Southmoor Academy, Ryhope Rd, Sunderland. SR2 7TF

3. Once students have completed the form (they can leave and come back later to the form if they need to get more information), you must click and Once they have clicked these buttons, the automated process starts.

4. Students will then see a screen which shows the progress of their Placement. It is possible to edit the ‘Student Initial Form’ at any time from this screen.

5. The employer will be sent an email with a form to complete for more information about the placement and for various documents to be uploaded. Students will be able to monitor the progress of this using the Placements tool.

6. Once the placement has been fully agreed by the employer, Parents/Carers will be sent an email which will ask for agreement. No login is needed for this ï it will be completed using an online form.