



Work experience can help the student make career choices, develop their personal skills and make links between their studies and work applications, as well as contacts who might just be the means to a first job. The emphasis should be on doing rather than watching if at all possible. It is helpful if their programme can provide a reasonable variety of work tasks.

01

PLANNING

- Clarify your reasons for offering a placement
- Contact us to share your plans and get support
- Decide when and where the placement will take place, and who will support the student(s). Brief colleagues so everyone knows their role
- Choose a delivery model: block, day release, or a mix

02

SELECTING

- Consider the skills, knowledge and behaviours that matter to you
- Create a short job description or role profile
- Interview and select your student(s) (optional, but recommended)

03

COMPLIANCE CHECKS

Before a placement you **must** submit to us via Grofar:

- Current liability insurance certificate to cover period of placement
- Health and Safety declaration including risk assessment
- Safeguarding declaration

04

WORKING HOURS FOR UNDER 18'S

- Under 18's shall not work more than a 40 hour week (Working Time Regulations 2002)

05

ROLES AND RESPONSIBILITIES

- Inform your insurer that student(s) will be employed on placement
- Provide safe working environment with supervision as appropriate
- Provide structured learning experience with consideration to student's strengths and needs.
- Assist College during on-site visits where appropriate



06

ONBOARDING/INDUCTION

- Use your usual induction process or use our checklist
- Assign a line manager and a mentor or buddy
- Give the student time to settle in and build confidence

07

HOSTING

- Provide meaningful, varied tasks that support learning, matched to their ability/potential
- Give clear instructions about tasks
- Offer guidance, regular check-ins and constructive feedback

08

MONITORING

- Encourage student(s) to complete daily diary of their experiences
- Take time to understand student(s) strengths and areas for improvement

09

COMMUNICATION

- Safeguarding issues: 01992 707 027 Extension 429 / safeguarding@capel.ac.uk
- Other student matters contact WEX team (9am-5pm) : 0303 003 1234 Ext. 1328 or 1166. Email: work.experience@capel.ac.uk

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FEEDBACK

- Complete our Student Progress Reviews and Feedback on Grofar.
- Suggest improvements to process and course content
- Celebrate progress and achievements in a timely manner

Continue placement offer for next academic year