activities, Programme, Action plan, Applications, Calendar, Files, Events, Opportunities, Business, Noticeboard, Resource library, and LMI. The main content area is titled 'Dashboard' and features a top navigation bar with icons for messages (2), notifications (2), profile, and a question mark icon circled in red with a red arrow pointing to it. Below the navigation bar is a large black banner with the text 'Hello Stuart. Your passport is missing information!' and a yellow 'Complete passport' button. To the right of the banner is an illustration of a person holding a document. Below the banner are two summary cards: 'Placement summary' showing 23/100 hours logged and 2/10 goals achieved, and 'Activities summary' showing 23/100 hours logged, 23/100 employer engagement logged, and 23/100 enrichment hours logged. At the bottom is a 'Placement timesheets' section with a green 'Log hours' button and an illustration of a person sitting at a desk with a laptop and an hourglass.

Action!

Add the Passport to your device home screen

4b. Find out how to add the Grofar login page to your device home screen.

Hint: have a look at the 'Popular articles'.

The screenshot shows the Grofar website interface. At the top left is the Grofar logo. The main header area is dark blue with the text 'We're here to help' and a search bar. Below the search bar, it says 'Popular searches: placement, password, activities, passport'. To the right is an illustration of a person pointing at a screen with a location pin. Below the header is a 'Popular articles' section with two articles: 'Adding the Grofar login page to your device home screen' and 'How to submit your placement details'. Below that is a 'Resources' section with three cards: 'Getting Started' (Discover everything you need to know to login and get started), 'Setting Up Your Student Passport' (Step-by-step guides for your Passport), and 'Managing Your Placements and Logging Activities'.

Action!

Explore the Passport Support Centre

4b. Try clicking on one of the 'Popular searches' or clicking a 'Support Guide' box.

The screenshot shows the Grofar Passport Support Centre website. At the top left is the Grofar logo. The main header area is dark blue with the text "We're here to help" and a search bar. Below the search bar, it lists "Popular searches: placement, password, activities, passport". On the right side of the header, there is an illustration of a person pointing at a map with a location pin. Below the header, there is a section for "Popular articles" with two items: "Adding the Grofar login page to your device home screen" and "How to submit your placement details". Below that is a section for "Support Guides" with three cards: "Getting Started" (Discover everything you need to know to login and get started), "Setting Up Your Student Passport" (Step-by-step guides for your Passport), and "Managing Your Placements and Logging Activities".

Grofar Categories ▼ jhendrix ▼

We're here to help

Popular searches: placement, password, activities, passport

Popular articles

- Adding the Grofar login page to your device home screen ▼
- How to submit your placement details ▼

Support Guides

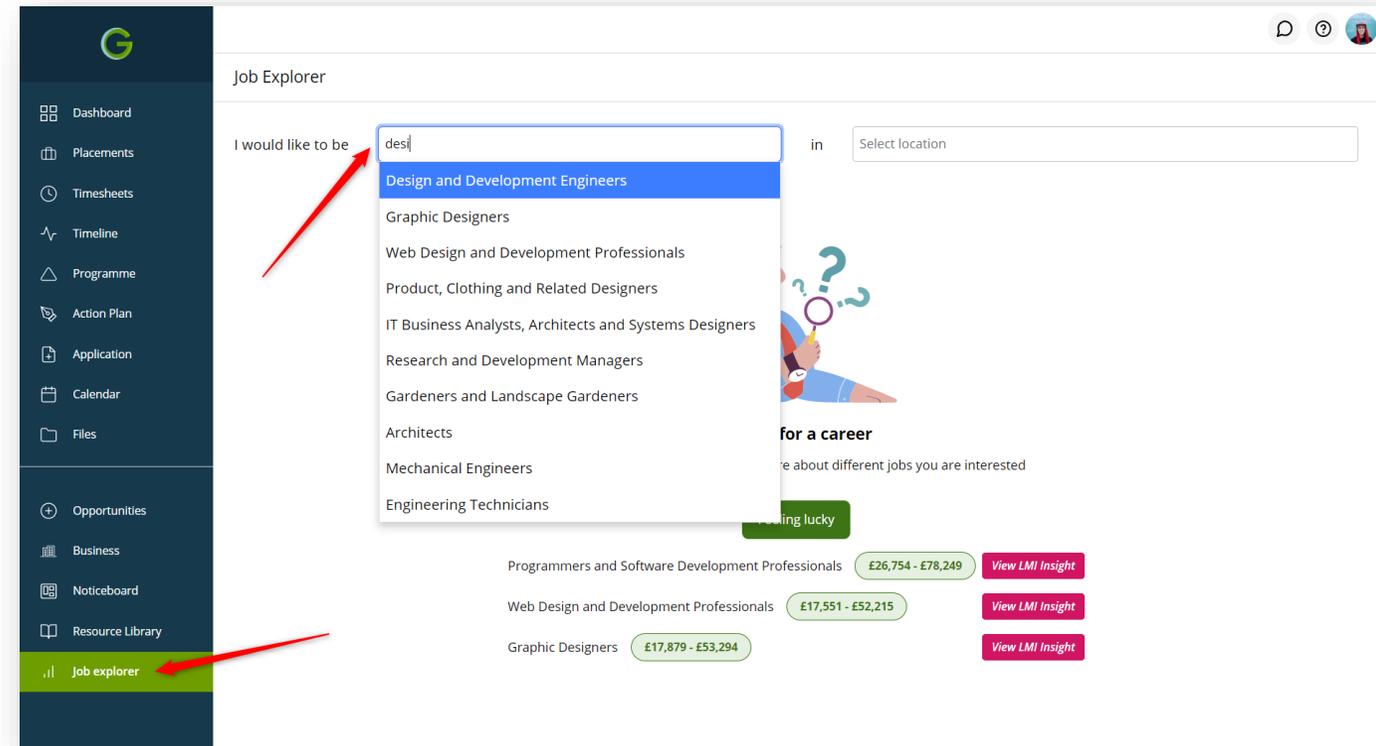
- Getting Started**
Discover everything you need to know to login and get started
- Setting Up Your Student Passport**
Step-by-step guides for your Passport
- Managing Your Placements and Logging Activities**

Action!

Exploring Careers

5a. On the left menu, select Job explorer.

Start researching by clicking on an occupation.



The screenshot shows the 'Job Explorer' interface. On the left, a dark blue sidebar menu contains various options, with 'Job explorer' highlighted in green at the bottom. A red arrow points to this menu item. The main content area has a search bar with the text 'I would like to be' followed by a dropdown menu. The dropdown menu is open, showing a list of occupations: 'Design and Development Engineers' (highlighted in blue), 'Graphic Designers', 'Web Design and Development Professionals', 'Product, Clothing and Related Designers', 'IT Business Analysts, Architects and Systems Designers', 'Research and Development Managers', 'Gardeners and Landscape Gardeners', 'Architects', 'Mechanical Engineers', and 'Engineering Technicians'. A red arrow points to the search input field. Below the search bar, there is a 'Select location' dropdown menu. The main content area also features a section titled 'for a career' with a 'View LMI Insight' button. Below this, there are three rows of job listings with salary ranges and 'View LMI Insight' buttons:

Occupation	Salary Range	Action
Programmers and Software Development Professionals	£26,754 - £78,249	View LMI Insight
Web Design and Development Professionals	£17,551 - £52,215	View LMI Insight
Graphic Designers	£17,879 - £53,294	View LMI Insight

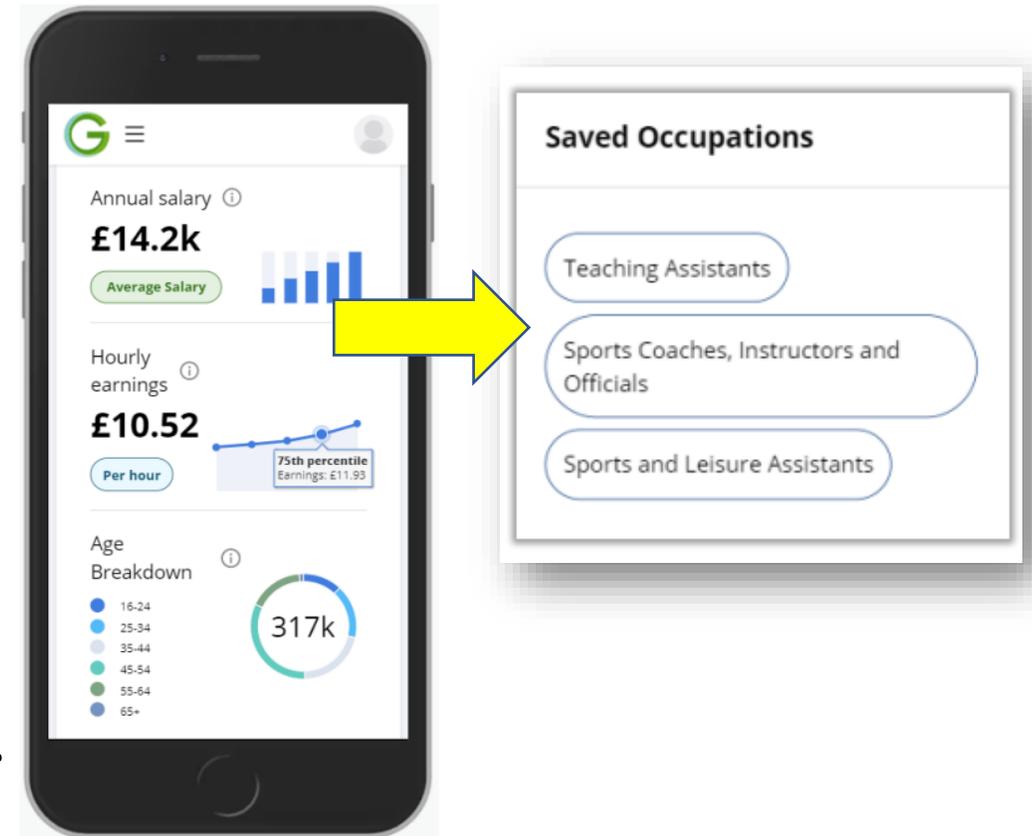
Action!

Discovering Opportunities

5b. Tap to save roles that inspire you!

After saving, you'll be able to compare information about different roles, such as:

- The skills you ideally need in a role, and entry routes
- Average salary in the industry
- A breakdown of the industry by gender or age.



THANK YOU!