

# 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.

### **Build 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.

# 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. Placements can take place during any time the student is not at College in the academic year, this is to be agreed upon between you and the student.

## **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 a young person, you won't need to take any further health and safety related action. Tameside College will still need to carry out health and safety compliance checks though, as the safety of our learners is paramount to us.

## **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.

## **Do I have to pay them?**

No, 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 Tameside 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.

At various points during the placement the Work Placement Officer will come out to visit you and the student, this will involve a discussion between the parties to make sure the placement is going to plan.

## **Who is work experience offered to?**

Students from a variety of study courses will be offered the opportunity to gain work experience linked to their course of study. Tameside College students will be looking for Work Experience in the following areas:

- Engineering
- Automotive (Paint Repair, Light Vehicle Mechanics etc.)
- Computing (Software Development, Building, Repairs etc.)
- Construction Trades
- Business Studies (Office Work)
- Travel
- Sport
- Public Services
- Food Related (Bakery, Café, Kitchen etc.)
- Hospitality
- Hairdressing
- Beauty
- Health and Social Care (Schools, Residential Care Homes etc.)
- Art & Design
- Photography
- Graphics
- Fashion (Clothing Work)
- Drama, Theatre, Music

## **How are placements arranged?**

Arranging Work Experience is a very simple process, with one point of contact in Tameside College.

- Prior to placing a student with you a college representative contacts you to complete the pre-placement paperwork. This only needs to be completed once, as it is stored on a college database for use with all future placements.
- A student is 'matched up' to the Work Experience placement you can offer.
- A college representative contacts you to make arrangements (days of work, name of student etc.).
- Student contact you for an interview and brings along an agreement for you to sign confirming your acceptance of this student.
- Work Experience takes place.
- A review/evaluation of the placement is completed.

- Placement ends.

## **Does the college offer 'T' Level Industry Placements?**

Yes, here at Tameside College we were part of the initial pilot programme offering 'T' Level placements. This gave us the knowledge and experience to continue to offer a valuable placement for all our qualifying students. Ask a member of the Work Experience team for further information on how the new 'T' Level placements can benefit your business.

### **Work Experience and Employer Partnership Team:**

**Tel:** 0161 908 6560/6632/6763

**Email:** [workexperience@tameside.ac.uk](mailto:workexperience@tameside.ac.uk)