



## Course Aim

The aim of the Placement module training is to provide the attendants with knowledge of how to use it to record and track students that are on any type of placement, such as Work Experience or Work Based Learning. The module is used to add placement details to student records that already exist in Agresso QL Students. The module is also used for the maintenance of placement providers, i.e. organisations that provide placements for students. If these are already set up as external organisations in Agresso QL Students, prior to using the Placement module, they are easily incorporated into the Placement module.

## Pre-requisites

Knowledge of student placement and familiarity with Agresso QL Students.

## Suggested Attendees

This module is aimed at staff members who are involved in recording and tracking students who are on placement.

## Course Content

- **Category & General Code Maintenance**
- **Parameters:**
  - Main Parameters
  - Host Rollover
- **Maintenance:**

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>Station Maintenance</li> <li>Placement Maintenance</li> <li>Cluster Maintenance</li> <li>Student Details</li> <li>Bulk Completion</li> <li>Mentor Monitor</li> <li>Mentor Maintenance</li> <li>Placements Offered</li> </ul> | <ul style="list-style-type: none"> <li>Subject Maintenance</li> <li>Provider Maintenance</li> <li>Function Maintenance</li> <li>Batch Allocation</li> <li>Mentor Information</li> <li>Mentor Allocation</li> <li>Assessor Enquiry</li> </ul> |
|---|--|
- **Reports**
  - Link Tutors Report

## Course Objectives

Attendants of the Placement module will gain the knowledge and "hands-on" practise necessary to use it as a tool for recording and tracking students who are on placement.

## Methodology

The theoretical aspects of the Placement module are explained and discussed in combination with "hands-on" training.

## Duration

1 day  
From 10.00 a.m. - 16.30 p.m.

## Location

Agresso's Swansea Training  
Centre or customer site

## Cost

POA - dependant on location.

