

1. Logging on to Grofar for Work Experience

Website Address: <https://auth.grofar.com/>

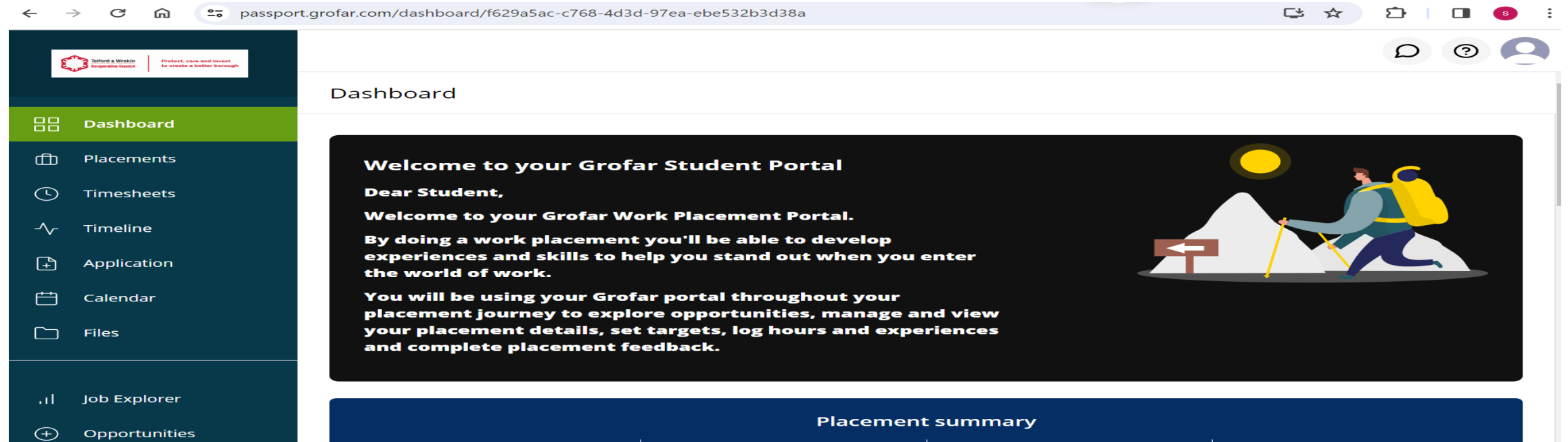
Email: Students will need to use their school email address

Password: Password123

2. Where to begin

3. Once logged on, you will be met with this page. This will allow you to explore the system. You will likely be in 1 of 2 places on your work experience journey. The next slides deal with each of them.

- You have found a placement and they have accepted you – go slide 3
- You do not know where to go.
- Continue along the PPT to the correct slide for your situation.



The screenshot shows a web browser window displaying the Grofar Student Portal dashboard. The browser's address bar shows the URL: `passport.grofar.com/dashboard/f629a5ac-c768-4d3d-97ea-ebe532b3d38a`. The dashboard features a dark blue sidebar on the left with a navigation menu containing the following items: Dashboard (highlighted in green), Placements, Timesheets, Timeline, Application, Calendar, Files, Job Explorer, and Opportunities. The main content area is titled "Dashboard" and contains a large dark blue banner with white text. The banner text reads: "Welcome to your Grofar Student Portal", "Dear Student, Welcome to your Grofar Work Placement Portal. By doing a work placement you'll be able to develop experiences and skills to help you stand out when you enter the world of work.", and "You will be using your Grofar portal throughout your placement journey to explore opportunities, manage and view your placement details, set targets, log hours and experiences and complete placement feedback." To the right of the text is an illustration of a hiker with a yellow backpack and a yellow pole, walking on a snowy mountain path towards a wooden signpost with an arrow pointing left. Below the banner is a dark blue bar with the text "Placement summary".

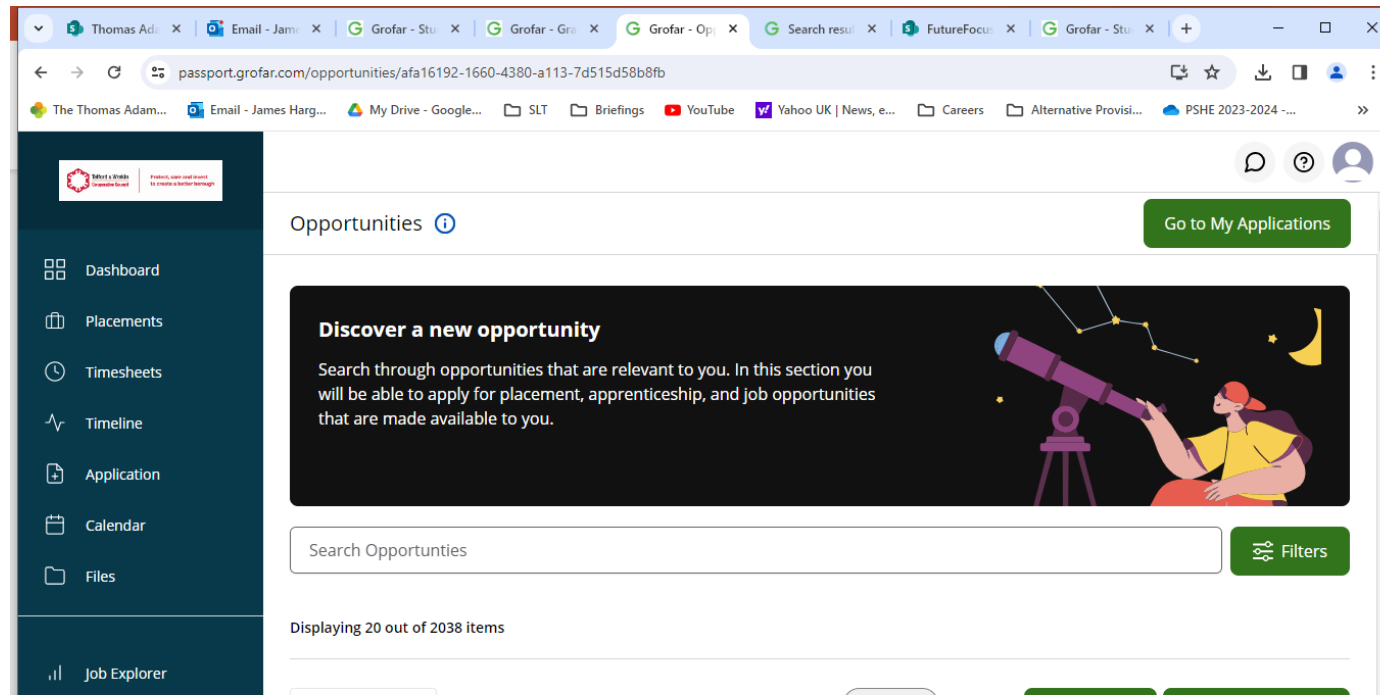
3. You have found a placement

There are two possibilities that can now happen;

1. The placement is on the system already which makes your life easier.
2. The placement is not on the system.

To find out, go to the opportunities tab, search the name of your business, if that doesn't work look at key word such as engineering. If the placement is found – please go to slide 4

If nothing comes up, you will need to go Slide 5



The screenshot shows a web browser window displaying the Grofar Passport Opportunities page. The browser's address bar shows the URL: passport.grofar.com/opportunities/afa16192-1660-4380-a113-7d515d58b8fb. The page features a dark blue sidebar on the left with navigation options: Dashboard, Placements, Timesheets, Timeline, Application, Calendar, Files, and Job Explorer. The main content area is titled 'Opportunities' and includes a green button labeled 'Go to My Applications'. Below this is a banner with the text 'Discover a new opportunity' and an illustration of a person looking through a telescope. A search bar labeled 'Search Opportunities' and a green 'Filters' button are also visible. At the bottom, it indicates 'Displaying 20 out of 2038 items'.

4. Confirming your placement

If the placement comes up, in this instance, Trinity CE Primary, click add to applications.



Displaying 20 out of 2038 items

Teaching and Other Educational Professionals Placement

View Details Add to applications

Trinity CE Primary

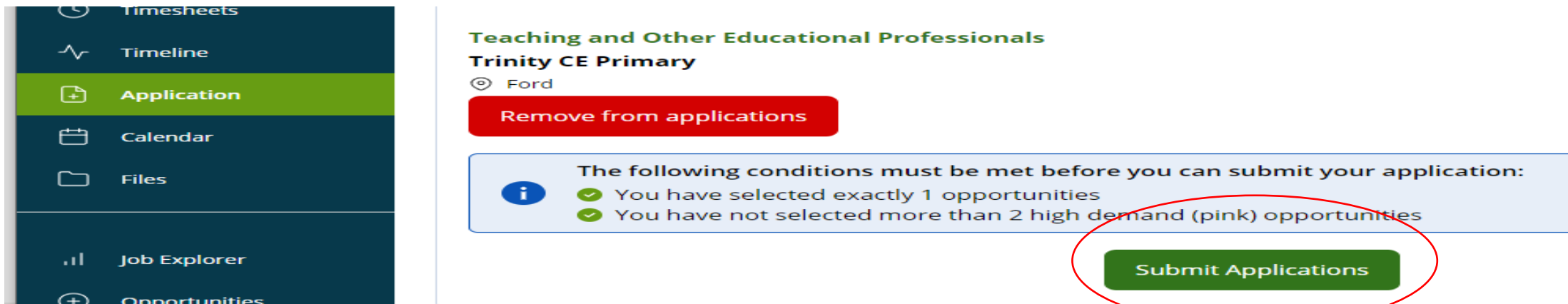
Ford

Contact Details:
John Rowe
admin@trinity.shropshire.sch.uk

Teaching and Other Educational Professionals

The screenshot shows a sidebar on the left with menu items: Placements, Timesheets, Timeline, Application, Calendar, and Files. The main content area displays a job listing for Trinity CE Primary in Ford. The 'Add to applications' button is circled in red.

Once done, go to the applications area of the tab on the left and then select your placement. Once done submit applications and complete any further details. Please be aware, you must have got confirmation from the employer before you do this that you can attend the placement.



Timesheets

Timeline

Application

Calendar

Files

Job Explorer

Opportunities

Teaching and Other Educational Professionals

Trinity CE Primary

Ford

Remove from applications

The following conditions must be met before you can submit your application:

- ✓ You have selected exactly 1 opportunities
- ✓ You have not selected more than 2 high demand (pink) opportunities

Submit Applications

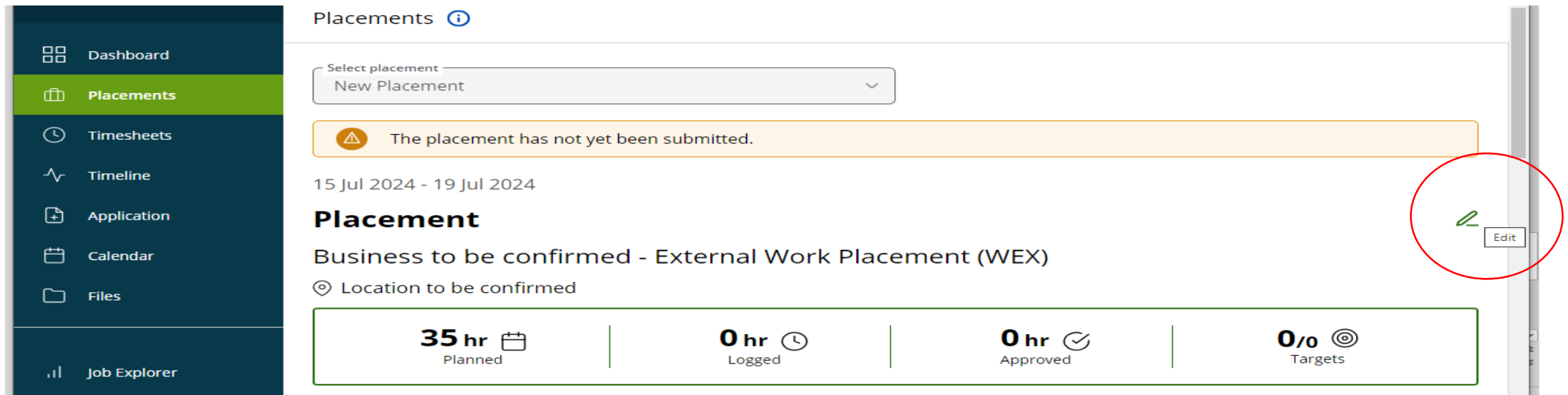
The screenshot shows the 'Application' tab selected in the sidebar. The main content area shows the job listing for Trinity CE Primary with a red 'Remove from applications' button. Below this is a blue information box with two green checkmarks indicating conditions for submission. The 'Submit Applications' button is circled in red.

5. Creating a new placement on the system

If you can't find the placement, that is not a problem, it just means no one has gone to that placement in a while and it is not on the system.

You will need to create a new company profile.

To enter detail of a new placement. Student must go to the placement tab located in their homepage. Students then need to select the edit icon, circled in red to access the placement form. Then proceed to complete the rest of the form with all the details. The most important information here is the contact details for the placement. Now head to slide 6.



The screenshot displays the 'Placements' section of a system. On the left is a dark blue sidebar with navigation options: Dashboard, Placements (highlighted in green), Timesheets, Timeline, Application, Calendar, Files, and Job Explorer. The main content area is titled 'Placements' and includes a dropdown menu for 'Select placement' with 'New Placement' selected. Below this is a yellow warning banner: 'The placement has not yet been submitted.' The placement details show the dates '15 Jul 2024 - 19 Jul 2024' and the title 'Placement: Business to be confirmed - External Work Placement (WEX)'. A location note states 'Location to be confirmed'. At the bottom, a progress bar shows: '35 hr Planned', '0 hr Logged', '0 hr Approved', and '0/0 Targets'. On the right side of the main content area, a green pencil icon and an 'Edit' button are circled in red.

6. I do not know where to go

- For ideas, students can search and filter the opportunities list to find placements with a range of businesses. They will need to go to the tab on the left hand slide and select opportunities. You can use key words such as “agriculture” or “engineering”
- If they want to see more details inc. a map showing the location of the business/employer they can click ‘View Details’.
- If they want to add the opportunity to their ‘wish list’ for later, they just need to click on ‘Add to applications.’ Please be aware, this does not submit anything but is only a list of items you are interested in.
- **It is now where you contact the company via phone, letter or email to ask if you can do a placement with them. Remember the week is the 15th to the 19th July 2004.**
- If they agree, go the relevant slide. If not, keep trying.

Timesheets

Timeline

Application

Calendar

Files

Job Explorer

Opportunities

Businesses

Resource Library

Search Opportunities

Filters

Displaying 20 out of 2038 items

Teaching and Other Educational Professionals Placement

View Details Add to applications

Trinity CE Primary

Ford

Contact Details:
John Rowe
admin@trinity.shropshire.sch.uk

Teaching and Other Educational Professionals

Teaching assistant role / Shadow and observe teachers / Assist in lessons

Placement type: External Work Placement (WEX)

Engineering Professionals Placement

View Details Add to applications

7. What happens after

- Once done, the school will confirm the placement. Please note, this will take place every couple of weeks until December). Two emails will then be generated, one to parents (As of Nov 23 - this is a process we are working on setting up) and the Employer. Once both confirm the placement will go ahead, Health and safety checks will take place.
- You will be able to monitor the stage of the process on the account.