

Employer's Industry Placement Policy and Procedures (315 plus hours)

Our policy and procedures are here to help and support employers, learners and parents in mandatory Industry Placement within a learner's study programme. It is important that all parties are aware of the expectations of them.

Expectations of Employers

- It is expected that industrial placements will have clear role descriptions in advance of the placement taking place. This should demonstrate that the organisation has a clear idea of how the HOW student will contribute to the organisation.
- The HOW student must be able to develop their specialist and generic skills within the organisation.
- The employer is expected to ensure the workplace is accessible for the student and HOW College staff.

Timing and Duration of Placement

- Industrial placement will be on average 315 plus hours (including 1 hour lunch) with one or possible two employers.
- The working pattern should consist of 7 to 7.5 hours a day in a block/and day placement over a set amount of weeks.
- The placement should be within the normal academic timetable as far as possible, however this will be decided at a local level with each employer and vocational area. A several different models may be agreed within one organisation.
- Employers must ensure that GCSE Maths/ English exam preparation is not compromised (where this applies).

Occupation Specific

- Industrial placement must be occupationally specific, and it must focus on developing the practical and technical skills required for the relevant profession or trade.
- Employers are expected to work with HOW College to agree a structured work plan and key objectives for the duration of the placement.
- Employers are expected to meet with the student and HOW College at least twice (mid-point and end point) to review student progress. Additionally, the employer will need to meet with the student fortnightly on an informal basis.



Student Readiness

- It is expected that the employer works with HOW College to identify their expectations of skills and behaviour in the workplace prior to any placements taking place. This will support HOW College in preparing students for their Industrial placement with your organisation.
- Inform HOW College if a selection process will be required before a placement commences and how this will be undertaken.

Employers responsibilities

- A general duty to ensure that Health and Safety issues are adhered to whilst on placement
- Give information, instruction, training and supervision.
- To complete all necessary documentation through the placement and prior to its commencement.
- To provide the student with information and instruction on what actions need to be taken should an emergency arise.
- Undertake an induction to the organisation including Health and Safety, controlling risk, provision of PPE/ checking student has all their own PPE.
- Report any incidents and Health and Safety concerns that may occur during the duration of the placement.
- Employers should ensure students with Special Educational Needs will (as far as possible) be able to access the same quality of industrial placement as their peers.

Names of organisation.....

Name of organisations representative.....

Signature of organisations representative.....

Signature of WEJC HoW College.....

Date.....

