

A group of students are sitting around a wooden table in a computer lab or study area. They are all using laptops. One student in the foreground is wearing large headphones and looking at their laptop screen. Another student to the right is also wearing headphones and looking at their laptop. In the background, another student is looking at their laptop. The room has large windows and a wooden wall.

# Navigate Student Training Pack

**NAVIGATE**

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2. View and edit activities

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2. Add a new placement and submit it to a member of staff for approval (training material coming soon)
3. Complete pre-placement checklist
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2. Add a target against yourself

## My Profile

1. Edit your personal details
2. Download your digital CV (training material coming soon)

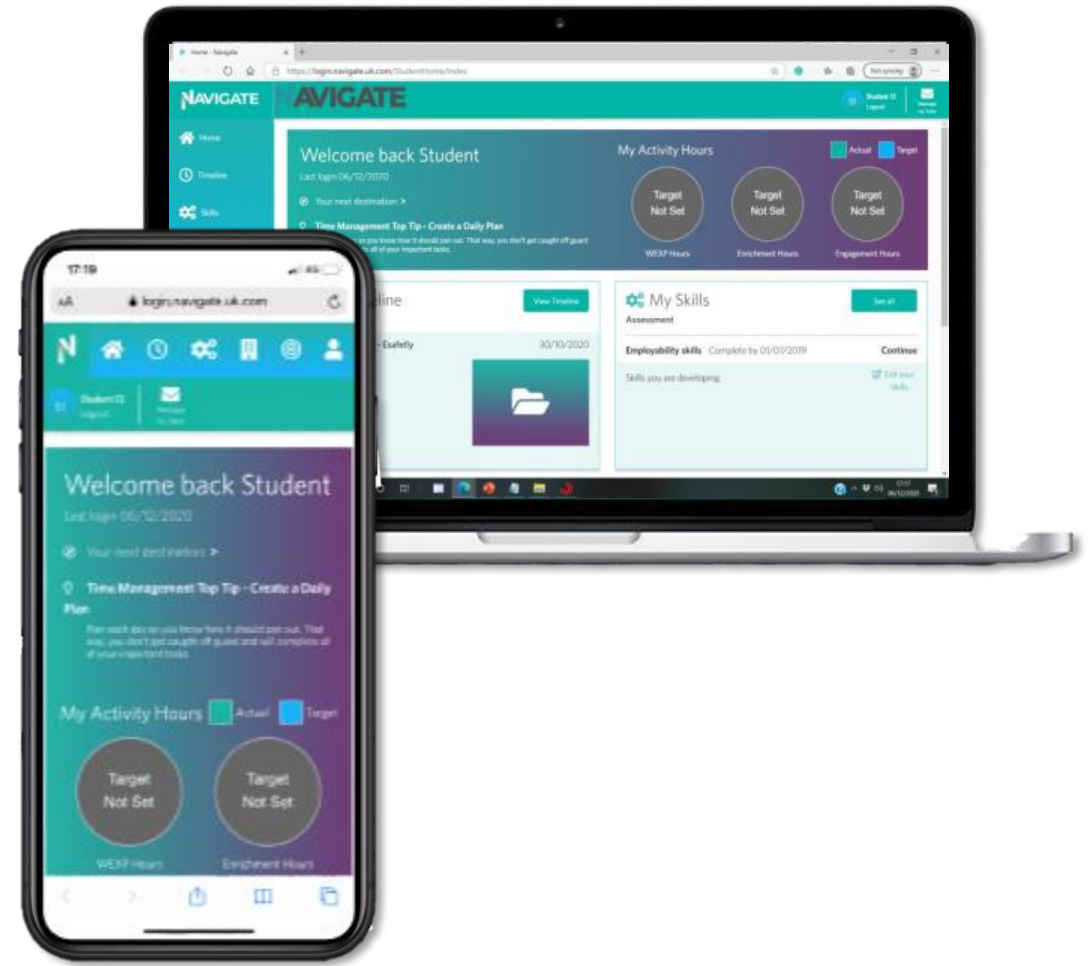
## Create a Shortcut for your Phone Home Screen

# What is Navigate?

**Navigate** is an online platform that will help you to demonstrate how you are developing your **employability, personal and social skills** during your time at college.

By using Navigate you'll gather evidence that can be compiled into a **Digital CV**. This will ensure that you can submit high quality applications for future employment, apprenticeship and university applications in the future.

You can access Navigate on college computers or your phone, allowing you to record your activity wherever you are.



# My Timeline



My Timeline

# My Timeline

## What does this module do?:

- Provides you with an **overview of all the activities** that you have recorded in Navigate.
- Allows you to **easily record** new employer-engagement, tutorial, sport, careers and enrichment activities.
- **Assigns the skills** you have developed by taking part in each activity.
- Allows you to **upload your own photos and videos** to evidence the activity.

## The following slides will show you how you can:

- View all the activities that you've participated in
- Add new activities

# My Timeline: Add an activity to your timeline [\(click to play\)](#)

**NAVIGATE** The Education Company

JG Jason Gould Logout Message my Tutor

Home  
Timeline  
Skills  
Targets  
Profile

## Welcome back Jason

Last login 27/08/2020

Your next destination: **Social Care > Traineeships (EDU-1)**

**Today's top tip: Be sensible**  
Line your stomach with pasta before a night out

### My Activity Hours

Actual Target

Category	Actual	Target
Work Placement Hours	100	100
Enrichment Hours	25	72
Employer Engagement Hours	8	140

### My Timeline

View Timeline

Latest activity

Employer Engagement Activity - testing skill saving 26/08/2020

test

View Timeline >

### My Skills

See all

Assessment

**Employability skills** Complete by 13/08/2020 **Continue**

Skills you are developing:

- Career planning
- Enterprise skills
- Leadership

[Edit your Skills](#)

# My Timeline: Edit an activity on your timeline

Navigate 2019

## My Timeline

**+** Add an activity


**🎯 Target Added - Exploring progression routes** 11/02/2021

Outcome 1) Attend careers meeting with the college advisor Outcome 2) Discuss progression options with my tutor Outcome 3) Present my ideas for progression in my next EHCP review meeting

**⚙️ Target Type: Careers & Progression** **📅 Completion date: 20/05/2022**

**📁 Employer Engagement Activity - Virtual Careers and University Fair** 03/02/2021

This is a virtual careers and uni fair - all level 3 are invited to attend. [www.navigate.uk.com](http://www.navigate.uk.com) It was fun!



**⚙️ Skills added: Careers Skills** **🕒 Time assigned: 0h 0m**

**📎 Evidence added: halesowen.png**

1. You can click into any activity on your timeline to edit it. All changes made will be updated on your timeline.

# My Skills



My Skills



# My Skills

## What does this module do?:

- Engaging psychometric assessment measuring your **Personal, Social and Employability skills**.
- Captures your skills starting point and helps you to **identify weaker skills** that you should focus on.
- Provides you with distance travelled data to **evidence the impact** the activities are having on your skills.

## The following slides will show you how you can:

- Add and complete a new skills assessment
- View starting point assessment results
- Edit your skills focus list and desired destination
- View distance travelled results

# My Skills: Add and complete a skills assessment [\(click to play\)](#)

**NAVIGATE** The Education Company

Jason Gould  
Logout

Message my Tutor

Home  
Timeline  
Skills  
Targets  
Profile

## My Skills

Start new Skills Assessment

Skills you are developing:

- Career planning 11 activities
- Customer service 3 activities

[Edit the Skills you are developing in My Profile](#)

Your next destination:  
**Traineeships (EDU-1)**  
Social Care  
[Edit your Destination in My Profile](#)

Skills you are developing:

Employability skills	Complete by 13/08/2020	Continue	Remove
Employability skills	Complete by 06/09/2020	Continue	Remove
Employability skills	Completed on 06/06/2016		View Results
Employability skills	Completed on 02/06/2016		View Results
Employability skills	Completed on 25/09/2019		View Results
Employability skills	Completed on 12/08/2020		View Results

# My Skills: View your starting point assessment results

**Navigate 2019** AA Andy Apple Logout Message my Tutor

## My Skills

Start new Skills Assessment

Skills you are developing:

- Creativity 0 Activities added for this skill
- Leadership 1 Activity added for this skill
- Critical Thinking 2 Activities added for this skill
- Confidence 12 Activities added for this skill
- Customer Service 6 Activities added for this skill

[Edit the Skills you are developing in My Profile](#)

Your next destination:  
**T-level Qualification (EDU-4)**  
Digital Pro

[Edit yo](#)

**1. Once you've completed a skills assessment, you can view the results by clicking on 'View Results'**

This will open a new web page. (see next slide)

### My Assessments:

Employability skills	Complete by 26/06/2020	Continue	Remove
Employability skills	Complete by 12/02/2021	Continue	Remove
Employability skills	Completed on 14/01/2020	View Results	Report
Employability skills	Completed on 14/01/2020	View Results	Report
Employability skills	Completed on 25/03/2020	View Results	Report

# My Skills: View your starting point assessment results

Your skills starting point results display your score across 19 key skills.

These skills can be split into 3 main themes –

**My wellbeing:** These are skills you need to ensure your physical, emotional, and financial health.

**My relationships:** These are skills that you need to develop positive relationships, and work with a range of people.

**My future:** These are the skills needed to help you achieve your career goals and search for a good job.

Each skill is measured using a 'RAG' rating:

- **Red:** Opportunity to improve
- **Amber:** Good level
- **Green:** On Target

You should use this assessment result to help you decide which skills you would like to focus on developing in the next academic year. (see next slide)

**NAVIGATE** 51 Student 12 Logout Message My Mail

## Employability skills Assessment Results

Student: Andy Apple  
Test Date: 14/01/2020

### My Wellbeing

The My Wellbeing theme is all about the skills you need to ensure your physical, emotional and financial health. It also includes the crucial skills of being independent, confidence and resilience - all essential if you are able to successfully overcome the challenges you'll face.

Being Independent	●●●●●	Opportunity to improve
Confidence	●●●●●	Good level
Financial Skills	●●●●●	Opportunity to improve
Managing Stress	●●●●●	Good level
Physical Health	●●●●●	Good level
Resilience	●●●●●	Good level

### My Relationships

This theme helps you to understand the skills needed to develop deep, positive relationships with a wide range of people. It supports the development of essential social skills like collaboration and communication, as well as helping you to become an effective leader. All of these will help you to be successful when working with others in work and your wider life.

Building Relationships	●●●●●	Good level
Collaboration	●●●●●	Good level
Communication	●●●●●	Good level
Community and Social Action	●●●●●	Good level
Leadership	●●●●●	Good level
Online Relationships	●●●●●	Good level

### My Future

The 'My Future' theme will help you to achieve your career goals by developing the skills needed to search for jobs, write a great CV and deliver an effective interview. But getting a great job is only half the story - you have to make sure you have the skills to stand out and climb the ladder. This is where creativity, critical thinking and enterprising come in. These will help you to develop fresh and exciting ideas and ensure you can put them into action.

Careers Skills	●●●●●	Opportunity to improve
Creativity	●●●●●	Good level
Critical Thinking	●●●●●	Opportunity to improve
Customer Service	●●●●●	On target
Digital Skills	●●●●●	Opportunity to improve
Enterprising	●●●●●	Good level
Time Management	●●●●●	Good level

# My Skills: Edit your skills focus list [\(click to play\)](#)

**NAVIGATE** The Education Company

Jason Gould Logout Message my Tutor

## My Skills

Start new Skills Assessment

Skills you are developing:

- Enterprise skills 6 activities
- Career planning 11 activities
- Customer service 3 activities

[Edit the Skills you are developing in My Profile](#)

Your next destination:  
**Traineeships (EDU-1)**  
Social Care  
[Edit your Destination in My Profile](#)

### Skills you are developing:

Employability skills	Complete by 13/08/2020	Continue	Remove
Employability skills	Complete by 28/08/2020	Continue	Remove
Employability skills	Complete by 06/09/2020	Continue	Remove
Employability skills	Completed on 06/06/2016		View Results
Employability skills	Completed on 02/06/2016		View Results
Employability skills	Completed on 25/09/2019		View Results

# My Skills: Edit your next destination [\(click to play\)](#)

**NAVIGATE**

JG J Gould Logout Message my Tutor

Home  
Timeline  
Skills  
Targets  
Profile

## My Skills

Start new Skills Assessment

Skills you are developing:

- CV writing 7 activities
- Ambition 2 activities
- Be Proactive 1 activity
- Career planning 10 activities

[Edit the Skills you are developing in My Profile](#)

Your next destination:  
**Level 1 Qualification (EDU-4)**  
Animal Care

[Edit your Destination in My Profile](#)

Skills you are developing:

Employability skills	Completed on 26/08/2020	<a href="#">View Results</a>
Employability skills	Completed on 29/06/2016	<a href="#">View Results</a>
Employability skills	Completed on 26/08/2020	<a href="#">View Results</a>
Employability skills	Completed on 26/08/2020	<a href="#">View Results</a>
Employability skills	Completed on 26/08/2020	<a href="#">View Results</a>
Employability skills	Completed on 26/08/2020	<a href="#">View Results</a>

javascript;

# My Skills: View your distance travelled assessment results

**Navigate 2019**

AA Andy Apple Logout | Message my Tutor

## My Skills

Start new Skills Assessment

Skills you are developing:

- Creativity 0 Activities added for this skill
- Leadership 1 Activity added for this skill
- Critical Thinking 2 Activities added for this skill
- Confidence 12 Activities added for this skill
- Customer Service 6 Activities added for this skill

[Edit the Skills you are developing in My Profile](#)

### My Assessments:

Employability skills	Complete by 26/06/2020	Continue	Remove
Employability skills	Complete by 12/02/2021	Continue	Remove
Employability skills	Completed on 14/01/2020	View Results	Report
Employability skills	Completed on 14/01/2020	View Results	Report
Employability skills	Completed on 25/03/2020	View Results	Report

Your next destination:  
T-level Qualifi  
Digital Production, D  
[Edit your Destinat](#)

**1.** Once you've completed the skills assessment multiple times throughout the academic year, you can view your 'distance travelled' results by clicking on '**report**'

This will open a new web page. (see next slide)

# My Skills: View your distance travelled assessment results

Your distance travelled results shows you how your skills have developed over time.

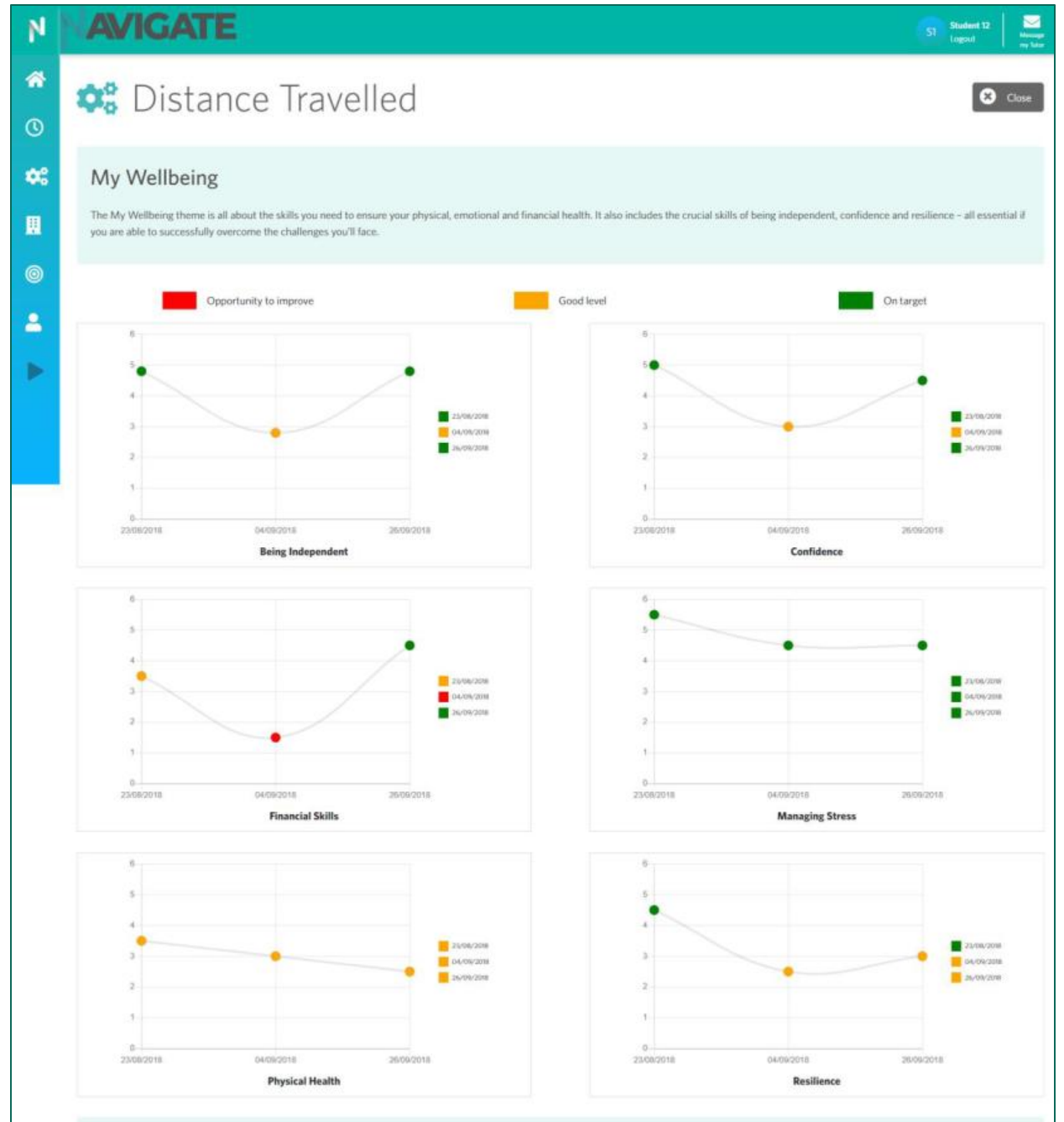
These skills can be split into 3 main themes –

**My wellbeing:** These are skills you need to ensure your physical, emotional, and financial health.

**My relationships:** These are skills that you need to develop positive relationships, and work with a range of people.

**My future:** These are the skills needed to help you achieve your career goals and search for a good job.

Each skill has its own graph. Each point on the graph reflects your skill score at that point in time.





# My Placements



My  
Placements

# My Placements

## What does this module do:

- Provides you with an **overview of all the activities** that you have recorded onto Navigate.
- Allows you to **easily record** new employer-engagement and enrichment activities.
- **Automatically assigns skills** you have developed by taking part in the activity.
- Allows you to **upload your own photos and videos** against the activity.

## The following slides will show you how you can:

- View all the activities that you've participated in
- Add new activities

# My Placements: The Placements Module

1. This is the **'Placements'** module. You can access this module here.

Here you can see all your placement activity, complete your placement journal entries, and provide/view feedback.

Navigate 2019

## My Placements

3. On top of each box, you can see **where** the placement is taking/has taken place

4. Here, you can view the **placement details** including:  
Employer details  
Placement dates  
Placement objectives  
Dress code  
Placement description


 Skills




 Placements

 Targets


2. Each placement will have its own panel.




### Beck's Burgers

 Complete, awaiting Sign off


-  Placement details [View >](#)
-  Confirm attendance and complete Journal [Add / Edit >](#)
-  Your Feedback [Complete >](#)

### Helen's Ironing Service


 Active

-  Placement details [Edit >](#)
-  Confirm attendance and complete Journal [Add / Edit >](#)
-  Your Feedback [Complete >](#)

### Shenley Leisure

 Complete, awaiting Sign off

### Shenley Leisure

 Complete, awaiting Sign off

**My Placements:** Create a placement and submit it to a member of staff for review.

Training material coming soon...

# My Placements: Complete your pre-placement checklist

The screenshot displays the NAVIGATE 'My Placements' interface. A callout box highlights the 'Complete' button in the 'Pre Placement Checklist' row of the 'The Entertainer Toy Shop' placement card.

**1. You can complete your pre-placement checklist by clicking on 'Complete' in the Pre Placement Checklist tab.**

This checklist includes a series of questions that will help you to prepare for your placement (see next slide)

**NAVIGATE**

Jack Jones  
Logout

Message my Tutor

## My Placements

**The Entertainer Toy Shop** ⓘ Active

- Placement details [Edit >](#)
- Pre Placement Checklist [Complete >](#)
- Confirm attendance and complete Journal [Add / Edit >](#)
- Your Feedback [Complete >](#)


**The Entertainer Toy Shop** ⓘ Complete, awaiting Sign off

- ✓ Placement details [View >](#)
- Pre Placement Checklist [Complete >](#)
- ✓ Confirm attendance and complete Journal [Add / Edit >](#)
- Post Placement Checklist [Complete >](#)
- Your Feedback [Complete >](#)

**Santander, Islington** ⓘ Completed, Closed

# My Placements: Complete your pre-placement checklist

**N NAVIGATE**

 Pre-placement checklist - Your first day

Please answer all of the following:

Have you been told about the fire procedures and location of all exits?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been shown where the toilets, refreshments & rest areas are?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been told where to go for help with First Aid?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been told about your hours of work, including break & lunch times?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been told about your job tasks?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been told if there are any risks or associated hazard and areas where you are not allowed to go?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been told if you will be using any machinery and equipment and, if so, how to use this safely?	<input type="checkbox"/>	<input type="checkbox"/>

For each question in the pre-placement checklist, answer 'yes' or 'no'.

This will help you to identify what you still need to do before the placement begins.

# My Placements: Complete your placement journal entry to confirm your placement attendance/non-attendance

**NAVIGATE** Navigate 2019

## My Placements

**Beck's Burgers** Complete, awaiting Sign off

- ✓ Placement details [View >](#)
- ✓ Confirm attendance and complete Journal [Add / Edit >](#)
- ✎ Your Feedback [Complete >](#)

**Helen's Ironing Service** Active

- ✎ Placement details [Edit >](#)
- ✎ Confirm attendance and complete Journal [Add / Edit >](#)
- ✎ Your Feedback [Complete >](#)

**Shenley Leisure** Complete, awaiting Sign off

**Shenley Leisure** Complete, awaiting Sign off

javascript:

1. Once your placement is active, you will need to confirm your placement attendance. You do this by completing your placement journal entries.

Click **'Add/Edit'** on the Confirm attendance and complete Journal tab. This will take you to a new page where you can record your attendance. (see next slide)

# My Placements: Complete your placement journal entry to confirm your placement attendance/non-attendance

The screenshot displays the 'My Placement journal' interface. At the top, there is a teal header with 'Navigate 2019' and a navigation menu on the left. The main content area is titled 'My Placement journal' and features a teal bar for 'Burger King'. Below this, a light blue box states 'You have no more upcoming Placement days' with an 'Add a new date' button. The 'Previous Placement days requiring attendance confirmation' section lists 'Wednesday 5th August 2020' with 'I attended' and 'I did not attend' buttons. The 'Previous Placement days' section lists 'Thursday 6th August 2020' with a journal entry and an 'Edit >' button, and 'Friday 7th August 2020 - Travel Issue' with a journal entry.

2. For each placement day, you must click either **'I attended'** or **'I did not attend'**.

Clicking on either option will bring up the relevant forms that you must fill out (see next slide)

You can view all your completed placement journal entries at the bottom of the page.

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# My Placements: Confirm Attendance

1. Select **how much time** you spent at the placement

2. Provide a **description** of what happened during the placement day

3. From the drop-down list, **select skills** that you think you have developed by attending the placement day.

4. **Attach any photos, videos, and documents** that you have from the placement day as supporting evidence

### Add a New Journal entry

**Time Spent**

Date of Placement

15/12/2020

How much time did you spend on this activity?

0 Hours 0 Minutes 0h 0m

**Description**

Describe your activity below. You should write what happened during the day and how it helped you to develop your skills.

**Skills Developed**

Add skills that you have developed

Please Select + Add Skill

**Evidence**

Add photos, videos or document relevant to this entry

Choose file




5. Once completed. Click the **save** icon here.

# My Placements: **Confirm Non-Attendance**

1. If you did not attend your placement day, you will be asked to provide a reason for non-attendance. Select this reason from the drop-down list

2. Provide further information to explain why you did not attend your placement

3. Once completed. Click the **save** icon here.

 Reason for non attendance  

**Date**

Date of Placement

30/12/2020

**Reason for non attendance**

Please select the reason you did not attend your placement on this day:

Please select

**More information**

If you would like to write any further information, please do so here.

# My Placements: Add a new placement day

**NAVIGATE** Navigate 2019

Home  
Timeline  
Skills  
Placements  
Targets  
Profile

## My Placements

**Beck's Burgers** Complete, awaiting Sign off

- ✓ Placement details [View >](#)
- ✓ Confirm attendance and complete Journal [Add / Edit >](#)
- ✎ Your Feedback [Complete >](#)

**Helen's Ironing Service** Active

- ✎ Placement details [Edit >](#)
- ✎ Confirm attendance and complete Journal [Add / Edit >](#)
- ✎ Your Feedback [Complete >](#)

**Shenley Leisure** Complete, awaiting Sign off

**Shenley Leisure** Complete, awaiting Sign off

javascript:

1. If you have attended a placement day that was originally not scheduled, i.e., the employer has asked you to come in on a different day, you can record this by adding a new placement day.

To do this, click on **'Confirm Attendance and complete Journal'**

# My Placements: Add a new placement day

The screenshot shows the 'My Placement journal' interface. At the top, there is a teal header with the 'N' logo and 'Navigate 2019'. Below the header, the page title 'My Placement journal' is displayed. A teal card shows a placement at 'Burger King' from '05/08/2020 - 07/08/2020' with a status of 'Completed'. Below this, a light blue card states 'You have no more upcoming Placement days' and includes an 'Add a new date' button. The next section is 'Previous Placement days requiring attendance confirmation', featuring a card for 'Wednesday 5th August 2020' with 'I attended' and 'I did not attend' buttons. The final section is 'Previous Placement days', listing 'Thursday 6th August 2020' with a description and an 'Edit >' button, and 'Friday 7th August 2020 - Travel Issue' with a description. A sidebar on the left contains navigation icons. A callout box on the right points to the 'Add a new date' button.

2. Click on '**Add a new date**'. This will bring up a form where you can select the new date and the start and end times of that placement day.

# My Placements: Complete your post-placement checklist

**NAVIGATE**

## My Placements

**The Entertainer Toy Shop** Active

- Placement details Edit >
- Pre Placement Checklist Complete >
- Confirm attendance and complete Journal Add / Edit >
- Your Feedback Complete >

**The Entertainer Toy Shop**

- ✓ Placement details View >
- Pre Placement Checklist Complete >
- ✓ Confirm attendance and complete Journal Add / Edit >
- Post Placement Checklist Complete >
- Your Feedback Complete >

**Santander, Islington** Completed, Closed

1. Once you have completed your placement, you must complete **your post-placement checklist** by clicking here.

The checklist includes a series of questions that help you to ensure all placement tasks are completed before the placement can be signed off.

**My Placements:** Download your placement certificate

Training material coming soon...

# My Targets



My Targets

# My Targets

## What does this module do?:

- Provides you with an overview of all your **current and completed targets**.
- Allows you to **set personal targets for yourself and** complete targets that are set against you by members of staff
- Allows you to easily **demonstrate your progress** towards your target by linking relevant activities that you have participated in.

## The following slides will show you how you can:

- Add a target against yourself
- View, complete, and submit a target for approval



# My Targets: View targets

1. This is the 'Targets' module. You can access this module here.

3. The top half of the page displays your current targets. You can view and complete the targets by clicking on 'View Target'

2. The bottom half of the page lists all the targets that you have completed. You can view them by clicking on 'View Target'

**NAVIGATE**

JG J Gould Logout | Message my Tutor

## My Targets

Add a Target

### Current Targets

- Complete pre-placement checklist**  
Completion Date: 03/09/2020  
Target Type: Careers & Progression  
Hours to date: 0h 0m  
[View Target](#)
- Participate in 30 hours of Enrichment activities**  
Completion Date: 16/09/2020  
Target Type: Enrichment  
Hours to date: 21h 12m  
[View Target](#)
- Public speaking**  
Completion Date: 27/08/2020  
Target Type: Personal  
Hours to date: 0h 0m  
[View Target](#)
- Keeping healthy**  
Completion Date: 31/10/2020  
Target Type: Personal  
Hours to date: 0h 0m  
[View Target](#)

### Completed Targets

TESTING UAT	Completed 26/08/2020	Target set by J Gould	<a href="#">View Target</a>
First target in UAT!	Completed 01/09/2020	Target set by J Gould	<a href="#">View Target</a>
Chris testing his own target	Completed 01/09/2020	Target set by J Gould	<a href="#">View Target</a>

# My Targets: Complete targets [\(click to play\)](#)

**NAVIGATE** JG J Gould Logout Message my Tutor

## My Targets

[Add a Target](#)

### Current Targets

- Enrichment**
  - Completion Date: 03/09/2020
  - Target Type: Careers & Progression
  - Hours to date: 0h 0m
[View Target](#)

- Participate in 30 hours of Enrichment activities**
- Completion Date: 16/09/2020
- Target Type: Enrichment
- Hours to date: 21h 12m
[View Target](#)
- Public speaking**
- Completion Date: 27/08/2020
- Target Type: Personal
- Hours to date: 0h 0m
[View Target](#)

### Completed Targets

TESTING UAT	Completed 26/08/2020	Target set by J Gould	<a href="#">View Target</a>
First target in UAT!	Completed 01/09/2020	Target set by J Gould	<a href="#">View Target</a>
Keeping healthy	Completed 02/09/2020	Target set by J Gould	<a href="#">View Target</a>
Chris testing his own target	Completed 01/09/2020	Target set by J Gould	<a href="#">View Target</a>

# My Targets: Add a target against yourself [\(click to play\)](#)

**NAVIGATE** NAVIGATE JG J Gould Logout Message my Tutor

## My Targets

[Add a Target](#)

### Current Targets

**Complete pre-placement checklist**  
📅 Completion Date: 03/09/2020  
🎯 Target Type: Careers & Progression  
🕒 Hours to date: 0h 0m  
[View Target](#)

**Participate in 30 hours of Enrichment activities**  
📅 Completion Date: 16/09/2020  
🎯 Target Type: Enrichment  
🕒 Hours to date: 21h 12m  
[View Target](#)

**Public speaking**  
📅 Completion Date: 27/08/2020  
🎯 Target Type: Personal  
🕒 Hours to date: 0h 0m  
[View Target](#)

### Completed Targets

TESTING UAT	Completed 26/08/2020	Target set by J Gould	<a href="#">View Target</a>
First target in UAT!	Completed 01/09/2020	Target set by J Gould	<a href="#">View Target</a>
Chris testing his own target	Completed 01/09/2020	Target set by J Gould	<a href="#">View Target</a>

# My Profile



My Profile

# My Profile

**The following slides will show you how you can:**

- Edit your personal details
- Download your digital CV to take with you after college

# My Profile: Edit personal details

**NAVIGATE** JG J Gould Logout Message my Tutor

## My Profile

Welcome Back, J  
Last login: 01/09/2020

Your next destination:  
Level 1 Qualification (EDU-4)  
Animal Care

### Your Details

Title:  Forename:  Surname:

\* Username:

### Change your email address

Current Email address: chris.rowe@navigate.uk.com

\* New email address:

\* Confirm email address:

### Change your password

\* Current password:

\* New password:

\* Confirm new password:

### Your Time Targets

Actual Target

Target Not Set Target Not Set Target Not Set

WEXP Hours Enrichment Hours Engagement Hours

### Your skills and career profile

Enter your journal entry below. You should write what happened during the day and how it helped you to develop your skills.

### Your desired destination

Where are you aiming for? Select what you want your next step to be

Level 1 Qualification (EDU-4) Animal Care

### Your skills focus

What skills are you looking to develop?

Please select

- Ambition
- Be Proactive
- Career planning
- CV writing

1. Click on the 'person icon' to view your 'My Profile' module.

2. You can update your email address here.

3. You can change your password here.

**My Profile:** Download your digital CV

Training material coming soon...

# Safari Browser:

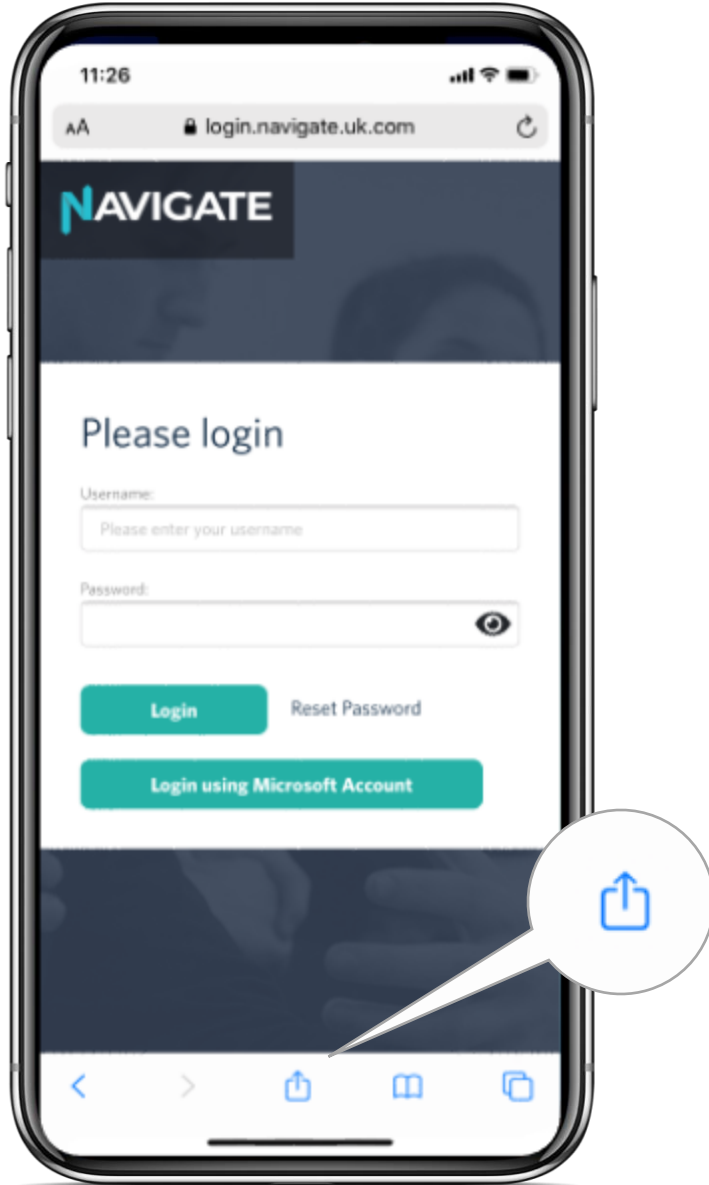
Add a Navigate Shortcut to your Phone home screen



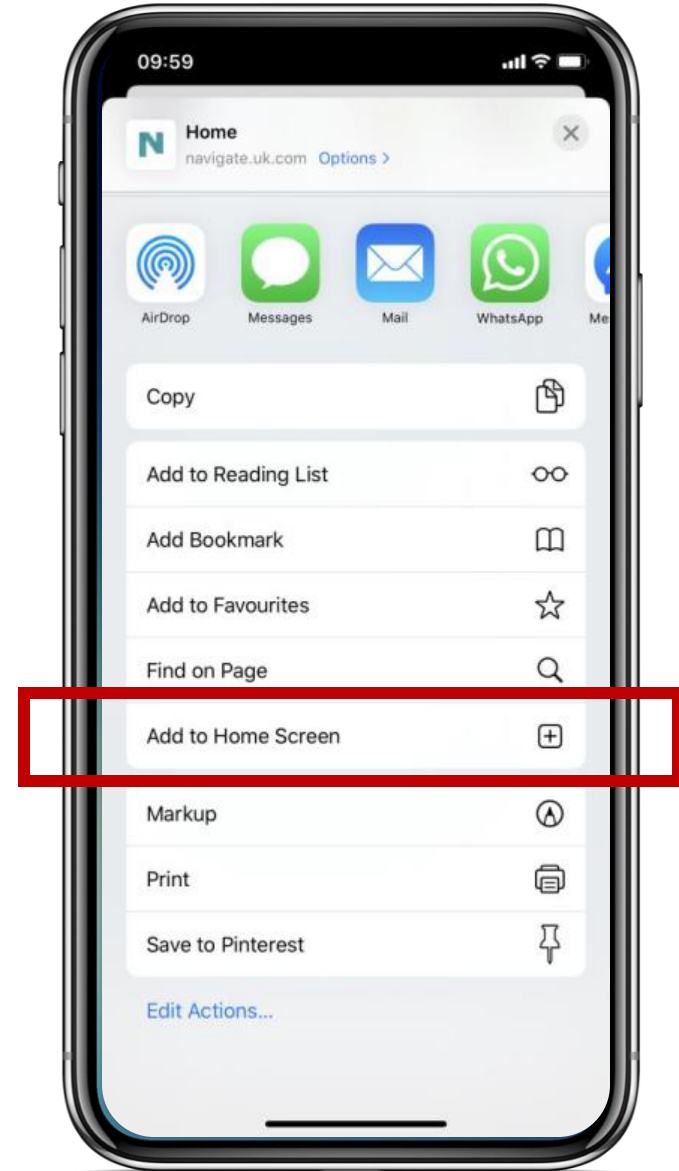
Create a  
Navigate  
Shortcut



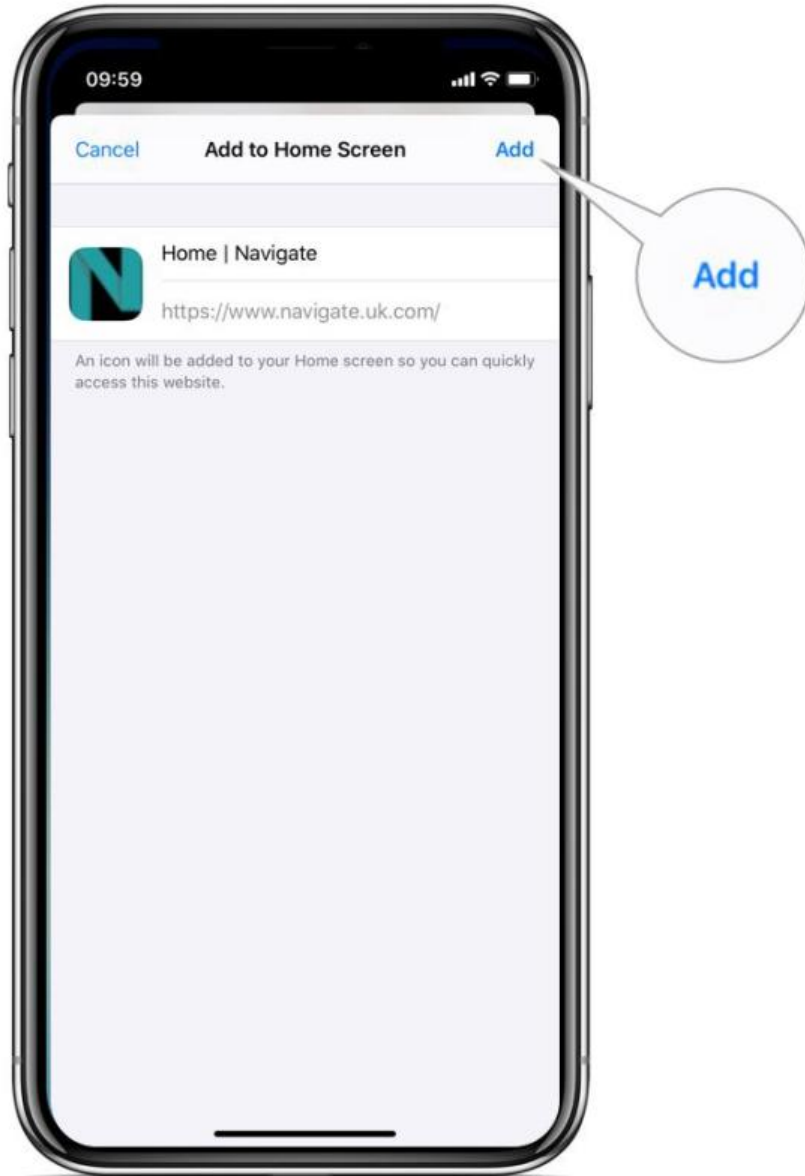
1. Go to [login.navigate.uk.com](https://login.navigate.uk.com) and click on the swipe-up menu at the bottom of the screen.



2. From the list of options, select 'Add to Home Screen'.



**3.** Give your shortcut a name and click on 'Add'.



**4.** The shortcut is now added to your home screen. You can click onto this shortcut to access Navigate at any time.



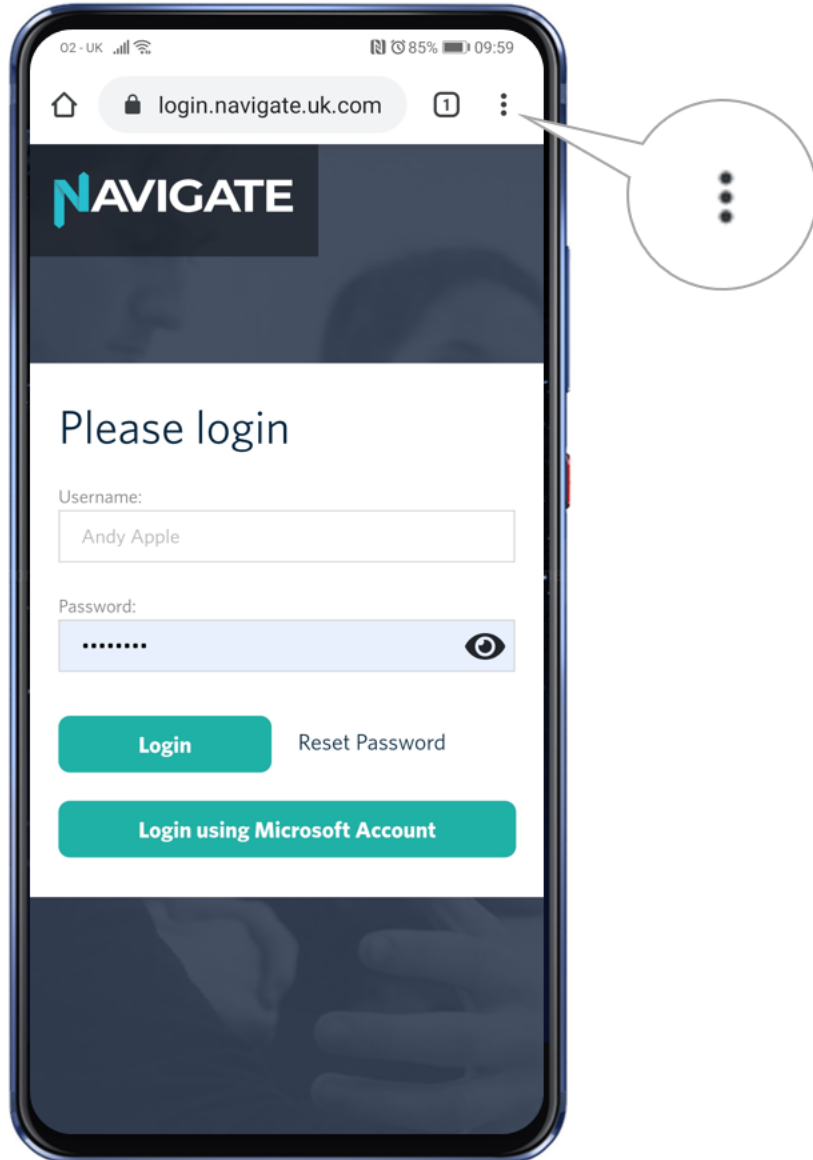
# Chrome Browser:

Add a Navigate Shortcut to your Phone home screen

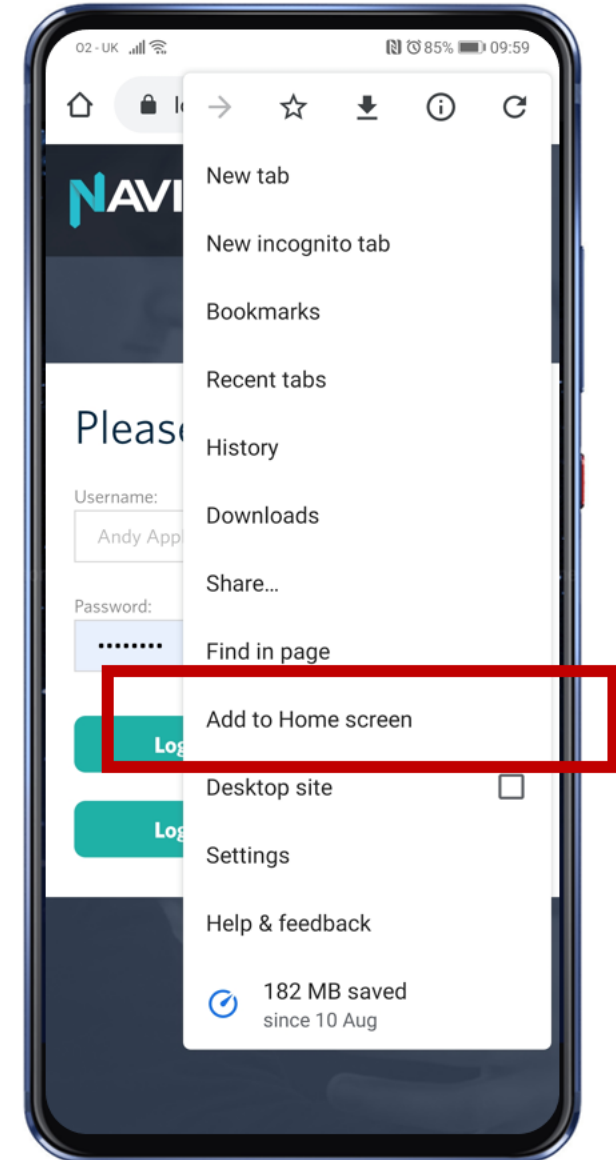


Create a  
Navigate  
Shortcut

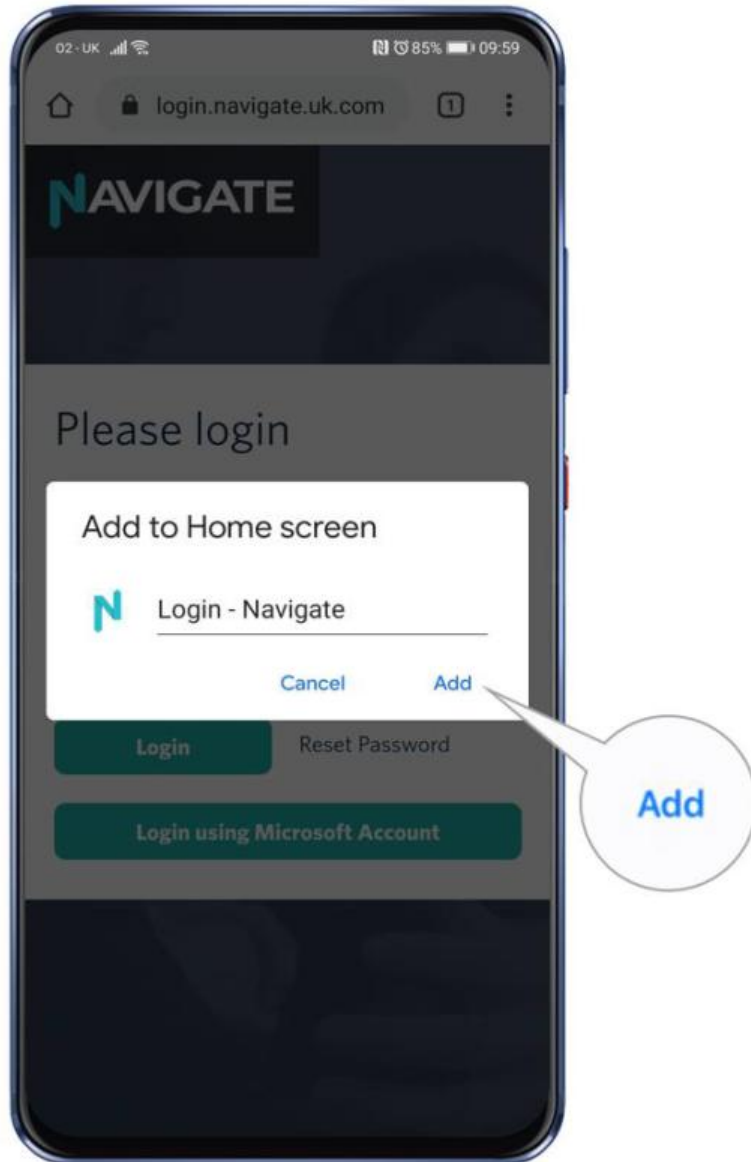
**1.** Go to [login.navigate.uk.com](https://login.navigate.uk.com) and click on the vertical ellipses at the top right of your screen.



**2.** From the menu, select 'Add to Home screen'.



**3.** Give your shortcut a name and click 'Add'.



**4.** The shortcut is now added to your home screen. You can click onto this shortcut to access Navigate at any time.

