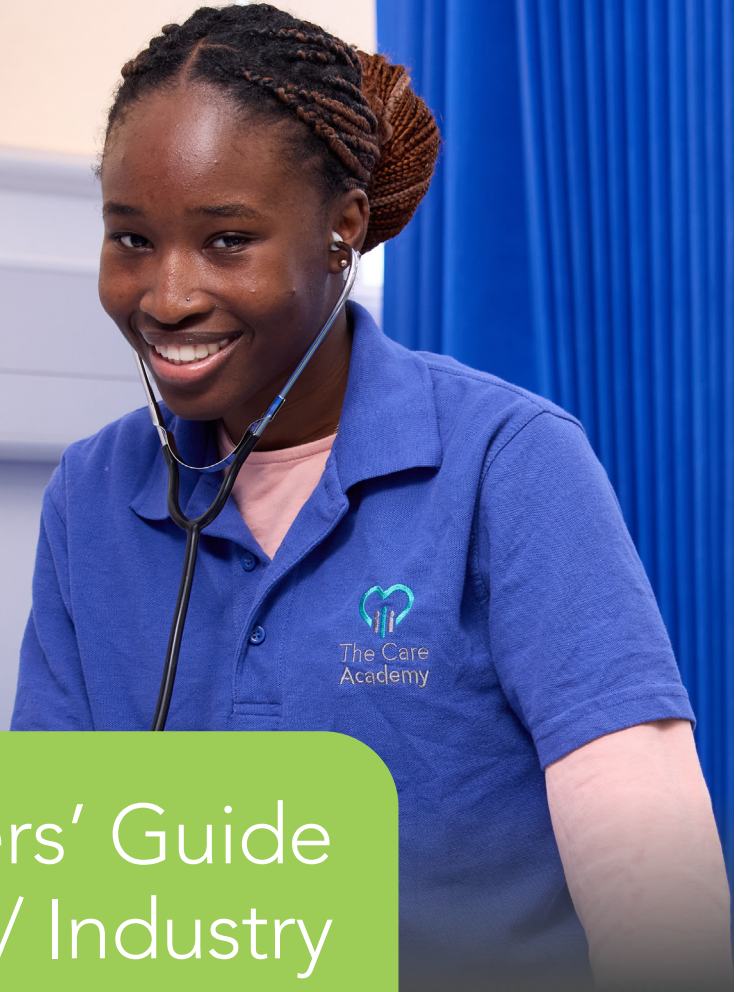




**KIRKLEES  
COLLEGE**

**EMPLOYERS**



# Employers' Guide to Work / Industry Placements

# Employers' guide to work placements

At Kirklees College, we are dedicated to providing our students with the best educational experience available. In addition to supporting and challenging our students to develop their skills and knowledge in the classroom, we aim to give them the opportunity to put these skills into practice and gain valuable experience in the workplace by offering students a minimum of 30 hours work placement. High-quality industry placements are a mandatory element of the T Levels programmes. During these placements students will spend a minimum of 315 hours with an external employer, applying their academic learning, developing technical skills, and becoming more employable.

Only with the commitment and support of our local employers can we offer these placements and better prepare our students to make the transition into work, contributing to the development of a motivated, ambitious, and capable workforce. This booklet offers general guidance and practical advice on what is involved when offering placements. It is intended to help set up and plan structured placement activities that generate the maximum benefit for both employers and students.

Additional support may be available to help employers overcome barriers and enable them to offer industry placements. Please contact us at **0800 781 3020** or email **[employers@kirkleescollege.ac.uk](mailto:employers@kirkleescollege.ac.uk)** to discuss any concerns and find out what support might be available.





# How can offering a work / industry placement benefit?

## Benefits to Business

The best place for people to learn what is expected of them in the workplace, gain an understanding of how to apply their knowledge, and get practical experience, is by spending time in the industry environment. Your commitment to supporting young people not only gives career shaping experience to young people, there are also a range of benefits to your organisation. Including:

**Recruitment Opportunities and Building Talent Pipelines:** Work/industry placements give employers the opportunity to access a wide range of talent and potential future apprentices. Bringing young people into an organisation helps with strategic talent management and workforce planning, contributing to effective continuity planning.

**Fresh Ideas:** Work experience placements offer young people the chance to bring fresh ideas and new ways of thinking, reflecting the interests and needs of the next generation of customers and consumers. In addition, students on industry placements are studying industry-related qualifications and bring existing knowledge and skills that can assist in specific projects or tasks, particularly during busy periods.

**Staff Development:** Offering work/industry placements can provide opportunities for existing staff to supervise and mentor a young person. This not only helps develop their own professional and personal skills but also motivates them in their current role by providing new experiences and challenges.

**More Engaged Workforce:** Providing work/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 lead to increased brand loyalty, enhanced profile, and, in turn, greater profits.

**Social Value:** Contribute and shape local skills and employment by actively engaging with trainees. Support people and local communities by providing valuable work experience whilst also building relationships and providing a positive experience for both young people and your employees. Providing work placements and industry experience for the workforce of the future is an excellent way to demonstrate your corporate social responsibility.



## Benefits to Students

By taking students on work/industry placements, 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 provides the student with:

**First-hand Experience of the Workplace and Different Job Roles:** Work/industry placements are vital ways for young people to gain insight into the world of work. Time spent with an employer broadens their knowledge of industries and sectors, helping to shape their future career decisions and giving them a better understanding of various job roles.

**Experience to Build and Strengthen Their CVs:** Work/industry placements are highly valued by employers, often alongside attitude, sometimes even more than qualifications. These placements provide students with significant skills development, resulting in a meaningful reference for future job applications. They 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, taking part in job interviews and inductions to secure a work/industry placements gives students a valuable opportunity to practice and improve their recruitment skills, boosting their confidence and preparing them for future job searches.

**Builds Skills:** Through both industry and work placements, students learn the key attributes valued by employers, such as reliability, punctuality, enthusiasm, and resourcefulness. They gain the opportunity to see how their own skills and abilities translate to the workplace and develop specific skills relevant to their chosen sector.

# Work / industry placements FAQs

## What is expected from a work/industry placement?

Placements should be useful to your business and seen by the student as 'real work'. Employers need to ensure there is enough work to keep the student occupied, with varied tasks that provide a range of experiences. A mentor should be available to guide the student, advising on tasks and offering support throughout the placement.

## How long do placements last?

- **Industry Placements:** A minimum of 315 hours, typically over a 6-month period.
- **Work Placements:** Duration varies depending on course requirements, but typically a minimum of 30 hours. The length will be agreed between the employer, the student, and the college.

## When can students attend a placement?

- **Industry Placements:** Typically involve 1-2 days per week and/or block placements, depending on the student's timetable. This will be agreed upon in advance.
- **Work Placements:** Can be weekly (1-2 days per week) or block placements (a full week or more). The specific format will be agreed between all parties involved.

## Do I have to complete additional Health and Safety checks?

Employers are responsible for the health and safety of young people on both industry and work placements, as they are treated as employees during their time with you. This includes providing a safe working environment, adequate supervision, and an appropriate induction.



Kirklees College will carry out Health and Safety compliance checks to ensure safety. If you already employ 16 or 17-year-olds, no additional health and safety checks are typically required, but Kirklees College may still conduct compliance checks.

Source: <https://www.hse.gov.uk/young-workers/employer/work-experience>

### Do I need additional Liability Insurance?

Existing employers' liability insurance will typically cover both industry and work placements, provided the insurer is a member of the Association of British Insurers or Lloyd's. You may need to inform your insurer if you are hosting a student on placement for more than 2 weeks.

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

### Do I have to pay them?

- **Industry Placements:** There is no legal requirement or expectation that students will be paid as these placements are part of their course. However, employers can choose to offer payment.
- **Work Placements:** Students working as part of a further or higher education course do not qualify for the minimum wage if the placement is part of their course or study programme and lasts no more than one year.

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

Employers are not required to carry out an enhanced Disclosure & Barring Service (DBS) check on staff supervising students during either industry or work placements, unless specified by the nature of the role. If a DBS check is required for the student, Kirklees College can arrange this.

### What support will I get?

You will be allocated a Placement Officer (Industry or Work Placement) to liaise with. They will answer any questions, agree on the specific details of the placement, and provide ongoing support throughout its duration. If a student has additional support needs in college, this can continue in the workplace to ensure they get the most out of their placement. Your Placement Officer will also be available to discuss any concerns and identify what support is available to help overcome barriers.

### What do I do if a student is absent?

Students are instructed to inform their placement employer immediately if they are likely to be absent. If a student does not arrive, is late without a satisfactory explanation, or you have any concerns about their attendance, please contact us right away.

### Do I need to complete any administration?

Your Placement Officer will complete a Health and Safety checklist and any other required documentation before the student starts their placement with you. During the placement, reviews will be conducted to assess the student's progress, and employer input will be requested. These reviews are recorded online, so there is no additional administration required. At the end of the placement, you will be asked to complete an evaluation or review (Industry Placement Evaluation or Work Placement Review) to provide feedback on the student's performance and highlight any areas for development.





# Creating a successful placement

## Plan the placement

Liaise with your workforce to identify suitable tasks or projects for the student and agree on who will be responsible for mentoring and supervising them during the placement. Planning the placement with clear objectives will help students stay motivated, engaged, and focused. Assigning specific tasks for each day and rotating the student through different areas can provide them with a broader understanding of the business and support both their personal development and the company's goals.

## Cover the basics

At Kirklees College, we have high expectations of our students as set out in the students code of conduct and would expect these behaviours to continue in the workplace.



**Attend + Behave + Commit**  
**= Success**

- **Attend**, on time, all your timetabled learning activities
- Consistently **behave** in line with our values: Kindness, Unity and Excellence
- Fully **commit** and be prepared to engage in your learning

On the first day, all placement students should receive a comprehensive induction to help them settle in and learn about the workplace. A good induction should include:

- An introduction to the organisation and the key people the student will interact with, including their workplace mentor or buddy.
- A tour of the facilities, including general housekeeping, first aid facilities, and fire exits.
- A briefing on evacuation procedures and other relevant health and safety information.
- A clear plan outlining what the student will be doing during their time with you, with agreed targets for achievement.
- Details of the company's expectations regarding behaviour, dress code, and confidentiality.

### Challenge them

Give the student real tasks to complete that are appropriate to their capability. Students benefit from hands-on work, which gives them the opportunity to shine and impress. Be proactive in discussing the student's objectives and desired outcomes for the placement. Raise and address any issues as they arise, ensuring feedback is constructive, sensitive, and encouraging. Regular feedback helps build their confidence, motivates them to get more involved, and supports further learning.

### Keep in touch

Your Placement Officer is available to offer help and support at any point during the placement. Regular reviews will be conducted with the student to assess their progress, provide feedback, and support their development. If you have any concerns about the student's performance or behaviour, please contact the Placement Team.

### A final review

At the end of the placement, a final review will be conducted. This is an opportunity to evaluate the student's progress, confirm if agreed outcomes have been achieved, and reflect on the benefits the placement has brought to the business. Students will also request feedback through a 'Placement Review,' which helps them understand how they performed and can assist in preparing 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:

**Joanne Walker** Personal Development Manager  
**07759 494025**

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

**Amie McGowan** Deputy Designated Safeguarding Lead  
**01484 437000** Ext: **7979** or **07866 795073**

## 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.

Please call **Dawn Turner**, Business Development Manager **07817 120008**  
Or the Business Development Team **0800 781 3020**

**employers@kirkleescollege.ac.uk**  
**www.kirkleescollege.ac.uk**

