

INDUSTRY PLACEMENTS

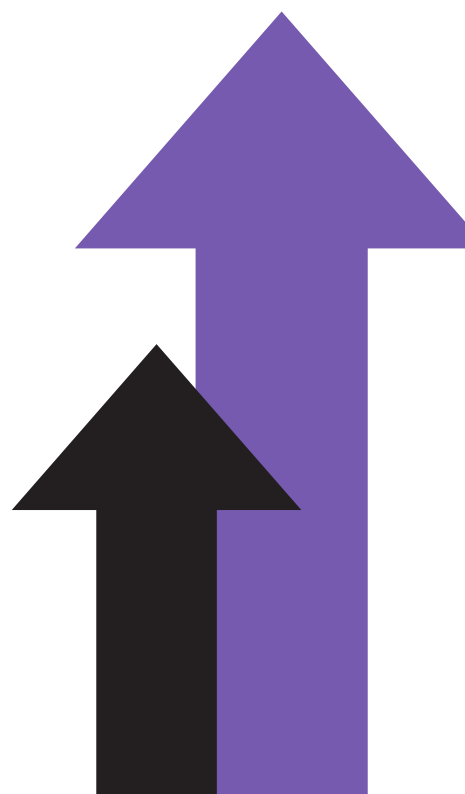
EMPLOYERS GUIDE

Designated Industry Placement Officer:

Phone:

Email:





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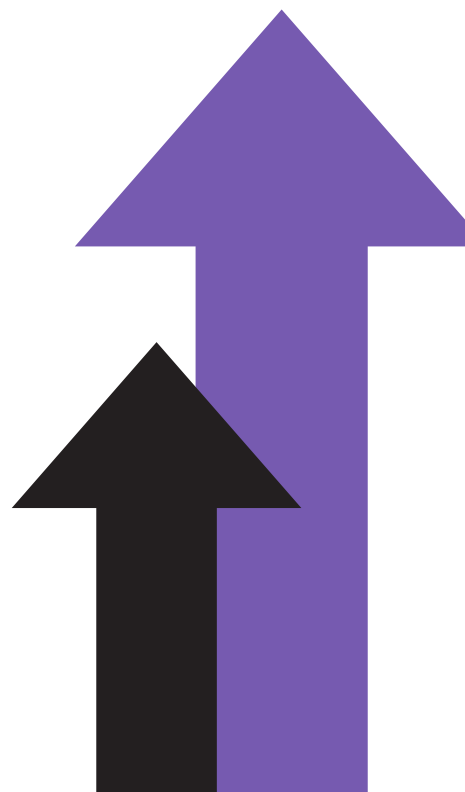
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# ***UNDERSTANDING***

# ***INDUSTRY PLACEMENTS***

## **What is an Industry Placement?**

Industry placements allow students to develop their technical skills in a role directly related to their vocational course. Placements require the employer to provide a 45-60 day placement (equivalent to a minimum of 315 hours) as part of the student's college course; in line with the new T Level qualifications which were introduced in 2020.

Calderdale College has a dedicated Industry Placement Team who will support you to organise the placements, from dealing with administration to helping you find the right student. Once a placement begins, our Industry Placement Officers will continue to provide support and ensure a smooth process for both the student and line manager, along with other staff members such as mentors.

The Industry Placement Team also works closely with students to ensure that they are developing their employability skills and are achieving their goals in preparation for their next steps after college.

## **Benefits to your organisation**

There are a number of associated benefits for employers who are integrating industry placements into their corporate strategy, including:

### **Immediate Benefits**

- Extra resources for your projects and day-to-day operations from students developing skills in a course relevant to your business and industry
- Gives your employees the opportunity to develop management and mentorship skills
- Brings a fresh perspective into your business, increasing creativity and introducing innovative work practices

### **Long-term Benefits**

- Placements can inspire young people to work in your industry
- Positive impact on current and future skills shortages in your industry
- Stronger recruitment pipeline and increased diversity
- Shared values: benefits for business and society are correlated – increased social inclusion leads to new business opportunities
- Opportunity to create case studies to promote your credentials as a good employer and become recognised as being innovative and forward-thinking

## Placement Models

An industry placement can suit your business needs, as long as the placement is a minimum of 315 hours. If you have peaks and troughs in the work cycle, projects planned or if you cannot offer the full number of hours an industry placement can still be a great option for your organisation.

### **Model 1 - Day Release**

1 day per week. This is beneficial to organisations who have a steady pattern within their work cycle.

### **Model 2 – Block Placements**

This works more for occupations where there are peak trading times or project-based assignments.

### **Model 3 – Shared Industry Placement**

This is for organisations that are only able to offer some of the industry placement hours but not all. The student may work with your organisation for a certain period of time, block or day release, whilst also working with another employer. This ensures the student is able to gain lots of practical experience and also meet the minimum requirement of 315 hours of the industry placement. You will be provided with more guidance should you be splitting the industry placement with another employer.

## Feedback from employers

**“Longer term placements allow students to learn and undertake duties. This is more beneficial to both us and the students.”**

**“The placement was overall a positive experience and gained a member of staff out of this.”**

**“Hosting an industry placement is good for business and staff morale. The student shows commitment and enthusiasm.”**

**“Our industry placement student has skills that no one else in the team has.”**

**“Industry placements allow for the upskilling of our future workforce.”**

## Frequently Asked Questions

### **Do I need to pay the student?**

Industry Placements are about providing students with high-quality, meaningful training, not work. Therefore, students are not entitled to a salary as the placement is forming part of a course of further education. There is no legal requirement or expectation that students will be paid. However, you can pay the student should you wish to, or support the student with their travel and subsistence costs.

### **Will there be lots of paperwork?**

No. All legal, health & safety, insurance and other documents will be given as templates, pre-filled where possible, to minimise your workload and the amount of paperwork required, in addition to any internal processes you will need to complete as a business.

### **How can I balance this with core business activities?**

Students will undergo preparation by their tutors before coming to you. Clear responsibilities, working hours and other workplace expectations should be set out in the Industry Placement Agreement which is signed by you, the student and the College prior to the placement. You should agree with your student what their goals and responsibilities are at the start of the placement and monitor their progress throughout.

Given the opportunity and some initial support, your placement student will add value to your organisation. The College will also be on hand to support you at all times, ensuring both parties get the most out of the placement.

### **How can I make sure I get suitable students?**

You can work with the College to find the best student for your organisation. Be transparent about your requirements. If you like, this can involve you holding a CV screening and/or interview process. Please note, all students will be studying a technical course that will be relevant to the industry placement being offered.

Industry Placement Officers prepare all students for their placement and set some expectations. The students also receive guidebooks which cover timekeeping, use of mobiles and employability skills.

### **What support will I receive?**

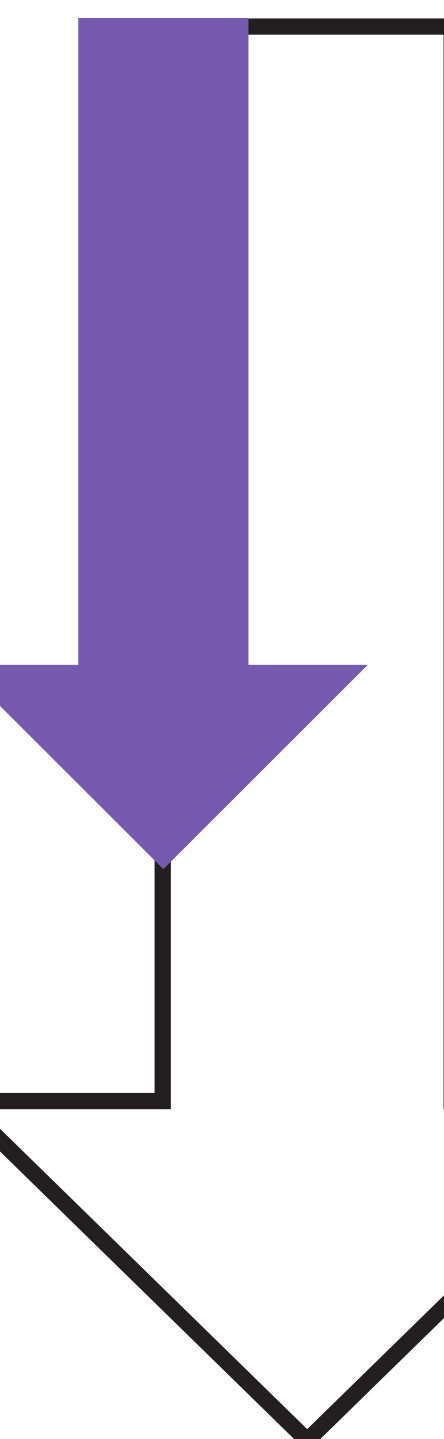
The College will support you to set up the placements, from dealing with administration to helping you find the right student. Once a placement begins, our Industry Placement Officers will continue to provide support to both the student and line manager, where necessary, and will seek to learn



Want to find out more?  
Simply scan the QR code  
for more details on our  
website.

# ***PLANNING***

# ***AND PREPARING***

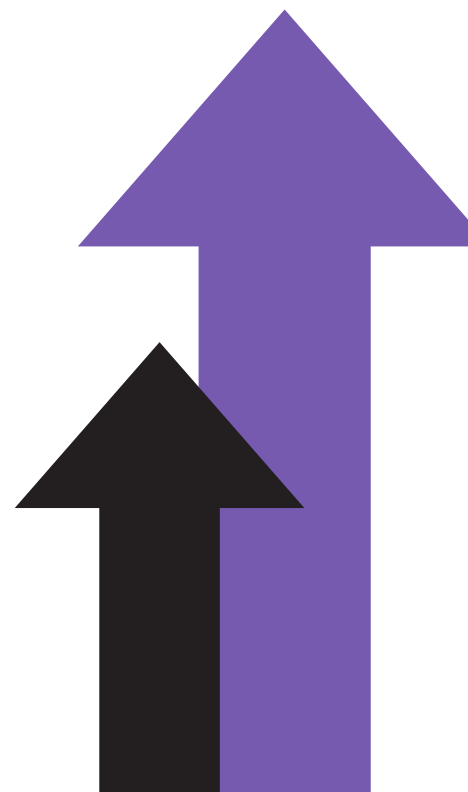


1. You have expressed interest and would like to be involved in Industry Placements with Calderdale College.
2. Work closely with an Industry Placement Officer to identify a suitable student for you and your business. Interviews can be arranged so you can meet students first.
3. Ensure your workplace is prepared for an Industry Placement Student – Industry Placement Officers will help you with all the paperwork, and health and safety checks before a student begins their placement.
4. Decide how and when the placement will be delivered.
5. Agree on work objectives for the student – this will be supported by the Industry Placement Team and will consider the aims of the employer and student.
6. Manage the student – assign a line manager/mentor and track progress against their objectives, give regular feedback to the College.
7. Once the student has completed their placement, please write a reference for the student and complete a final review. You can then decide if you would like to make the student a job offer or find a new student to begin a placement.

## Employer Checklist

- ☐ Can you provide a minimum of 315 hours (45 days) placement?
- ☐ Can industry placements form part of your future recruitment planning as an organisation?
- ☐ Has the role been defined regarding responsibilities and activities?
- ☐ Has the format of the placement been agreed e.g. one day a week or block placement?
- ☐ Will the student be paid?
- ☐ Health & Safety policy - do any adjustments need to be made?
- ☐ Employers Liability Insurance - do any adjustments need to be made?
- ☐ Have you received the relevant Safeguarding and Prevent information?
- ☐ Has the process of review been agreed for the placement?
- ☐ Is there any additional GDPR or security training required for the role?
- ☐ Do you need to provide additional support for students with SEN or disabilities?
- ☐ Are the learning objectives set?
- ☐ Have the staff/mentors responsible for the student been identified and fully briefed prior to the start of placement?
- ☐ Are all resources in place ready for the agreed placement start date?
- ☐ Have you completed all the starter paperwork required by the College? (A copy of the paperwork will be provided. This needs to be completed prior to the student beginning their placement.)
- ☐ Have you provided the student with contact details should they need to contact you?
- ☐ Have you ensured the student will fill out time sheets and the student guide supplied to them by the College? (This may be useful in reviews and for setting objectives.)

If you require additional support, at any stage of the placement, please don't hesitate to get in contact with your Industry Placement Officer.



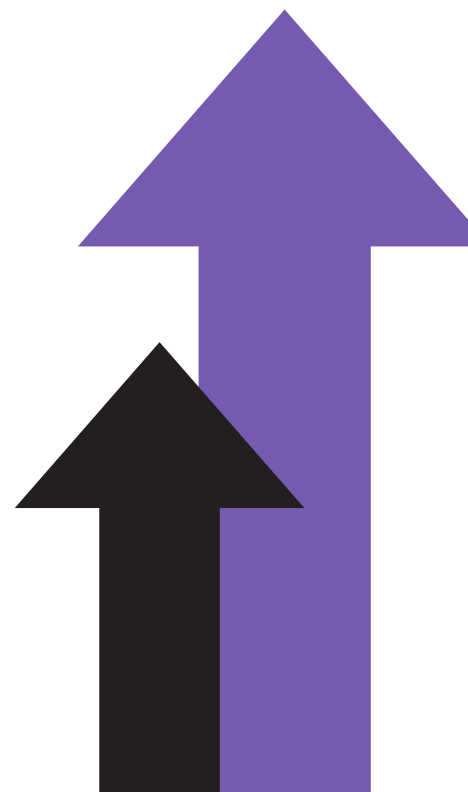
# ***DURING***

# ***PLACEMENTS***

## **Induction Checklist**

Placements are more successful when a student feels fully integrated into their team as they are more confident and likely to ask questions. Providing an induction will benefit your organisation as you can expect students to settle in quicker.

- ☐ First few days planned
- ☐ ID/security badge created
- ☐ IT access and login ready
- ☐ List of emergency contacts created
- ☐ Designated workspace allocated
- ☐ Introductions to mentor/line manager
- ☐ Roles and responsibilities outlined including working pattern, dress code and behaviour
- ☐ Any reasonable adjustments have been made (if required)
- ☐ Tour of the organisation, including facilities and all key information regarding health and safety, security and fire evacuation
- ☐ Review dates scheduled
- ☐ Additional training organised (if required)
- ☐ Resources all in place



# REVIEW

## What do I need to do towards the end of the placement?

## End of Placement Review

This will take place with your dedicated Industry Placement Officer. You will be providing important feedback on the students' performance, knowledge and technical skills within their role, alongside the employability skills they have gained.

## Appraisal

You can also write an appraisal about the work the student undertook during their placement, this will help students with their career once they leave Calderdale College. This will include commenting on the student's attendance, attitude, communication and strengths. The Industry Placement Officer will also help you complete an appraisal.

## Reference

At the end of the placement, provide a reference to give feedback on the student's commitment and progress against the learning objectives set for the placement.

What you can expect from the review:

<b>Employer Details</b>	
<b>Student Name</b>	<b>IPO Name</b>
<b>Employer Name</b>	<b>Review Date</b>
<b>Organisation</b>	
<b>Student Review</b>	
<b>Activity/Skill/Knowledge</b>	<b>Detail of activity</b>
Please identify the activities you have undertaken that align with your college course.	
What impact has this had on you?	
How does this relate to your college course?	
Total numbers of hours completed in this period .....	

What are the identified projects/activities over the next review period?

- 
- 
- 

What training opportunities are there to support this?

Agreed Date of Next Review:.....

Employer Feedback						
Please evaluate the student's performance during the industry placement to date (0 outstanding, 1 requires development)						
Attribute	1	2	3	4	5	Comments (if applicable)
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Timekeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Personal Presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Conduct /Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Employer Comments (progress to date, welfare etc.)

Additional Student Comments (progress to date, welfare etc.)

Additional IPO Comments (progress to date, welfare, etc.)

I agree the comments above are a correct representation of the review meeting and highlight accurately what has been discussed and agreed:

Employer Student Industry Placement Officer



## Get in touch

If you have any questions, please contact the Industry Placement Team by emailing:  
**[industryplacements@calderdale.ac.uk](mailto:industryplacements@calderdale.ac.uk)**

**Do you know of any other employers or teams within your organisation who may be interested in taking on an Industry Placement Student? If so please get in touch!**

 **rise**

Are you interested in apprenticeships or developing the skills of your current workforce? Rise at Calderdale College is here to help. From access to funding and development of bespoke training programmes, to skills gap assessment and work placement opportunities.

To discuss further, or for enquiries, please contact the Rise Team by calling:  
**01422 418 430** or email: **[employers@calderdale.ac.uk](mailto:employers@calderdale.ac.uk)**