* Centralised platform that allows users to manage employers, school staff & students, match students to potential employers, manage H&S, attendance & feedback
* Must integrate with school MIS platforms so student & staff information can be imported and school accounts can be set up quickly & easily
* Must integrate with other school careers, WEX & CRM platforms

* Needs CSW umbrella portal through which everything can be managed, school staff facing portal that gives them visibility of placements,
* Need student facing portal (digital logbook) so placement contact details can be submitted and logs completed
* Platform must accommodate 3 initial placement set up processes:
	+ Placement Opportunities
		- CSW umbrella portal will allow CSW users to set up specific placement opportunities with employers, assign them to schools who will offer chance to apply to students through their portal
	+ Employers with potential opportunities
		- CSW account will also allow users to share potential employer contact details with schools & students & invite them to approach & apply
	+ Student Own Finds
		- Student portal will include online placement forms so they can submit the details of employers they’ve found themselves
* School staff users will need to complete an initial review of all student ‘own find’ placements and be able to edit forms, add notes before confirming, and manage parent/guardian consent where necessary
* Once placements are approved all parties should be notified automatically by platform
	+ Consent/confirmation email to parents/guardians (depending how consent is managed)
	+ Confirmation email to school staff
	+ Confirmation email to CSW staff
	+ Confirmation/placement request email to employers (depending on placement type)

* Assuming H&S details will have been recorded for employers already on the CSW database new employers will need to complete risk assessments (based on risk level and employer type/industry sector) & submit ELI details online which will automatically update the CSW umbrella portal & school portal
	+ H&S details will need to be downloadable for CSW & school staff users
	+ Ability for CSW staff to assign Health & Safety visit to Health & Safety Officers for any employer which is new to taking students/out of date for H&S check.
	+ Ability for CSW Staff to allocate H&S status to employers of Low/Medium/High risk
	+ Ability for CSW Staff to amend and upload Job Descriptions/Risk Assessments for differing employers.
* Platform will need to automatically upload and integrate into the platform the H&S details collected from site visits by CSW H&S staff which they will have completed offline
* Automatic confirmation emails to all parties when all set up stages complete and placement is ready to go
	+ Including ‘info-pack’ style email to employers summarising placement, confirming H&S details, emergency contacts etc
* Students will need a digital log book to record hours & experiences whilst out on placement which automatically updates school & CSW accounts for monitoring/reporting
* Automatic attendance (at end of each week) & feedback request (at end of placement) emails sent by platform for employers
* Ability for CSW and the school to share feedback with students
* Ability to generate reports on placement status and progress including views on:
	+ School
	+ Batches
	+ Placement Date
	+ Placement Stage
	+ Required action (e.g. consent required/DBS check required etc)
	+ Placement Location
	+ Employer Location
	+ Employer Industry sector
	+ Employer Placement Status
	+ H&S Status
* Ability for CSW Staff to write and create own reports based around current business need.

The platform will need to integrate with existing school software platforms.

The platform provider will need to provide a secure database for CSW Group to process confidential information. The platform provider will need to hold all relevant certifications including Cyber Essentials and ISO 27001. The platform will have clear segregation so that schools/colleges are only able to see their own student information.