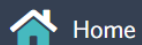


Recording employer communications, meetings, and documents



Home



Students



Placements



Targets



Employers



Reports



1. Once logged in, click into the
Employer's module

Welcome

Your students

7

Number of students

6

Number of assessments taken

7

Number of activities registered

0

Number of courses completed

Your student's placements

2

Completed

1

Requiring your approval

1

Completed requiring your sign off

1

Pending without employer
compliance

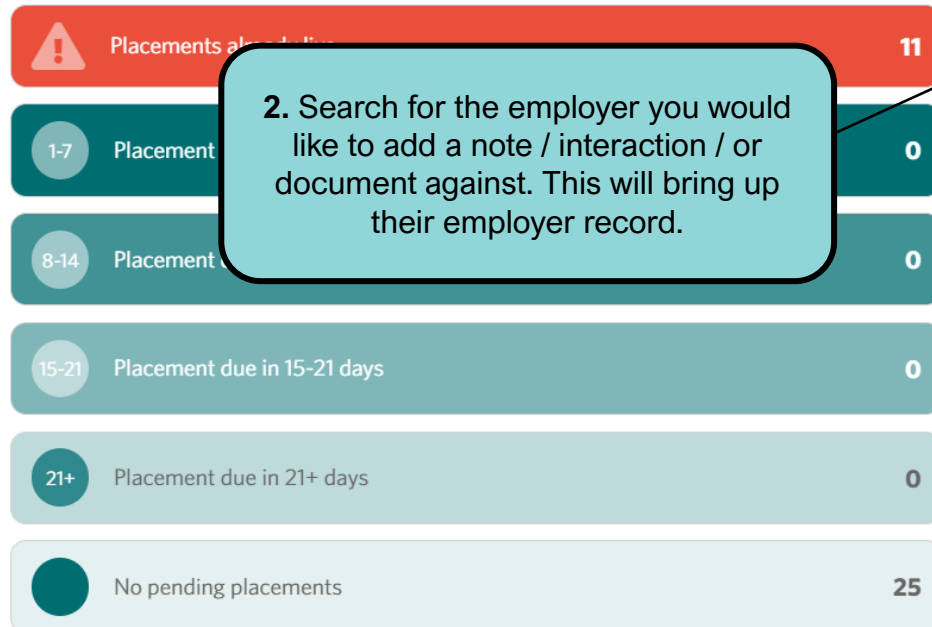


Employers

Harrogate Care Home

+ Add Employer

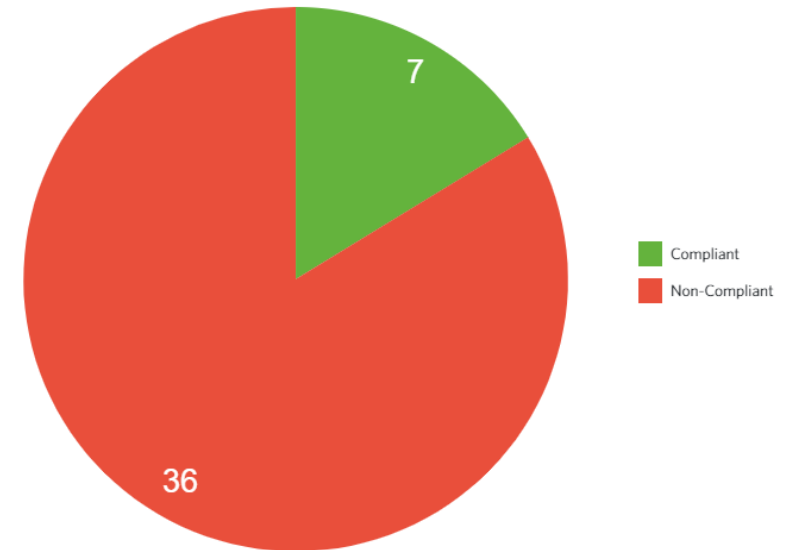
Compliance vs Placement dates



2. Search for the employer you would like to add a note / interaction / or document against. This will bring up their employer record.

See All

Employers - Overall Compliance Status



See All

3. This is an employer record. This page holds all information about your employer including...

Organisation name and address

Employer details

COMPLIANT 

* Employer name:

Harrogate Care Home

Main address:

24 Kings Road

Town/city:

Harrogate

County:

North Yorkshire

Postcode:

HG1 5HJ

Main Tel:

640511171

Email:

info@harrogatehome.uk.com

Internal Employer ID:

246/XYZ0246

* Business type/sector:

Health & Social Care

* Status:

Active Employer

Compliance

This employer is compliant

☒ Yes ☐ No

Compliance Approval Date:

01/12/2021

Compliance Expires Date:

29/12/2022

Health & Safety notes:

Contacts

Current contacts



Jenny Hall

Head Nurse, jhall@harrogatehome.com, 0788430596



Cameron Jackson

Home Manager, cameronj@harrogatehome.com

Archived contacts



Mary Curran

Home Manager, mcurran@harrogatehome.com



Melanie Rowan

Assistant Manager, mrowan@harrogatehome.com, 07839405999

Add Contact

The contacts stored against the employer including those that are archived

Employer's phone number, email address, and business sector

Employer's ERN

Employer's compliance information including important health and safety notes



Employer

[Add Document](#)[Add Note](#)[Add Interaction](#)[Add Contact](#)

Employer details

COMPLIANT

* Employer name:

Harrogate Care Home

Main address:

24 Kings Road

Town/city:

Harrogate

County:

North Yorkshire

Postcode:

HG1 5HJ

Main Tel:

640511171

Email:

info@harrogatehome.uk.com

Internal Employer ID:

246/XYZ0246

* Business type/sector:

Health & Social Care

* Status:

Active Employer

Compliance

This employer is compliant

☒ Yes ☐ No

Compliance Approval Date:

01/12/2021

Compliance Expires Date:

29/12/2022

Health & Safety notes:

Contacts

Current contacts

**Jenny Hall**

Head Nurse, jhall@harrogatehome.com, 0788430596

**Cameron Jackson**

Home Manager, cameronj@harrogatehome.com

Archived contacts

**Mary Curran**

Home Manager, mcurran@harrogatehome.com

**Melanie Rowan**

Assistant Manager, mrowan@harrogatehome.com, 07

4. To upload documents, notes, and record interactions you've had with this employer, select a button on the top right of your screen.

In this example, we will be recording the following interaction:

a phone call we have had with this employer about the guest speaker event that they delivered to our students last week.



Employer

Employer details

* Employer name:

Harrogate Care Home

Main address:

24 Kings Road

Town/city:

Harrogate

County:

North Yorkshire

Postcode:

HG1 5HJ

Main Tel:

640511171

Email:

info@harrogatehome.uk.com

* Business type/sector:

Health & Social Care

Compliance

This employer is compliant

☒ Yes ☐ No

Compliance Approval Date:

01/12/2021

Compliance Expires Date:

29/12/2022

Health & Safety notes:

5. This feature ensures all communications you've had with the employer is stored in a central space for all staff to access.

6. Fill out the form as shown. You are able to attach / link out to if needed



Add Interaction



* Interaction title:

Phone call

* Type of interaction:

Meeting

* Date of interaction:

16/12/2021

* Time of int

10:27

Notes:

Jenny Hall was very happy with the guest speaker session she delivered our students last week and would be happy to continue offering more employer engagement activities and placements to the college this academic year.

* Member of staff recording interaction:

Fern Maxwell

Other interaction attendees:

Add someone else

Upload or add URL of document:

Choose file

Document URL:

Enter URL of document

8. Once completed, click the save icon on the top right of the form to permanently record this interaction against the employer record.

7. Only the selected 'Member of staff recording the interaction' will be able to edit this entry once saved.

Employer details

COMPLIANT

*** Employer name:**
Harrogate Care Home

Main address:
24 Kings Road

Town/city: Harrogate **County:** North Yorkshire

Postcode: HG1 5HJ **Main Tel:** 640511171

Email: info@harrogatehome.uk.com **Internal Employer ID:** 246/XYZ0246

*** Business type/sector:** Health & Social Care *** Status:** Active Employer

Compliance

This employer is compliant
☒ Yes ☐ No

Compliance Approval Date: 01/12/2021 **Compliance Expires Date:** 29/12/2022

Health & Safety notes:

Contacts

[Add Contact](#)

- Current contacts**
- Jenny Hall**
Head Nurse, jhall@harrogatehome.com, 0788430596
 - Cameron Jackson**
Home Manager, cameronj@harrogatehome.com
- Archived contacts**
- Mary Curran**
Home Manager, mcurran@harrogatehome.com
 - Melanie Rowan**
Assistant Manager, mrowan@harrogatehome.com, 07839405999

Audit Trail

Timestamped approvals here:

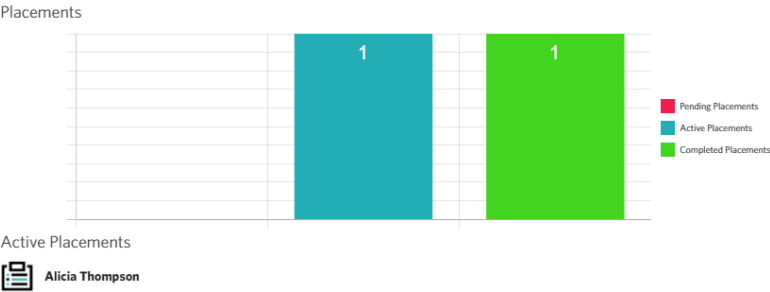
- Phone call >**
Fern Maxwell added a call
16/12/21 10:36
- Jenny Hall on leave 20th Dec - 18th Jan (Do not contact) >**
Fern Maxwell added a note
16/12/21 09:59
- Mid Point Placement Review (Alicia Thompson) >**
Fern Maxwell added a meeting
16/12/21 09:57
- COVID-19 Workplace RA >**
Fern Maxwell added a document
16/12/21 09:55
- Health and Safety RA >**
Fern Maxwell added a document
16/12/21 09:55
- Fern Maxwell passed compliance on 01/12/2021**
01/12/21 00:00

Audit Trail

Timestamped approvals here:

- Phone call >**
Fern Maxwell added a call
16/12/21 10:36
- Jenny Hall on leave 20th Dec - 18th Jan (Do not contact) >**
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Fern Maxwell added a document
16/12/21 09:55
- Fern Maxwell passed compliance on 01/12/2021**
01/12/21 00:00

Employer Placements



9. Once saved, you can view your recorded note / document / interaction in the employer's audit trail.