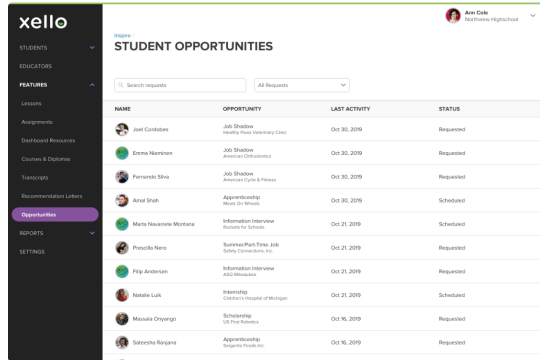


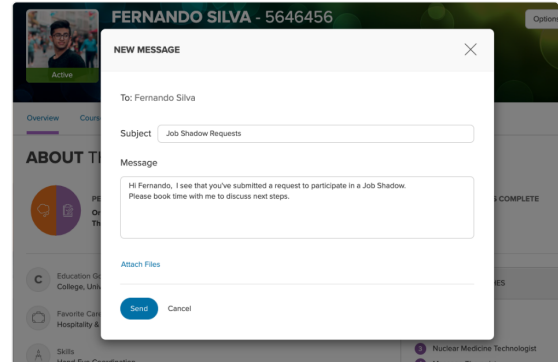
# How to Coordinate Students' Opportunity Requests

This simple guide shows you how to coordinate WRL opportunities between local companies and students at your school or multi-academy trust.



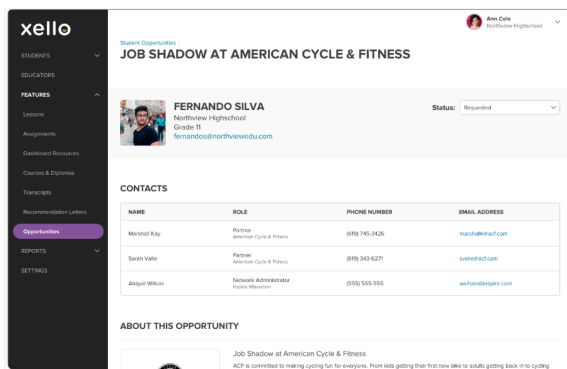
## Step 1: Monitor Student Requests

Under **Features**, click on **Opportunities** to view a list of all opportunity requests that have been submitted by students at your school. Click on a request to review details. Click **Add Request** to submit a request on behalf of a student.



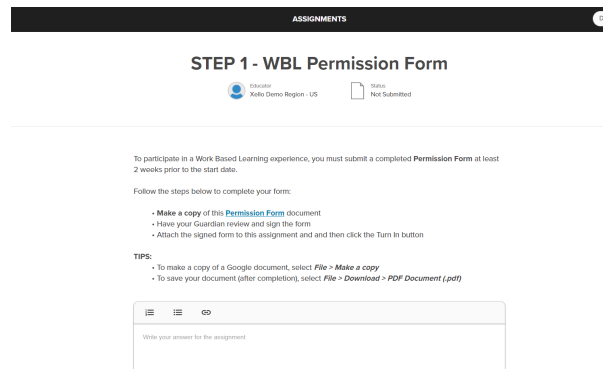
## Step 2: Confirm Student Interest

Review students' profiles to ensure they meet any requirements and follow-up to discuss expectations, learning objectives, and share required documentation.



## Step 3: Coordinate with Employer

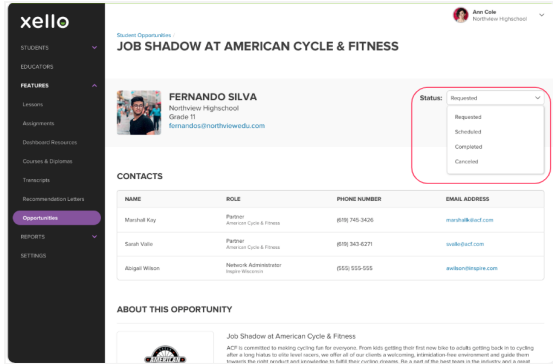
Reach out to the company contact listed on the request details page to coordinate logistics such as the date/time and location, and request any required documentation.



## Step 4: Collect Documents

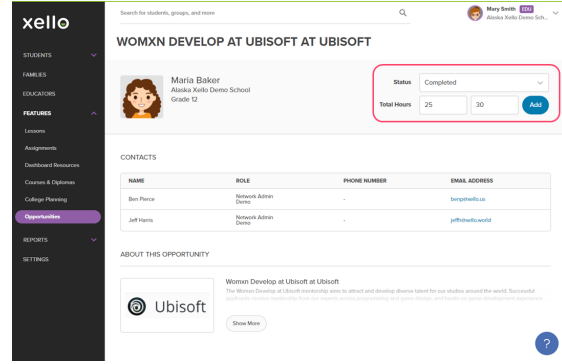
Create an assignment in Xello to collect and track required documents for the WRL opportunity, such as permission slips, reflection pieces and more.

# Easily Track Programme Engagement



## Step 5: Track and Monitor Progress

Use the status dropdown on the opportunity request details page to help school and MAT staff keep track of the request status and monitor progress.



## Step 6: Track Opportunity Hours

Once an opportunity is complete, input the total amount of hours a student spent at the experience to help report on progress towards the Gatsby Benchmarks.

