



KIRKLEES
COLLEGE

EMPLOYERS



Employers' Guide to Industry Placements

Employers' guide to industry placements

At Kirklees College we are dedicated to providing our students with the best education experience. From 2020 this will include high quality industry placements as a mandatory element of the T Levels programmes. On an industry placement students will spend a minimum of 315 hours with an external employer putting their academic learning into practice, developing their technical skills and becoming more employable.

In preparation for this future change we are offering some of our students the opportunity to complete industry placement from September 2019. Only with the commitment and support of our local employers can we offer this and better prepare our students to make the transition in to work.

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

Additional support may be available to help employers to overcome barriers and enable them to offer industry placements. Contact us on 01484 437115 to discuss any concerns and find out what support might be available.



How can offering an Industry placement benefit?

Benefits to Business

The best place for young people to learn what is expected of them in the workplace and understand how to apply their knowledge in a practical setting is by spending time in that environment. Whilst there is a sizeable commitment from employers to support industry placements there are wide ranging benefits to organisations participating with them, these include:

Recruitment opportunities and building talent pipelines:

Industry placements give employers the opportunity to access a wide range of talent and potential future apprentices. Bringing young people in to an organisation contributes to strategic talent management and effective continuity planning.

Fresh ideas: Students are studying industry related qualifications and will have some existing knowledge and skills, this means they can assist and add value to specific projects or tasks, especially during busy times.

Staff development: Offering industry placements can provide opportunities for existing staff to supervise and mentor a young person longer term. This can help them to develop their own skills and give them a new experience to motivate them in their current role.

More engaged workforce: Providing industry placements 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 industry 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: Industry 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 their chosen sectors and help shape their future career decisions.

Experience to build and strengthen their CVs: Industry experience is valued by employers, industry placements can support significant skills development and result in a more meaningful reference to use for future job applications. Industry placements can help young people 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 an industry placement provides a valuable opportunity to practice and improve their recruitment skills.

Builds skills: Through an industry placement a young person can learn the key attributes valued by employer, 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.

Industry placement FAQs

What is expected from an industry placement?

Industry placements should be useful to an employer and their business and must provide students a 'real work' experience. Industry placements must be planned to ensure there is sufficient activity to keep the student engaged, and the work is varied giving students a range of experiences to learn from. Students on industry placements can work independently but must have sufficient training and be adequately supervised to ensure they work safely.

How long do placements last?

Industry placements must be a minimum of 315 hours. Typically, they will take place across a 6-month period.

When can students attend a placement?

They will typically be a mix of 1-2 days a week and/or block placements depending on the student's timetable. This will be discussed and agreed prior to confirming a placement.

Do I have to complete additional Health and Safety checks?

By law employers are responsible for health and safety in the workplace. Any young person on placement is treated as an employee of the organisation and employers are responsible for providing a safe working environment, appropriate supervision and making sure that the student receives an adequate induction. Kirklees College will carry out Health and Safety compliance checks 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 industry placements provided the insurer is a member of the Association of British Insurers or Lloyds, so there is no need to obtain any additional employer's liability insurance. Because your student will be working for you for more than 2 weeks, you may need to inform your insurer that you have a work placement student working with you.

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?

Industry placements are part of a course and there is no legal requirement or expectation that students will be paid. However, you can decide whether or not to pay the student.

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

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

What support will I get?

You will be allocated an Industry Placement Officer to liaise with. They will answer any questions, agree the specific details of the industry placement with you and provide ongoing support for the duration of the placement.

Additional support or resources may be available to overcome barriers and enable employers to offer industry placements. The Industry Placement Officer will be able to discuss any concerns and identify what support is available.

If you are able to provide a placement to a student who has additional support in college then this can continue in to the work place 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 industry 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 Industry Placement Officer will complete a Health & Safety checklist and any other documentation with you prior to the student starting at your organisation.

Reviews will be completed during the placement to assess the student's progress; employer input will be requested but these are recorded on line with no administration to complete.

As the placement comes to an end, you will be asked to complete a 'Industry Placement Evaluation' to give the student feedback on their overall performance and highlight 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 industry 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 whilst they are with you.

Key learning outcomes will be agreed between yourself and the student. This will assist them to build the skills they have identified as needing development, and support your organisational goals. Planning the placement with a focus on achieving these objective will keep students motivated and engaged, and add value to your business.

Cover the basics

On the first day all placement students should receive a comprehensive induction to your 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 work place 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 to achieve their planned targets
- Details of the company's expectations on behaviour, dress code and confidentiality

Challenge them

Students can undertake any reasonable activity appropriate to their age and capability. They will benefit more from getting hands on and it gives them the opportunity to shine and impress.

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 Industry Placement team are available to provide help and support at any point of a placement. During the placement there will be regular reviews with the student to provide feedback, assess progress and support further development. If you have any concerns about the student placed with you, please contact the Industry Placement Team.

A final evaluation

At the end of the placement a final evaluation will take place. This will review the student's progress and offer feedback on the placement process. This will provide an opportunity to confirm if outcomes have been achieved and evaluate the benefits of having a placement to the business.

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 industry placement or have any reason to suspect they may be at risk, please contact the Work Placement Manager or a member of the safeguarding team.

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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