



# F.E. Placement Management

## Features:

- Complete Placement Management
  - Work Based Learning
  - Teaching
  - Industrial
  - Work Experience
  - Study Abroad
- Batch Allocation onto Placements
- Central Provider Repository
- Complete Placement History
- Expenses Recorded
- Placement Visit history
- Review Trainee and Target Setting

Agresso QLS offers a complete placements management module to aid institutions with the recording and tracking of students on any form of placement.

### Placements

The handling of placements of any nature within an institution is a huge task, involving defining the providers that are available to take students on placements, and the type of placement that they offer. The placement module within Agresso QLS has been designed to aid the tracking of placements, from a week's work experience through to work based learning.

### Provider Management

Providers are any organisation that can take students on a placement. Various information can be defined against a provider, including basic contact and address details, the types of placement that they offer (hairdressing, retail etc), and how many students the provider can cater for. Against the provider there is also the option to create hierarchical structures, allowing the institution to reflect which departments or 'bases' within a national organisation can take placements.

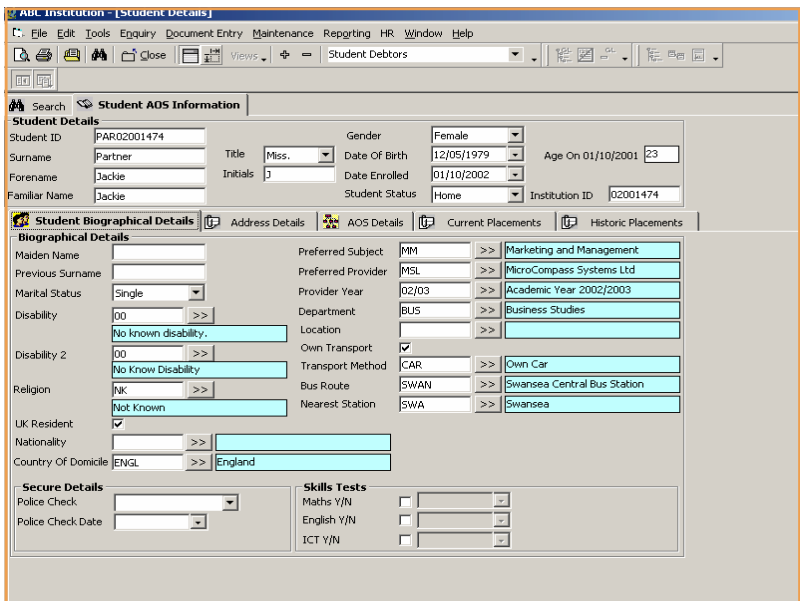
Placement Code	Description	From Date	To Date	Mentor Code	Mentor Name	Max.No. Of Stud...	Suitable Male/F...	Dress
COMM	Commercial Based Placement	11/03/2003	13/06/2003	THCC	Hickman,Tony	10	Both	2
IND01	Industrial Year Placements	30/05/2003		SROS	Ross,Simon	5	Female	2
INDIT	Industrial Placement - IT			TPOO	Poole,Theresa	2		2
ITX	Software and IT	14/02/2003	23/05/2003	SWRO	Wroe,Sheila	5	Both	2

Student placement allocation can be done on a manual basis specifying the host. Alternatively the allocation can be performed on a batch process from a variety of selection criteria.

The batch process enables the institution to select a cohort of students on a particular activity and allocate them to the relevant providers. The batch process will list all the providers that offer the particular placement, and how many places are available, along with the students that need to be allocated. Using simple drag and drop facility enables the institution to bulk allocate.

Student Code	Title	Forename	Surname	High Ed
BL00000001	MISS	Lorna	Storham	23/01/01
BL00000002	MISS	Suzanne	Best	13/01/01
BL00000003	MISS	Wendy	Bedford	06/01/01
BL00000004	MR	Philip	Pennington	09/01/01
BL00000005	MISS	Holly	Kerr	05/01/01



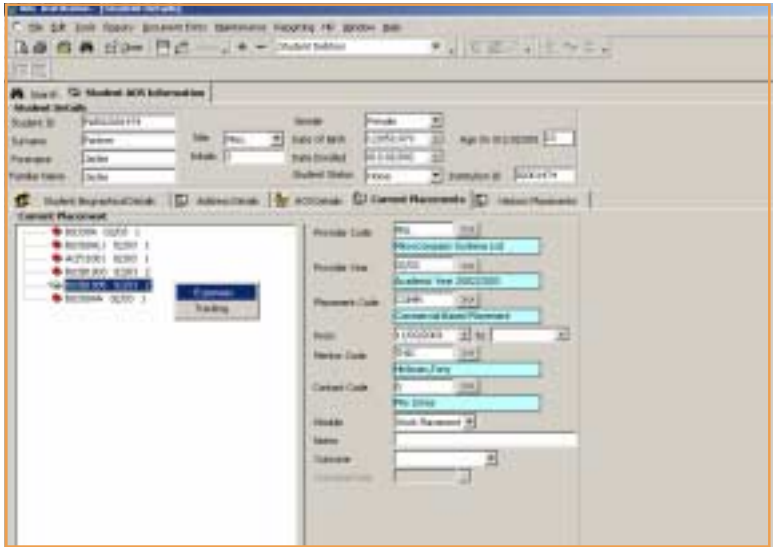
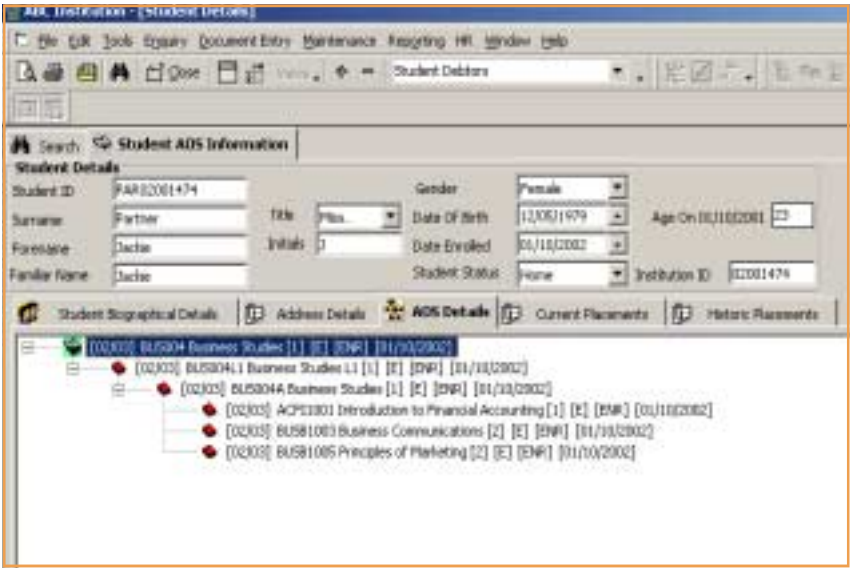


Existing student information on Agresso QLS can be viewed and supplemented along with any transport methods, bus routes etc.

Information relating to teaching requirements can also be recorded, such as Criminal Record Check and proficiency tests.

All pertinent information about the student that is recorded in the Student Administration system can be accessed including enrolment details.

Placement details can be recorded against an individual or in a batch allocation against a course or an individual module.



Against a particular course or module the current placement details can be viewed, including the host details, dates and mentor/training advisor information.

Expenses incurred by the student while attending a placement, such as transport costs etc can be recorded, as well as any documents that are linked to the placement.

Any visits made to the student whilst on the particular placement can be tracked against targets.

A history of all placements that the student has undertaken can be viewed.

