

# Industry Placements Guide for Employers



# Contents

## Guide for Employers



### Section 1:

## An introduction to being an industry placement provider

- Aims of an industry placement
- Expectations: yours and the students
- Student progress monitoring
- The student logbook and reference

### Section 2:

## Safety in the workplace

- An industry placement provider's guide
- Useful info on keeping your employees safe, happy and complying with the law
- Frequently asked questions

# Section 1: An introduction to being an industry placement provider

Thank you for supporting Reaseheath College students by providing them with the opportunity to experience the 'world of work'. Work Placement hours differ between qualification type and are typically between 100 – 315hrs over the duration of the course.

There is no requirement for students to be paid during this period, and it should be seen by the employer as an extra pair of hands to help with the day-to-day tasks. However, it is at the employer's discretion if they decide to financially reward a student for their contribution to the business.

We see an industry placement as a valuable element of a student's preparation for full time employment, and as such have produced this document to give guidance to employers who are willing to offer industry placement opportunities to Reaseheath students.

Reaseheath College believes in equal opportunities for all its students and is committed to promoting equality of opportunity in all activities.

We ask you to read the contents of this document to gain a clear understanding of our industry placement arrangement with employers.



## Aims of an industry placement

The core aim of an industry placement for Reaseheath students is to prepare students for employment and to help them become 'work ready' on completion of their studies at Reaseheath, it is an important part of their course.

To help students achieve this aim, employers must be fully aware of;

- Student's capabilities and their objectives during their placement.
- How students record their experiences and time worked.
- Happy to engage with Reaseheath College for relevant information and feedback

## Expectations

### What you should expect from the student:

Punctuality, a positive and polite attitude, a willingness to learn and 100% commitment.

### What the student can expect from you:

Friendly and approachable manner, encouragement and support and an understanding that this may be the students first introduction to a normal working environment.

## Student progress monitoring

A coordinator for industry placements will oversee both employer and student placements, reaching out to employers to complete progress reviews. This is done to verify that students are making satisfactory progress towards their learning objectives and exhibiting the expected workplace behaviours.

**We expect an employer to contact us as soon as possible if they are concerned or are experiencing any problems/ issues with the student so that we may work together to resolve the situation.**

The college requests that any unauthorised absence and/or disciplinary action taken is notified at the earliest opportunity.

## Student Logbook

Students will receive a logbook for documenting their hours, and we encourage them to record specific tasks, activities, and achievements in it. It is recommended that students invite employers to assist them in completing it.

Students will be assessed on their performance, and achievement of learning objectives during their placement period. Employers are asked to complete a reference for the student on completion of their placement period.

# Section 2: Safety in the workplace

Work experience is vital to young people's understanding of their chosen industry; it allows them to try a new field or extend their knowledge and gain a vital reference. It does however not come without its risks. They will be entering a workplace situation which may be very different from the working environment at college. The college educates and guides students in safe working practices and seeks that the employer is aware of their health and safety obligations.

The following health and safety information relates to industry placements, it is for your reference and is important, please read it carefully and feel free to contact the industry placement coordinator at Reaseheath if you have any queries.

**“Some students start their placement early in the academic year and may not have yet received a Reaseheath health & safety introduction.**

**It would be safe to assume that students are not yet fully competent and will initially require supervision from a member of staff.”**



## Employer Insurance

The placement provider shall, through a policy of insurance (e.g., employer's liability) cover all risks against any liability, claims, proceedings, expenses and losses in respect of personal injury to or death of any person. A policy will also cover damage to any property caused by or arising out of anything done or omitted under this agreement.

The placement provider needs to check that their insurers are notified of the participation of a student on an industry placement programme and make their employer liability policy available for inspection by the College.

## Understanding Employer Health and Safety Responsibilities

At the start of the placement period, we ask you, as the employer, to conduct a formal induction for your workplace, please make sure the student fully understands the information you give to them.

The topics that will be covered must include work schedule, a tour of the premises, welfare arrangements, Health and Safety responsibilities, fire procedures, accident procedures, and specific high-risk areas at your premises. PPE should be included. Find an Induction check list at the back of this booklet if you do not have your own in place.

## On the spot risk assessment

A simple way to ensure the safety of the student on their placement and other employees is the use of these guidelines:

### Risk control

#### → Eliminate the hazard

This is the most effective way of controlling risk, find a way to do the job that removes the risk completely.

#### → Reduce the risk

If you can't remove the risk then try to reduce it. Alter the way a job is done to reduce the risk.

#### → Isolate people from the hazard

The fewer people near a hazard the less likely it is someone will be harmed, keep people away from hazards if you can.

#### → Control the hazard

Doing the job a certain way via safe systems of work, ensuring guards are in place and shutting doors/gates are all examples of controlling a hazard.

#### → PPE use

Overalls, boots and safety glasses are standard PPE. Use them and any additional PPE every time they are required.

**Employer Liability Insurance arrangements will be checked, and details recorded by the college.**

## We hope accidents will not happen, but just in case

All accidents relating to a student should be recorded in your accident book and if the accident falls into any of the following categories you MUST telephone the industry placement co-ordinator or college and inform immediately on 01270 625131.

- Animal bites/kicks/cuts etc. requiring first aid
- Fatalities
- Major accidents, incidents and diseases such as amputations, fractures, head, spinal and eye injuries including all conditions which require overnight stays in hospital
- Accidents involving 4 days or more lost time
- All incidents of occupational disease including actual disease, e.g., dermatitis and potential disease arising from incidents such as exposure to dust
- Incidents of bullying and other forms of violence at work including racial harassment and incidents requiring police involvement

If the accident/incident falls within the scope of RIDDOR then this must be reported by the employer, to the HSE Incident Contact Centre by telephoning 0845 300 9923 or directly on-line at [riddor.gov.uk](http://riddor.gov.uk)

## Guidelines for safeguarding young people

Reaseheath College seeks to protect young people who are on programme of study associated with the College.

It is the responsibility of all who are working with young people engaged in industry placement programmes to prevent the physical, sexual or emotional abuse of young people.

It is the duty of everyone working with young people to report any abuse discovered, suspected or disclosed.

Industry placement providers are required to co-operate with these arrangements and to adhere to the advice and guidelines on safeguarding young people issued by the College and found below.

### Types of abuse:

- **Physical**  
Includes hitting, use of excessive force, shaking, squeezing, burning, biting, administering poisonous substances.
- **Emotional**  
Threats, verbal attacks, shouting, taunting.
- **Sexual**  
Activity which the young person is unable to give informed consent or does not fully comprehend.
- **Neglect**  
Inappropriate or dirty clothing, not getting medical, dental, or mental health care, eating more than usual or saving food for later.

In all circumstances if you suspect that abuse has occurred avoid any further discussions with the student and contact the college immediately. Contact the Safeguarding Team on 07889 216789.

### How to minimise the risk to students in the workplace

- Be wise about relationships with young people – don't be over friendly with some at the expense of others.
- Never hit or physically restrain a young person.
- Be wise in physical contact with young people.
- Where possible have more than one adult with a student when working in remote locations or going on visits or trips.
- Treat young people with dignity and respect in our attitude, the language we use and the actions we take.

Reaseheath College seeks to eliminate unfair discrimination towards individuals and to create an environment which encourages high performance, trust and co-operation. All industry placement providers are asked to adopt this approach with students to promote security and equal opportunities.



## Protection against Extremism and Radicalisation

### The 'Prevent' and 'Channel' strategy

It is also the duty of everyone working with young people to report any signs of the development of extremist views or uncharacteristic behaviours in young people. Please contact the college if you have any concerns about students in this respect during work experience.

### What is Prevent?

Prevent forms part of the government's Counter Terrorism strategy called CHANNEL. The aim of Prevent is to stop people becoming or supporting terrorists, by challenging the spread of terrorist ideology, supporting vulnerable individuals, and working in key sectors and institutions.

### What is our Prevent duty?

As part of the safeguarding and Prevent duty and the Equality Act 2010 all staff and partner organizations have a duty to demonstrate and help develop values which underpin an awareness of social and moral responsibility in modern Britain.

Complying with the Prevent duty including promoting and exemplifying British values: i.e., democracy, rule of law, individual liberty, tolerance and mutual respect and different faiths and beliefs.

This includes complying with the Equality Act 2010 by not discriminating against the following nine groups: Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

Industry placement providers are asked to report any Prevent concerns they may have relating to their student to the College safeguarding team on 07889 216789.

### How can I learn more about Prevent and Channel?

The below hyperlinks will direct you to a full publication of the Prevent Strategy and Channel Guidance document.

#### → Prevent duty guidance

#### → Government guidance

### Equality, Diversity, and Inclusion

Reaseheath College is fully committed to ensuring inclusion and fairness across all its programmes of study, and the value of diversity through its mission and values that recognise, respect, promote and celebrate diversity within the workforce, to achieve its public sector general equality duty, which is set out in the Equality Act 2010 by having due regard to the need to:

→ Eliminate unlawful discrimination, harassment, victimisation, and any other conduct prohibited by the Equality Act 2010

→ Advance equality of opportunity between people who share a protected characteristic and people who do not share it; and

→ Foster good relations between people who share a protected characteristic and people who do not share it.

## Supporting a young person in the workplace

Taking on a student in a placement can bring many benefits to your business and is one of the best ways for employers to build diverse, talented, and sustainable workforces for the future. Workplaces which promote equality, diversity, and inclusion are proven to be more successful with improved employee motivation and retainment; better problem-solving approaches, increases in customer base and lower potential for serious or legal issues such as bullying, harassment and discrimination.

→ Use inclusive recruitment practices: write inclusive job adverts or descriptions for the role, removing bias and non-inclusive language and use inclusive interview practices when meeting a candidate for the first time.

→ Recognise and challenge unwanted and discriminatory behaviours and language in the workplace. Students under the age 18 should not be exposed to language and behaviours which are harmful, derogatory or which could increase the risk of abuse in the workplace.

→ Encourage inclusivity at work by acknowledging differences (including cultural, religious differences), promoting mutual tolerance and respect.

→ Provide the student with a workplace mentor, to provide a support system.

→ Identify the potential in a placement candidate and use reasonable adjustments to remove or reduce barriers in the workplace, promoting opportunities for students who disclose a disability (for example, a physical disability, Deaf, neurodivergent (autistic, dyslexic, ADHD etc.) or mental health condition). Reasonable adjustments do not always need to be costly to be effective but not doing them could lead to unlawful discrimination.

→ Talk to the student about what works for them, making sure adjustments are effective and sustainable — you may find that an adjustment for one benefit a wider group of employees.

Adjustments for disabled students and apprentices  
→ [disabilityrightsuk.org](https://www.disabilityrightsuk.org)

Reasonable adjustments for workers with disabilities or health conditions  
→ [gov.uk](https://www.gov.uk)

## Frequently asked questions

### When can students complete their industry placement?

Students can complete their placement any day if it does not interfere with college days. Students are expected to work with you and your business. This could mean working weekends or holidays.

### What types of tasks can the student get involved with?

Students can get involved in all general tasks; some tasks may require more experience, so we advise to use your own discretion in some areas. Students should be seen as an extra pair of hands. They can get involved with DIY, maintenance, social media, administration and customer services. Remember students could help your business with new and up to date ideas/knowledge.

### What paperwork is required?

Our industry placement co-ordinators will complete a H&S Checklist and Placement Agreement form. These are completed before a student starts their placement. You are involved in the process from start to finish, including identifying suitable learning objectives for your placement student.

The student will have an industry placement logbook. This also contains their objectives to work towards.

### I have a student struggling to take in instructions.

Speak with the student and find out where they are struggling and how you can help. Sometimes it helps to make a short daily list of tasks. Students can tick these off as they go along. If still struggling don't hesitate to get in touch with the industry placement coordinator.

### Can I pay the students?

Students are not expected to be paid. Payment would be at your own discretion. If the placement is their paid job and the student wanted to work extra hours to complete work experience, then they should not be expected to be paid.

### How can a keep student's safe?

Give an in-depth induction before the student starts (example induction checklist can be found at the back of this handbook). Give clear instructions and show students best practice. Remember for most this is their first experience within the industry.

### Can I leave students alone on site?

Students cannot be left completely unattended on site. There must be a member of staff over 18 on site at all times in case of an emergency.

Our industry placement co-ordinators are always on hand for help and advice contact the College on 01270 625131.

## Induction checklist

General	
Learner has been introduced to colleagues	
Learner has been shown their own work area	
Learner has been given tour of premises	
Conditions of employment have been explained:	
→ Working days and hours	
→ Lunch breaks	
→ Holiday entitlement	
→ Pay arrangements if applicable	
→ Policies (sickness, smoking/non-smoking, use of personal email, personal use of telephone/mobile etc.)	
Job requirements have been explained	
Learner informed employer of any regular medication/care plan/SEND and any other health problem that the employer may need to be aware of	

Induction checklist continued...

Health & Safety	
Name and location of person responsible for health and safety	
Name and location of person responsible for first aid	
Location of first aid box and accident book	
Explanation of learner's responsibilities in case of emergency	
Location of fire exits and fire procedures	
Explanation of work-based hazards	
Consequences of breach of health and safety regulations	
Procedure for reporting accidents	
Procedure for reporting hazards	

Make sure that your learner understands your health and safety provisions and policies by asking them to complete this checklist.

Health & Safety checklist

General	
Location of the first aid kit	
Location of the accident book	
Who is responsible for first aid?	
I know where I should go in case of fire	
Who should you report a hazard to?	
Who should you report an accident to?	
I know how to use safely use equipment related to my role (where applicable)	
I know what my health and safety responsibilities are	
Additional responsibilities and things I am responsible for	
Hazards/high risk areas/rules specific to placement	

Signed (Learner) \_\_\_\_\_

Date / / \_\_\_\_\_

Signed (Line Manager) \_\_\_\_\_

Date / / \_\_\_\_\_



Reaseheath College  
Nantwich Cheshire CW5 6DF

✉ [enquiries@reaseheath.ac.uk](mailto:enquiries@reaseheath.ac.uk)

☎ 01270 613242

🖥 [reaseheath.ac.uk](http://reaseheath.ac.uk)

