

# EMPLOYER'S CHECKLIST

## FOR SUCCESSFUL

## WORK PLACEMENTS

Use the following to help you plan, monitor and review the work placement

### ACTIVITY

**Induction** – arrange to go through information to help your work placement learner settle in. This should cover:

- 1 general information about the company
- 2 where they will be working
- 3 introduction to who they will be working with – including the supervisor if not you
- 4 the work they will be doing
- 5 layout of the building and where to access facilities
- 6 health and safety (see below)
- 7 policies they may need to be aware of eg data protection
- 8 sickness and absence reporting

**Safety** – prior to placement you should have undertaken a risk assessment relation to Health and Safety in addition to considering other factors such as Safeguarding, Insurance, Data Protection and Equal Opportunities. Once your learner starts, you should go through your company Health and Safety information and procedures. This may incorporate:

- 1 Health and Safety Policy
- 2 Fire and Emergency Drills
- 3 General Safety Rules (covering hazards and any other relevant literature)
- 4 Accident Procedures and Accident Book and where to find the First Aid box
- 5 Areas that are restricted
- 6 Training on use of equipment (including IT, lifting, dangerous substances etc)
- 7 Provision of Personal Protection Equipment where necessary

**Training** – while your learner is with you they should be given opportunity to learn new skills and have new experiences. To help with this, assigning a mentor or buddy will help. This could also be an opportunity for the member of staff to experience managing/ supervising others. Choose a mentor/buddy with the right skills.

**Experience** – plan the type of work the learner will do. Create a schedule using various activities that will stretch and develop them, in addition to activities where they can utilise and acknowledge the skills they already have. Use the goals and objectives they have set to aide this to ensure the experience is of value. Give the learner real work to do so they contribute to the business and feel valued.

**Encouragement** – take time to talk to your learner, check on their progress, help them to complete their learning log, providing them feedback that is useful.

**Review** – the centre tutor/work placement officer will visit you and the learner to check how things are going, support any changes that may be necessary and resolve any issues. Make time to accommodate this.

**Reflect** – on completion of the work placement, think about how the experience was, for you, the learner, other people involved and the business. This will help you make changes and shape future work placement opportunities you offer.