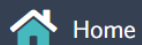


**Recording communications,
meetings, and documents
against a student**



Home



Students



Placements



Targets



Employers



Reports



1. Once logged in, click into the Students module.

Welcome back Fern

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



Students

Tutor:

Maxwell, Fern

Academic Year:

Select Academic Year

Learners

Placement

0

Placement

0

Seeking placement

5

Placement awaiting approval

1

Placement approved and pending

0

Placement active

1

Placement completed & awaiting sign off

0

Placement activity completed for the year

0

[See All](#)

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

Assessments



- No Assessments
- 1 Assessment
- 2 Assessments
- 3 Assessments
- 4 Assessments
- 5+ Assessments

[See All](#)

3. This is a student record (continued on next page). The student record holds all information about the student including...

Student details such as name, number, tutor, department, course, etc...

Their target work placement, enrichment, and employer engagement hours they need to complete for this academic year and their progress.

Student details

Title:

* Forename:

* Surname:

* Email:

Next Destination:

* Status:

Student number:

* Tutor:

Employability skills
(28/07/2021)

Employability skills
(31/08/2021)

Employability skills
(31/08/2021)

Update

View Results
Distance Travelled

View Results
Distance Travelled

The results to any completed skills assessments

Activity Tracking

Work Placement Hours

Annual Target:	Actual:	% Complete:
315.00	22.50	7.14%

Enrichment Hours

Annual Target:	Actual:	% Complete:
50.00	7.00	14.00%

Employer Engagement Hours

Annual Target:	Actual:	% Complete:
50.00	8.00	16.00%

Placements

+ Add Placement

- Santandini Bank (Placement request awaiting approval)**
Placement 08/12/2021 - 09/12/2021
WEXP Co-ordinate: hscstaff Test
- Harrogate Care Home (Placement live)**
Placement 02/12/2021 - 31/12/2021
WEXP Co-ordinate: Fern Maxwell
- Harrogate Care Home (Placement completed)**
Placement 02/09/2021 - 21/09/2021
WEXP Co-ordinate: Fern Maxwell

The student's placements

Activities and Placement Journal Entries

Types to display

Spring Gardens home is operated by Newport City Council and provides accommodation and support...

December 2021

20th D of E Week 1 (Enrichment Activity)

14th Visiting the Harrogate Nursing Home (Employer Engagement Activity)

I visited the Harrogate Nursing home today. I had the opportunity to speak with the manager at the h...

10th Guest Speaker - Jenny Hall (Employer Engagement Activity)

College

Jenny Hall, a carer from the Harrogate Nursing home, came to the college to talk to us. She told us ...

2nd Placement Journal (Placement Journal)

Harrogate Care Home, Didcot

November 2021

30th Comic Relief - volunteering and charity (Enrichment Activity)

We baked cupcakes and raised money to donate to a care home

Targets

+ Add Target

All enrichment activities, employer engagement activities and placement journal entries the student has added.

Time-management strategies (Due: 23/02/2022)

Set by: Fern Maxwell

Target status: Target Rejected



Unit 2: Working in the Health and Social Care Sector (Due: 27/07/2022)


Set by: Fern Maxwell


Target status: Target Submitted for Review

The student's targets

Student

 Add Document

 Add Note

 Add Interaction

Student details

Title:

* Forename:

* Surname:

* Email:

Next Destination:

* Status:

Student number:

* Tutor:

Employability skills

(28/07/2021)

[View Results](#)
[Distance Travelled](#)

Employability skills

(31/08/2021)

[View Results](#)
[Distance Travelled](#)

Employability skills

(31/08/2021)

[View Results](#)
[Distance Travelled](#)

Update

Activity Tracking

Work Placement Hours

Annual Target:

Actual:

Enrichment Hours

Annual Target:

Actual:

Employer Engagement Hours

Annual Target:

Actual:

Placements

+ Add Placement



Santandini Bank (Placement request awaiting approval)

Placement 08/12/2021 - 09/12/2021

WEXP Co-ordinate: hscstaff Test



Harrogate Care Home (Placement live)

Placement 02/12/2021 - 31/12/2021

WEXP Co-ordinate: Fern Maxwell



Harrogate Care Home (Placement completed)

Placement 02/09/2021 - 21/09/2021

WEXP Co-ordinate: Fern Maxwell

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

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

a one to one careers meeting with the student.

N

Home

Users

Documents

Settings

Profile

Analytics

Play

Navigate 2021

19th Placement Journal

Harrogate Care Home

18th Placement Journal

Harrogate Care Home, Street

17th Placement Journal (Placement Journal)

Harrogate Care Home, Didcot

I had a really fun day!

Audit Trail

Careers Meeting >

Fern Maxwell added a meeting

Interaction

Type of interaction:

Meeting

Date of interaction:

21/12/2021

Time of interaction:

12:41

Notes:

Alicia has expressed interest in the health and social care industry. I have given her the task to research job profiles and reflect the difference career routes before our next meeting. See meeting outcomes attached.

Alicia would like to focus heavily on developing the following skills: communication, confidence, time-management.

Member of staff recording interaction:

Fern Maxwell

Other interaction attendees:

Add someone else

Fern Maxwell (Tutor)

hsclearner Test (Student)

Upload or add URL of document:

Choose file

Careers Meeting Outcomes.docx

Save

Close

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

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

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

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

Student

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

Student details

Title:

* Forename: * Surname:

* Email:

Next Destination:

* Status: Student number:

* Tutor:

Employability skills
(28/01/2021) View Results
Distance Travelled

Employability skills
(31/08/2021) View Results
Distance Travelled

Employability skills
(31/08/2021) View Results
Distance Travelled

[Update](#)

Activity Tracking

Work Placement Hours

Annual Target:	Actual:	% Complete:
<input type="text" value="315.00"/>	<input type="text" value="22.50"/>	<input type="text" value="7.14%"/>

Enrichment Hours

Annual Target:	Actual:	% Complete:
<input type="text" value="50.00"/>	<input type="text" value="7.00"/>	<input type="text" value="14.00%"/>

Employer Engagement Hours

Annual Target:	Actual:	% Complete:
<input type="text" value="50.00"/>	<input type="text" value="8.00"/>	<input type="text" value="16.00%"/>

Placements

[+ Add Placement](#)

- Santandini Bank (Placement request awaiting approval)**
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WEXP Co-ordinate: Fern Maxwell
- Harrogate Care Home (Placement completed)**
Placement 02/09/2021 - 21/09/2021
WEXP Co-ordinate: Fern Maxwell

Targets

[+ Add Target](#)

- Develop time-management strategies (Due: 23/02/2022)**
Set by: Fern Maxwell
Target status: Target Rejected
- Unit 2: Working in the Health and Social Care Sector (Due: 27/07/2022)**
Set by: Fern Maxwell
Target status: Target Submitted for Review

Activities and Placement Journal Entries

Types to display:

Spring Gardens Home is operated by Newport City Council and provides care, accommodation and support...

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- 2nd Placement Journal (Placement Journal)**
Harrogate Care Home, Didcot

November 2021

- 30th Comic Relief - volunteering and charity (Enrichment Activity)**
We baked cupcakes and raised money to donate to a care home

Audit Trail

- Careers Meeting >**
Fern Maxwell added a meeting
21/12/21 12:41
- End point review >**
Fern Maxwell added a meeting
17/12/21 10:38
- Skills meetings >**
Fern Maxwell added a meeting
26/11/21 09:35

Audit Trail



Careers Meeting >

Fern Maxwell added a meeting
21/12/21 12:41



End point review >

Fern Maxwell added a meeting
17/12/21 10:38



Skills meetings >

Fern Maxwell added a meeting
26/11/21 09:35

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