

Sign off Process

1. Student to Create a placement on Career Thread Portal
2. Email from system with link goes to parent for sign off
 - Click on link in email and follow the instructions
 - Add extra info if needed, check details and approve
3. Email from system with link goes to Employer
 - They add further details, Upload documents and approve
4. Email from system with link goes to Parent for 2nd sign off
 - Check details and approve
5. Email from system with link goes to Student for sign off
6. System advises School to complete sign off of placement