

Work Experience Programme Being a Placement Host – The Process

What is involved in offering a placement?

- 1) If you are interested in offering a placement, the first thing we would do is to arrange a convenient time to bring the student for an interview. A Placement Manager will accompany the student. The visit takes about 20 minutes, and gives you and the student the opportunity to discuss expectations and the tasks the student will undertake.
- 2) During the visit we will carry out a standard health and safety audit which forms part of the Placement Plan and will also make sure that you have Employers Liability Insurance.
- 3) If you decide to offer the student a placement you will sign an agreement form and the placement is then confirmed. *At any point, you are free to withdraw the placement opportunity if you feel you can no longer accommodate the student.*
- 4) A Placement Plan will then be sent to yourself, the school and the student and parent/guardian. The Placement Plan will detail contact information for all parties, placement specifics including start date, hours of work, clothing/equipment requirements, travel arrangements etc, as well as health and safety details.
- 5) On the student's first day we require you to carry out a Health & Safety Induction. We will supply you with a one page Health & safety Check List to help you cover all the relevant points.
- 6) During the placement we will contact you each day the student is on placement to ensure punctuality and discuss any issues you may have. We may also visit the student to see how things are going.
- 7) At the end of the placement we will send you a short feedback form to complete.