



HEART OF  

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**WORCESTERSHIRE**  
**COLLEGE**

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## **INDUSTRY PLACEMENT GUIDE**

**INSPIRE** · **INNOVATE** · **ADVANCE**

# INDUSTRY PLACEMENTS

Thank you for supporting Heart of Worcestershire College by offering a placement to one or more of our students. By taking students on industry placement you are providing them with an opportunity to learn new skills and competencies specific to their profession and more general work-related and employability skills such as communication skills, team work and time management. Industry placement also provides an opportunity to inspire and engage students in their chosen industry.



# INTRODUCTION

At Heart of Worcestershire College we offer a wide range of programmes all of which have a requirement for placement. It is not practical to produce a description here that will address every vocational area's needs, however we expect a placement too broadly:

- Have the opportunity to widen their specialist, generic skills and employability skills within the organisation
- Become involved in the functional work of the organisation and become part of the team
- Have their ability stretched once they have gained confidence in it

This guide aims to provide employers with information and support. If you have any queries or concerns please refer to the contact details section.

## The benefits of placements

### Benefits for you:

- Find potential members of staff - you may talent spot an excellent future employee. You could use the placement period as a free trial period to establish if they would be appropriate to join your team.
- You may benefit by making use of the knowledge young people have in the areas of Marketing and IT and increase your understanding of current educational skills and trends in your industry.
- It's a great opportunity to introduce a fresh perspective and gain new ideas from someone who is keen to learn and contribute. Young people bring fresh and innovative ideas and skills which you may be able to utilise.
- Raises the community profile of your organisation amongst students, parents and employees.
- Your present workforce can benefit by creating not only mentoring and coaching development opportunities and an opportunity to share skills and knowledge but it can boost employee motivation overall.

# FAQS

## **What happens when I have agreed to have a placement?**

You will have agreed to a placement through discussion with the WEJC (Work Experience Job Coach) or directly with a student. Once it has been agreed that the placement meets a required criteria, which will depend on the vocational area, the following process will take place:

- The employer will be asked to sign the placement agreement which sets out the expectations of the placement. (See separate document)
- Your Health and Safety Policy and Risk Assessment will be checked and confirmed with the WEJC via a further telephone call or a site visit. Any site visit will be agreed through the WEJC and the employer.
- Employer and/or Public Liability will be confirmed with the WEJC.
- Students will be asked to contact their placement provider to discuss start dates and work pattern.
- Once all necessary checks have been undertaken the student can start their placement hours.

## **Is it necessary to have set working hours and days for students on placement?**

If a student is on an extend industry placement, that is 315 hours plus, then it is expected that their work 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 normally be within the normal academic timetable as far as possible, however this can be discussed at a local level with each employer.

All hours and patterns of hours worked are to be agreed by yourself (the employer), the student and the college.

Students normally have one or two days each week when they can attend industry placement, known as a weekly placement, or a block of time that has been planned into their academic year, known as a block placement. For students on an extended industry placement of 315 plus hours, both may be necessary.

Students can also attend in their own free time and holidays.

# FAQS

## **How long will a placement last?**

This will depend on the course requirements and the requirements of the business and student. The WEJC will discuss with each placement the duration and come to an agreement to suit all parties.

## **What do I need to do if the student is absent?**

Students know that if they are unable to attend their industry placement, they must inform the placement immediately and the college WEJC. If a student does not arrive or is late and does not have a reasonable explanation, you need to contact us at [workexperience@howcollege.ac.uk](mailto:workexperience@howcollege.ac.uk) and we will follow this up.

## **Who is my contact at college?**

The Work Experience Job Coach (WEJC) allocated to you will be your point of contact and will liaise with you about all aspects of the placement.

# HEALTH AND SAFETY GUIDANCE

HOW College students will normally have received basic health and safety awareness training prior to the commencement of their placement. This will be general in nature and will not include any information specific to a particular role. Any training given in college should not replace/substitute the placement providers own health and safety induction and training. It is a legal obligation to provide the same health, safety and welfare protection to a student on industry placement as you have to your own employees to ensure they are safe and compliant.

Areas you may like to cover with students are:

- Fire procedures
- Security and GDPR
- Confidentiality
- Legal matters
- Sensitive issues
- Appropriate behaviour and dress
- Hygiene and Covid 19 training

Induction of students must commence on their first day and this must include Health and Safety.

Where students are working with specialized equipment they must be fully trained in its use. If students are prohibited from using any dangerous equipment or substances, then it is necessary for the placement provider to notify them verbally and in writing and reinforced during any further training.

## Insurance

All industry placements are covered by Employer's Liability insurance. Employers will need to provide the name of their provider, policy number, and expiry date of insurance.

## Finally

The WEJC will go through a safeguarding form and all other paperwork with you prior to any placements commencing. They will support placements through the whole process and answer any questions you may still have.

# CONTACT DETAILS

WEJC Name	Email	Telephone	Campus	Vocational Area
<b>Ann Isherwood</b>	aisherwood@howcollege.ac.uk	01905 725531	R/B	The Arts, Automotive, Hair and Beauty, Construction, Hospitality and Applied Science
<b>Carol Fellows</b>	cfellows@howcollege.ac.uk	01527 572664 07967 445762	R	Early Years, HSC, Travel & Tourism, Business
		01527 572591	R/B	Sport and Public Services, IT and Computing, Engineering
<b>Kate Hutchings</b>	khutchings@howcollege.ac.uk	01527 572943	W	The Arts, Hair and Beauty, Travel and Tourism, Hospitality
<b>Jodie Taylor</b>	jotaylor@howcollege.ac.uk	01905 725548	W	IT and Computing, Engineering
<b>Samantha Nicholls</b>	samnicholls@howcollege.ac.uk	01905 725578	W	Early Years, HSC, Business
<b>Louise Tindall</b>	ltindall@howcollege.ac.uk	01905 725559	W/M	Sport and Public Services, Automotive, Construction and Business
<b>Bridget Robinson</b>	brobinson@howcollege.ac.uk	01905 725508	W	Business and Skills Engagement Lead