



KIRKLEES
COLLEGE

EMPLOYERS



Employers' Guide to Work Placements

Employers' guide to work placements

At Kirklees College we are dedicated to providing students with the best education experience available. In addition to supporting and challenging our students to develop their skills and knowledge in the classroom, we want to give them the opportunity to put these skills into practice and to gain valuable experience in the workplace.

Only with your commitment and support can we better prepare our students to make the transition into work, and contribute to the development of a motivated, ambitious and capable workforce.

This booklet offers general guidance and practical advice on what is involved when offering work experience to students. It is intended to help set up and plan structured placements which generate the maximum benefit for both employers and students.



How can offering a work placement benefit?

Benefits to Business

The best place for young people to learn what is expected of them in the workplace is by spending time in that environment. Whilst there is a commitment from employers to support a work placement student there are some benefits to the organisation, including:

Recruitment opportunities and building talent pipelines:

Work experience placements enable employers to access a wider range of talent while also making a useful contribution to strategic talent management and workforce planning.

Fresh ideas: Young people offer new ideas and ways of thinking, reflecting the interests and needs of the next generation of customers and consumers. Studying vocational qualifications, they offer knowledge of modern processes and current educational skills which are taught as part of their qualification.

Staff development: Offering work experience placements can provide opportunities for existing staff to supervise and mentor a young person. This can help to develop their own professional and personal skills, and motivate.

More engaged workforce: Providing work experience sends a positive message to the wider workforce about the values of the organisation. Engagement with the local community helps boost local economic development and can also lead to increased brand loyalty and profile, and in turn to greater profits.

Benefits to Students

By taking students on work placement, you are giving them an opportunity to be engaged, inspired and informed about what working life is like. It contributes to the local community and gives the student:

First-hand experience of the workplace and different job roles: Work placements are an important way for young people to gain insight into the world of work. Time spent with an employer can broaden their knowledge of industries and sectors and help shape their future career decisions.

Experience to build and strengthen their CVs: Work experience is something employers value, alongside attitude, almost more than qualifications. A work placement can help break the cycle of not being able to get a job due to lack of experience.

Increased confidence and employability skills: Completing the application process and taking part in job interviews to secure a work placement provides a valuable opportunity to practice and improve their recruitment skills.

Builds skills: Through work placement young people learn the key attributes valued by employers, such as reliability, punctuality, enthusiasm and resourcefulness. They have the opportunity to see how their own skills and abilities translate to the workplace and develop skills specific to their chosen sector.

Work placement FAQs

What is expected from a work placement?

Placements should be, wherever possible, useful to you and your business and seen by the student as 'real work'. You need to ensure there is sufficient work to keep the student occupied and the work is varied to give them a range of experiences. Someone needs to be available to mentor the student throughout, advising them how to carry out tasks and there to lend a helping hand.

How long do placements last?

The duration of a placement will vary depending on the course requirements. They will typically be a minimum of 30 hours but this will be agreed between you, the student and the college. Placements should take place during normal college hours. If possible, full working days should be planned to provide a realistic experience.

When can students attend a placement?

Students have at least one day each week when they can attend a work placement. Often, the student will attend one or two days per week for a number of weeks which is called a 'weekly placement'. Alternatively, placements are sometimes booked as a 'block placement' where the student attends every day for a week or more. The format of each placement will be agreed across all parties.

Do I have to complete additional Health and Safety checks?

The HSE states that any young person on a work placement is treated as an employee of the organisation for the time they are with you. It is expected that you will treat them the same as any other member of staff. If you already employ 16 or 17 year olds, you won't need to take any further health and safety related action. Kirklees College may still need to carry out health and safety compliance checks though, as the safety of our learners is paramount to us.

Source: <http://www.hse.gov.uk/youngpeople/workexperience>



Do I need additional Liability Insurance?

Existing employers' liability insurance policy will cover work placements provided the insurer is a member of the Association of British Insurers or Lloyds, so there is no need to obtain any additional employers' liability insurance if you take on work experience students.

Source <https://www.abi.org.uk/products-and-issues/products/business-insurance/liability-insurance/employers-liability-insurance/work-experience-students>

Do I have to pay them?

Students working as a required part of a UK-based further or Higher Education course don't qualify for the minimum wage if their placement with you or your organisation does not exceed one year and is classed as part of their course or study programme.

Do I need to have a Disclosure and Barring (DBS) Check?

Employers do not need to carry out an enhanced Disclosure and Barring Service (formally CRB) check on members of staff supervising young people aged 16 or 17 on work placement. If a DBS is required for the young person, then Kirklees College can arrange that for you.

What support will I get?

You will be allocated a Work Placement Officer at College to liaise with about the placement. They will be able to answer any questions and go through the details of the work placement with you.

If you are able to provide a placement to a student who has additional support in college then this will continue in the workplace with them to ensure they have the opportunity to get the most out of their placement.

What do I do if a student is absent?

Students have been instructed to inform their work placement employer immediately if they are likely to be absent. If a student does not arrive at all, is late without a satisfactory explanation, or you are in any doubt about a student's attendance, please contact us.

Do I need to complete any administration?

Your Work Placement Officer will complete a health and safety checklist and any other documentation with you prior to the student starting at your organisation.

As the placement comes to an end, the student will ask you to complete a 'Work Placement Review' to give them feedback on how they have performed and any areas for development.



“ We believe in investing in young people and as part of this commitment we offer work experience every year. We find this rewarding and it allows us to look at a number of young people who are interested in accountancy, which gives us the potential to offer apprenticeships to the very best. The students we have offered work placements to have proved to be enthusiastic and pleasant. The support from Kirklees College is also excellent - If you are an employer, I would highly recommend giving work placements to Kirklees College students. ”

Peter Sleight, Sleight & Story

Creating a successful placement

Plan the placement

Liaise with your workforce to identify tasks or projects that might be suitable for a young person to do, and agree who will be responsible for mentoring and supervising them while they are with you.

Allocating specific tasks for each day will keep students motivated, informed and engaged with the company process. Time could be spent in different areas to understand the business as a whole.

Cover the basics

On the first day all placement students should receive an induction to the workplace. This will help them to settle in quickly and learn about working life.

A good induction should include:

- An introduction to the organisation and the key people they will have contact with during their placement, including their workplace mentor or buddy
- A tour of the facilities, including general housekeeping, first aid facilities and where the fire exits are situated
- A briefing on the evacuation procedures and any other health and safety information they need to know
- A clear plan of what they will be doing during their time with you – it may help to agree targets of what is to be achieved during the placement
- Details of the company's expectations on behaviour, dress code and confidentiality

Challenge them

Give the student real tasks to complete and provide them with the opportunity to shine and impress. Students can undertake any reasonable activity appropriate to their capability and will benefit more from getting hands-on.

Find out what the student would like to achieve from their placement and agree outcomes they want to achieve while they are there.

It is important to raise and address any issues as they arise. Feedback should be constructive and provided with sensitivity and encouragement.

Giving feedback on how the student is performing will let them know how well they are doing and how they can develop further. This will build their confidence and motivate them to get more involved and learn.

Keep in touch

The Work Placement Team are available to offer help and support at any point of a placement. If you have any concerns about the student placed with you please contact the Work Placement Team.

A final review

At the end of the placement, arrange to complete a review with the learner. This will provide an opportunity to discuss if outcomes have been achieved and evaluate the benefits to the business of having a placement student.

Students have a 'work placement review' which needs to be completed by the employer; this provides valuable feedback to the student about how they performed and could provide valuable information to help them prepare for future job applications.

Safeguarding

At Kirklees College we have a duty of care to safeguard all our students and support the Government's Prevent strategy.

Safeguarding covers many areas, one of which is identifying, responding to, and supporting students who may be at risk to abuse, neglect, radicalisation or bullying.

We have procedures in place to protect our students and a dedicated team to respond any concerns raised around their safety or welfare needs. If you have any concerns about a student on work placement or have any reason to suspect they may be at risk, please contact;

Jude Flatley Work Placement Manager
01484 437115

Nathan Shaw Deputy Designated Safeguarding Lead,
Huddersfield
01484 437000 Ext: 7372 or 07969 504415

Rory Hillas Deputy Designated Safeguarding Lead, Dewsbury
01484 437000 Ext: 2409 or 07500 104155

Other Business Services

Kirklees College has a dedicated business team who work with employers and businesses across the region to help you access a wide range of training, development and services. We can also offer you advice on funding for training, provide facilities for events and develop tailor made courses to suit your needs.

Apprenticeships can help the development of your staff and achieve long term success. We train over 2,000 apprentices across the region and we will fully support your business throughout the process including accessing Levy funding.

We also offer part time professional courses for adults and industry-specific whether it's for your own personal development or your staff.

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