

## Recording work experience in C-Space

When work experience placements are arranged, you will see these when logging into C-Space and can then record your attendance.

Click on **Select** next to the relevant placement activity.

My Placement / Work Experience Attendance

	Placement / Work Experience	Start Date	End Date
Select	TEST 2 placement 0 testing attendance screens	31 Jan 2024	31 Jul 2024
Select	TEST TEST TEST - NOT LIVE Placement	30 Mar 2024	15 Jul 2024
Select	DEMO PLACEMENT ACTIVITY	01 Feb 2024	31 Mar 2024

When the view attendance record section is showing, click on **Record Attendance**

View Attendance Record: ^

Register Date	Start Time	End Time	Mark	Confirmed	Request Change
					Record attendance

Select whether you are marking yourself as **Present** or **Absent** and then click on **Proceed**

### Register Mark

Please begin by specifying whether you wish to mark yourself as **present** or **absent**:

Present

Present  
Absent

All the possible dates for the arranged work experience are listed on the left and you can select either one at a time or multiple dates together.

### Register Date/s

Please select the date/s on which you wish to mark yourself as **present**  
(If selecting multiple dates, then **all** dates must have the **same** start and end time)

Possible Attendance Dates:

Click to select (you may use the control / shift keys to select multiple dates)

01 Feb 2024  
07 Feb 2024  
08 Feb 2024  
09 Feb 2024



Selected Dates:

Click to select (you may use the control / shift keys to select multiple items)

<< Remove All

Back

Proceed

Click on a date to select it, and for multiple date selections you can hold down the CTRL button on your keyboard. Note: all multiple date selections must have the same start and end time each day.

When ready click on the arrows to add the selected dates to the box on the right.

## Register Date/s

Please select the date/s on which you wish to mark yourself as **present**  
(If selecting multiple dates, then **all** dates must have the **same** start and end time)

Possible Attendance Dates:

Click to select (you may use the control / shift keys to select multiple dates)

02 Feb 2024  
06 Feb 2024  
07 Feb 2024  
08 Feb 2024



Selected Dates:

Click to select (you may use the control / shift keys to select multiple items)

01 Feb 2024  
05 Feb 2024

If you have included a date incorrectly, you can select it and use the reversing arrows to remove. Or use the **Remove All** button if you want to start again.

<< Remove All

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When you are ready click on **Proceed**

## Start & End Time

You are marking yourself as **present**.

Please proceed by entering the time you **started and finished** on the following dates

01 Feb 2024  
05 Feb 2024

Please enter the **time you started**:

09:00

Please enter the **time you finished**:

15:00

(You can ignore the time taken for any permitted tea-breaks / lunch hour)

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Next enter the times you started and finished on those dates (remembering if you have multiple dates showing they will all need to have the same times) and ignore the time taken for any breaks.

Click on **Proceed**

If you need to go back and correct anything, click on the **Back** button, make the corrections and **Proceed**.

## Confirmation

I confirm I wish to mark myself as **present** on the date

07 Feb 2024

on which I started at: **09:00** and finished at: **15:00**.

(please tick)

Check the dates and times, then click in the box to tick and confirm.

Then **Proceed**.

[Back](#) [Proceed](#)

You can now view your attendance record and add more dates by clicking on the **Record attendance** button and go through the above steps again.

View Attendance Record: ^

Register Date	Start Time	End Time	Mark	Confirmed	Request Change
01 Feb 2024	09:00	15:00	Present	<input type="checkbox"/>	<a href="#">Select</a>
02 Feb 2024	09:00	15:00	Absent	<input type="checkbox"/>	<a href="#">Select</a>
05 Feb 2024	09:00	15:00	Present	<input type="checkbox"/>	<a href="#">Select</a>

[Record attendance](#)

If you spot something is wrong, click on **Select**.

## Change Request

You are requesting a change to your recorded placement attendance:

**DEMO PLACEMENT ACTIVITY**

for register:

**02 Feb 2024 (09:00 - 15:00)**

which has currently been marked: **Absent**

From the drop-down list choose why you are requesting a change.

Then click on **Submit change request**

Please specify the reason why you are requesting this change:

- I gave the wrong start time and/or end time
- I marked myself present when I should have marked myself absent
- I marked myself absent when I should have marked myself present
- The date is wrong - please delete this mark
- Other

In the **attendance record** the request change column will show that line as pending until it has been confirmed. When dates on the register are confirmed by the experience placement team, you will see a tick in the confirmed column next to each one.