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|-----------------|---|
| Title | Placement Provider Guidelines |
| Description | Placement information for dissemination |
| User | The placement Employer |
| Goal | To provide the Employer with as much information as possible to help in their decision to offer a placement and ensure they are aware of their role and responsibilities when they have a placement student |
| Objective | The VET Providers pass on their 'Duty of Care' to the Employer, well informed Employers can provide a safe environment for the placement students and feel supported in their role |
| Method | Can be given to the Placement Provider as a hard-copy but most some prefer the document to be emailed |
| Recommended Use | The VET Provider placement staff should discuss the information with the Employer and answer any questions they may have |
| When | Should be given to the Employer after first contact by the VET Provider and prior to the student starting placement. |
| Language | English |



PLACEMENT PROVIDER GUIDELINES



VET & BUSINESS
PARTNERSHIP

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A GUIDE FOR PLACEMENT PROVIDERS

LEARNING FROM WORK

Introduction Example:

Annually, thanks to the generosity of hundreds of local businesses, many hundreds of students from insert the name of the VET Provider undertake work placement ranging from one day per week to block placements.

Many of our students across all areas, now have a placement incorporated into their qualification. Our dedicated Placement Staff will work with you to ensure you recruit the right student and they will provide support and advice throughout the duration of the placement.

This guide has been prepared in the hope that it will make the planning and organisation of high quality work placements easier and more effective.

Reference to this guide will give you up to date information on the requirements and content which go towards making work placement such a highly valued part of the education of young people today in preparation for their life in the world of work tomorrow.

NAME AND CONTACT NUMBERS OF VET PROVIDER – EXAMPLE:

| | | | | |
|--------------------|---------------------|--------------|----------------------|--------------|
| Six main campuses: | Bangor: | phone number | Ballynahinch: | phone number |
| | Downpatrick: | phone number | Lisburn: | phone number |
| | Newcastle: | phone number | Newtownards: | phone number |

ADVERTISE THE SUBJECT AREAS

Examples of Subject Areas Undertaking Placements

- | | | |
|-------------------------|-------------------|---------------------------|
| ✂ Animal Management | ✂ Bricklaying | ✂ Business Administration |
| ✂ Carpentry and Joinery | ✂ Catering | ✂ Childcare |
| ✂ Classroom Assistants | ✂ Construction | ✂ Electrical |
| ✂ Engineering | ✂ Hair and Beauty | ✂ Health & Social Care |
| ✂ Hospitality & Tourism | ✂ IT | ✂ Motor Vehicle |
| ✂ Plastering | ✂ Plumbing | ✂ Refrigeration |
| ✂ Science | ✂ Sport | |
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SECTION ONE

A GUIDE FOR PLACEMENT PROVIDERS

"We find the placement process to be a mutually beneficial and rewarding one through which experience and ideas flow both ways. Put simply; in the design industry, knowledge is important but there is no substitute for experience."

Darragh Neely

Creative Director of

Darragh Neely Design Works

Student Placements are Beneficial to Business

- › Placement Providers invest in the future work force, avoiding skills shortages.
- › Placement Providers can build their reputation by offering placements; improving public relations, marketing work and business.
- › It is a cost-effective way to tackle projects that might otherwise be beyond current resources.
- › Placement enables Providers to assess young people for possible part time or full time work.
- › Students engage fully with the Placement Company, its operation and purpose, and become valuable members of the team.
- › Placement Providers foster a relationship with the college, demonstrating support for the local community.
- › Staff Development transpires from mentoring students on placement.

Providing a Placement

We will discuss your needs and talk you through the placement process in depth; you can stipulate the recruitment process. The major advantage is that we offer you a pool of potential candidates, and staff to provide support through the recruitment process and throughout the duration of the work placement.

Placement Providers Expectations

- › Clearly defined roles, responsibilities and contact details for each member of staff, student, and emergency contacts communicated to all concerned.
- › Placement documentation in particular an indemnity provided by the VET Providers.
- › Not all Placement Providers are expected to provide 'placement projects' this will be discussed before the placement commences; the student must provide us with evidence of the value they have added to your organisation and their own self-development, through placement diaries.
- › Communication and support throughout the duration of the placement by the VET Provider; maintained by phone, mobile, e-mail and visits acting upon any problems and monitoring Health & Safety.
- › Information provided on relevant factors affecting each student e.g. medical condition.

VET Provider Expectations

- › An initial tour of placement premises for VET Provider Staff to meet key personnel with an introduction to student's main tasks; to complete risk assessment and placement documents ('Placement Partnership Agreement') prior to placement commencement.
- › Each student to be treated as any other employee would be, under the same terms and conditions, and protected through compliance with the statutory Health and Safety requirements.
- › A placement that offers the student; personal and professional development.
- › Student to be supervised at all times, ensuring a safe environment (as far as reasonably possible).
- › The VET Provider to have access to visit the student and placement supervisor to observe and assess the student ensuring both parties maximise the gain from the experience.
- › Placement Provider to implement a 'Health & Safety' induction for student on or before the first day of placement.

Work Placements

Placement Providers must comply with the Placement 'Terms and Conditions' which will be conveyed on initial contact by the VET Provider and clearly stated in the 'Placement Partnership Agreement' (Section Three).

The Placement Management System

To improve efficiency, the VET Provider should develop an online system for the organisation of student placements. The system would reduce the number of initial placement visits and documentation, instead placement providers would be given access to the system at the start of the placement.

Placement providers would have access to information relating to their business, the placement and student including contact details and a risk assessment and are able to complete evaluation forms online.

Mode of Attendance

Placements 'mode of attendance' differs according to the requirements of each course.

GIVE EXAMPLES OF PLACEMENT ATTENDANCE:

| Course | Days per week | Duration | Max hours per week |
|--|-----------------|--------------------------|--------------------|
| Sports, Exercise & Fitness | 3 days per week | 2 x 6 weeks (Sept & Jan) | 21 hours |
| Children's Care Learning & Development | 2 days per week | 1 academic year | 16 hours |
| Sustainable Construction | 4 days per week | 13 weeks plus | 28 hours |

If the Placement Provider requires a Student under the age of 18 years, to work weekends, Bank Holidays, evenings or unusual hours, the student must agree to these hours; written parental consent is needed to cover this mode of attendance.

Vetting Work Placement Students

In Northern Ireland where employees or students are working with Children and/or Vulnerable Groups; the VET Provider may need to process the 'ACCESS NI' applications on behalf of the student, the students pay for this process. Access NI requirements must be taken into consideration by College Placement Staff when placing students under the age of 18 with 'one person businesses';

Discipline

The Placement Provider should inform the VET Provider Placement Staff immediately of any significant attendance or disciplinary problems arise. With agreement from the Placement Provider, the VET Provider will administer the appropriate warnings etc. in accordance with policy.

Attending Class

Depending on each course, students may or may not be required to attend class while on placement:

- › A number of students do not attend class while on placement but have constant contact with the VET Provider during this time.
- › On several courses it is compulsory that placement students attend class on specific days each week.
- › Students who spend one day per week on placement are required to adhere to the college timetabled hours the remainder of the week.
- › A record of attendance for students should be kept by the Placement Provider and VET Provider Placement Staff.

Absence

- › Students are required to inform the Placement Provider and VET Provider Placement Staff, of any absenteeism the first morning they are absent; explaining the reason and indicating the expected duration.
- › A self-certified certificate or doctor's sick line may be required for long periods of absence through illness.
- › Non-emergency doctor, dentist and optometrist appointments should be arranged outside placement hours or during the holidays (hospital and orthodontist appointments are exempt).
- › To attend 'Interviews' during placement hours the student must ask permission from the Placement Provider and inform VET Provider Placement Staff.

Holidays

Placement students will either observe the VET Providers holiday periods while on placement or will observe the holidays of their placement provider, this will be agreed and communicated to the three placement partners before the placement commences.

Change in Circumstances

The Placement Provider must inform the VET Provider if the student leaves a work placement or if the Placement Provider wishes to employ the student on a part or full time basis or any other change in circumstances.

SECTION TWO

HEALTH, SAFETY & WELFARE

'The placement provider must ensure, so far as is reasonably practicable, that their employees, including students on work placement, are not exposed to risks to their health and safety'.

'Students participating in work experience are regarded as the placement provider's employees for the purpose of health and safety'.

Health and Safety Executive

- › The VET Provider Placement Staff will visit you and complete a 'Health, Safety and Welfare Checklist' to ensure suitability of a placement.
- › The VET Provider Placement Staff will complete a risk assessment based on the tasks the student will be asked to undertake, allowing for specific factors such as the age, inexperience and medical conditions of the student. Any specific high risk should be identified to the VET Provider Placement Staff before commencement of work.
- › Students should be properly prepared on Health, Safety and Welfare matters by the VET Provider and the Placement Provider before the student starts work placement.
- › The Placement Provider must provide an induction for the student; providing information, instruction, and training on work activities and any associated significant risks and introduction of members of staff.
- › Supervision of the student must be provided by the Placement Provider throughout the placement.
- › All accidents must be reported to the VET Provider immediately. (Failure to report an accident could jeopardise the insurance cover in the event of a claim.)

Insurance

- › In relation to the placement of all students on work placement, the VET Provider needs to establish that the Placement Provider has the necessary insurance cover for students on work placement.
- › Students on work placement must be treated as employees for the purposes of insurance.
- › We would recommend that Placement Providers contact their insurance company directly to ensure that appropriate cover is in place or if they have any other queries in relation to your liability cover.
- › The VET Provider will indemnify the Placement Provider for the time and period of the student on work placement in accordance with the **Indemnity and Insurance** section of the 'Placement Partnership Agreement'.

SECTION THREE

WHAT THE VET PROVIDER CAN OFFER

Research and Development

The VET Provider can help you create new products, enter new markets and win new business through Research and Development. We offer support and can provide you with access to specialist industry equipment, knowledge and expertise to research and develop new product ideas. We can support your product development from design stage to prototyping and provide quality control services through material testing to help you get your product into the marketplace.

Business Mentoring

You can access on to one mentoring in a range of areas such as IT, Engineering, digital media, electronic accounting systems and renewables. We can often provide access to funding to make the cost of skills development more affordable.

Upskilling

As a result of changing customer demands and technical advances more businesses need to upskill their existing workforce. We can provide you with a bespoke training course tailored to your needs. This can be delivered either at your premises, at your nearest campus or online. Our industry experienced staff will work with you to design, build and deliver a tailored training plan which ensures you get the training your business needs at a time and place that suits you. We can often provide access to funding to reduce the cost of training programmes.

Student Industry Projects

With over 35,000 enrolments, we have a huge skills base which your business can access when you need it. If you need a problem solved or support to help with a specific project our students have the skills and knowledge to get your business results. We have students from a wide range of industries who can work with you to support a project. If you provide us with a brief, we will manage an individual or group of students to create a solution, saving you time and money.

Student Employment

Due to our career enhancing curriculum, our students combine academic achievement with real life industry experience to ensure they are best placed to undertake employment upon completing their qualification. We will work with you to promote full and part time vacancies to our student base and ensure you have access to a pool of talented students who are ready to embark on the world of work.

Apprenticeships

We can provide you access to Apprentices from a wide range of sectors to help you harness fresh new talent. Apprentices can help equip your workforce with the practical skills and qualifications that your organization needs both now and in the future.

For further information, please visit the web site

SECTION FOUR DEFINITIONS AND ACRONYMS

- **Placement Management System** – interdepartmental software system developed within the VET Provider to manage and record each placement experience. Must offer secure access portals for the VET Provider staff, students and the Placement Providers.
- **VET Provider Placement Staff** – members of VET Provider staff responsible for organising and monitoring students on placement; Course Teachers, Work Placement Officers (WPO).
- **Placement Provider** – Employer, organisation, individual or incorporated body providing Work Based Learning and placement opportunities, who have completed the placement agreement, or on whose behalf it has been executed.
- **Placement Agreement** – – agreement between the Placement Provider, VET Provider and the main terms and conditions of the scheme and providing evidence of employer's insurance cover.
- **Student/Placement Student** – any registered the VET Provider student gaining experience/training with a Placement Provider under the terms of the Placement Agreement. Considered as an employee of the Placement Employer for health and safety purposes and as such will be subject to the terms and conditions of employment and equality policies that apply within the placement organisation.