1 .Logging on to Grofar for Work Experience

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

Email: Students will need to use their school email address

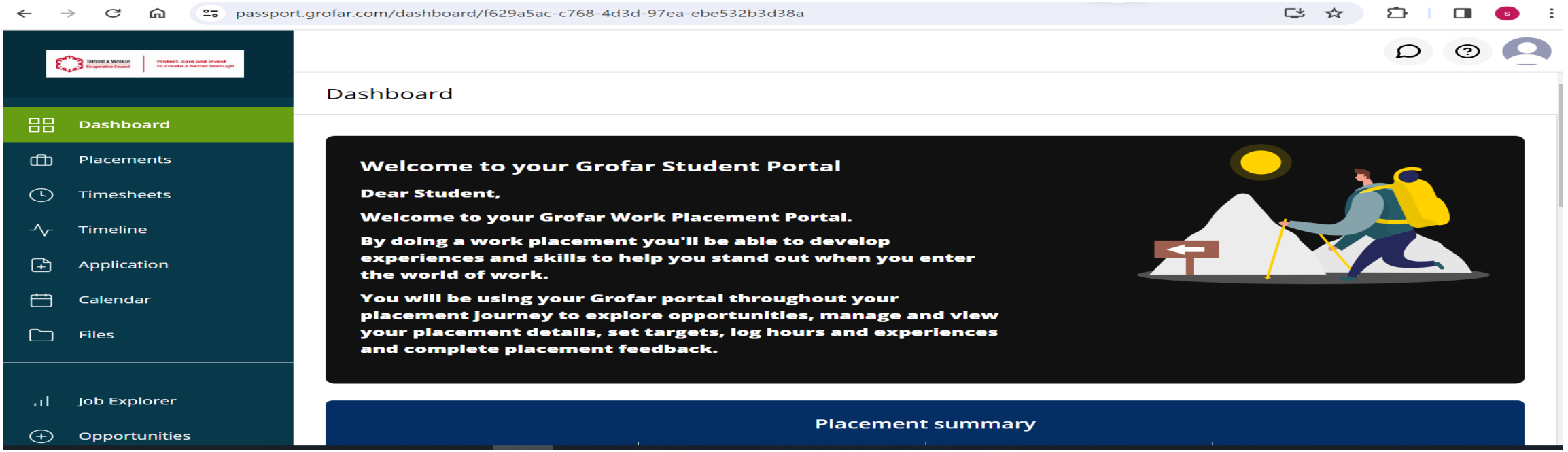
Password: Password123

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.



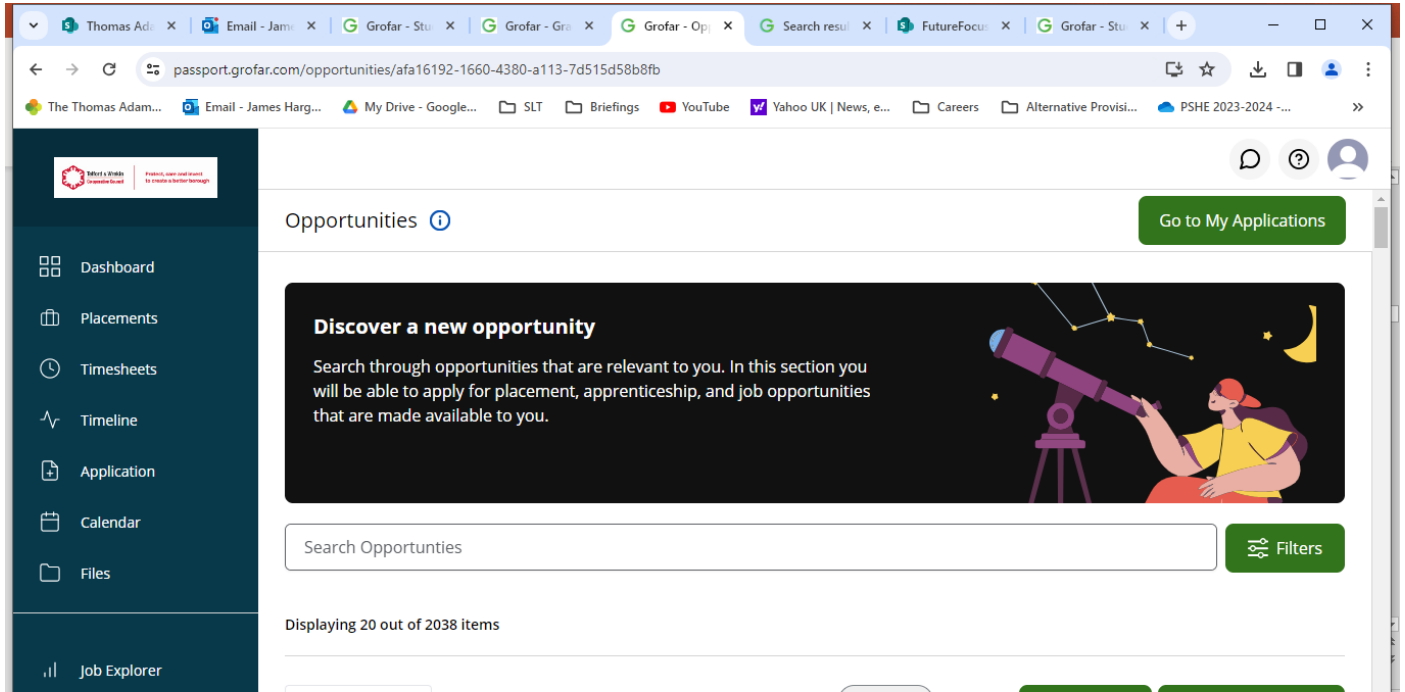
3.You have found a placement

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.

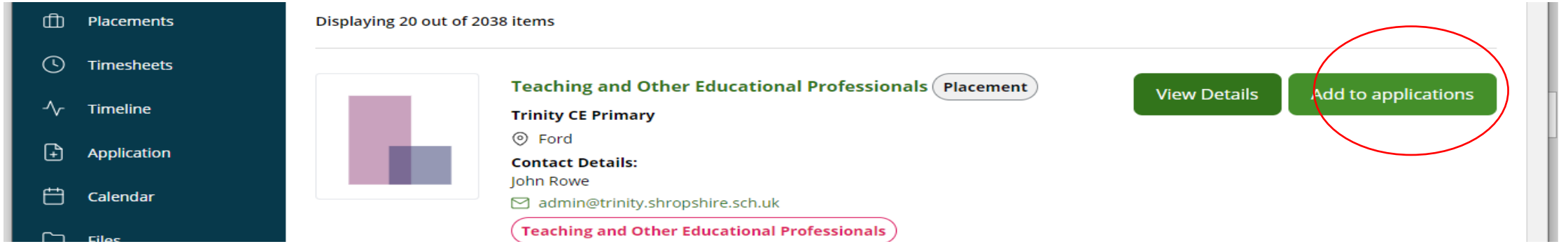
To find out, go to the opportunities tab, search the name of your business, if that doesn't work look at key word such as engineering. If the placement is found – please go to slide 4

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

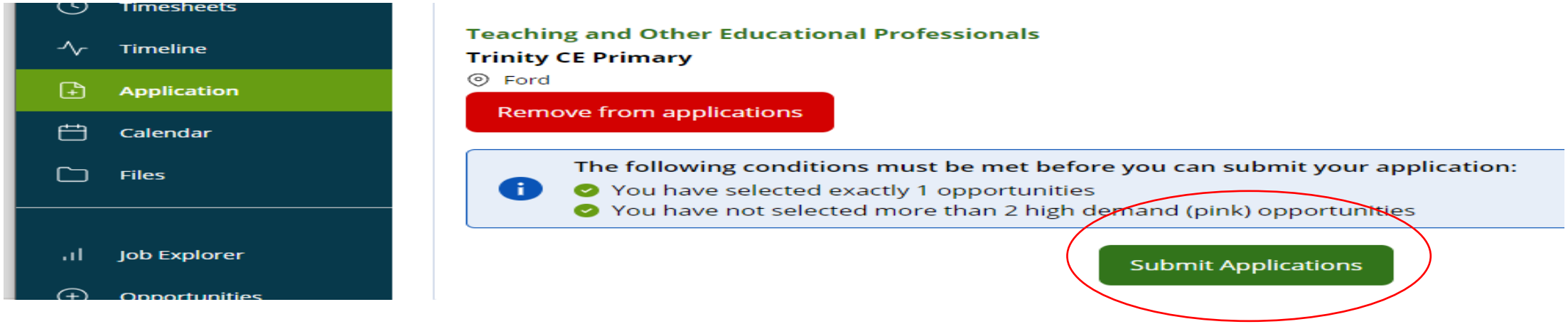


4.Confirming your placement

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



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.

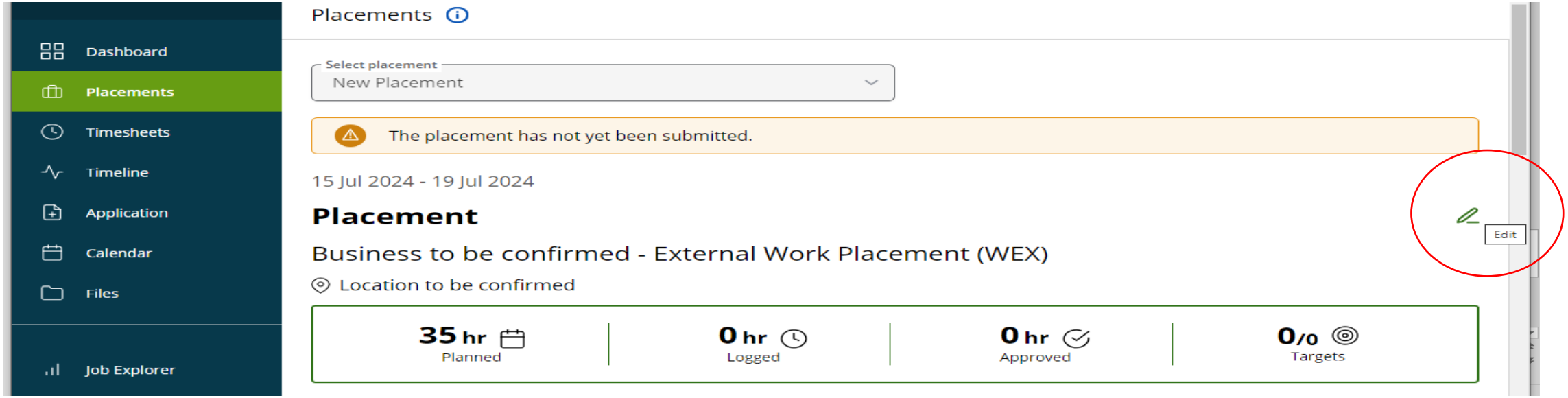


5.Creating a new placement on the system

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.

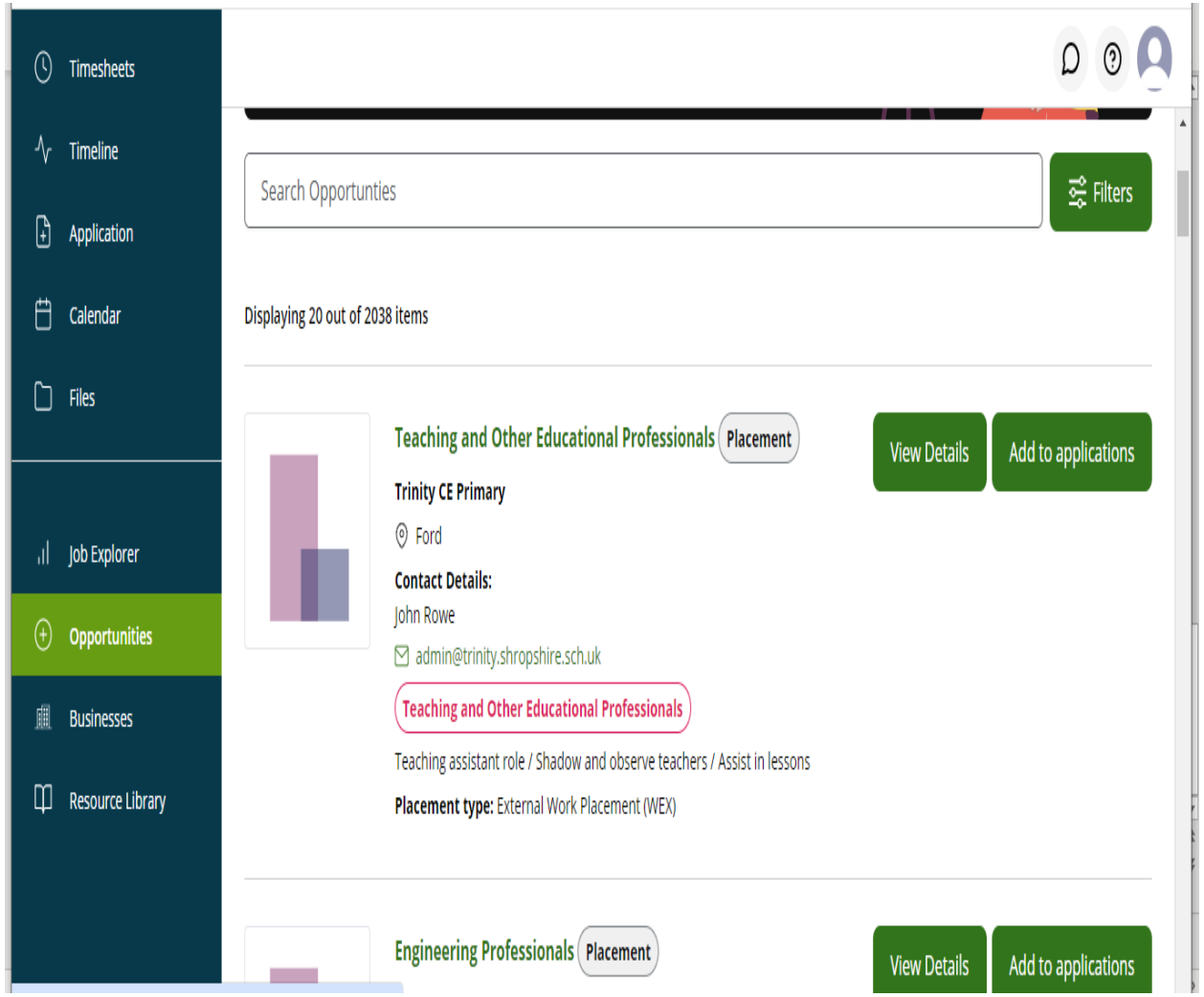
You will need to create a new company profile.

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.



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.



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.