

# WORK RELATED LEARNING PROGRAMME



## Industry Placement Team:

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# CAREERS STRATEGY & GATSBY BENCHMARKS

Trafford College Group follow the Gatsby Benchmarks, the foundation of the Careers Strategy, a statutory requirement for secondary schools and colleges. Providing high-quality career guidance in schools and colleges is vital to young people so they can make well-informed decisions on their future.

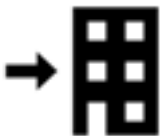






Whichever course our learners choose to study, they are supported in gaining work experience to help them develop essential employability skills, such as networking, communication, organisation and creative problem solving. We also support our learners with sourcing part-time work so they have the skills to build their CV alongside their studies.



# HOW CAN YOU HELP OUR STUDENTS SUCCEED?

We are always looking for ways to expand our Employer Network, increasing the opportunities available to our students.

We do this in a number of different ways

	<p>Site Visits to Employer Premises</p>	<p>Students have the opportunity to shadow employees on a site tour to understand what a business does and perhaps take part in a small activity, if possible. These visits can span from an hour to a full day depending on the interaction a business is able to provide.</p>
	<p>Guest Speaker</p>	<p>An invite will be extended to an employer to visit one of our college campuses to speak to our students about their business and answer any questions the students might have.</p>
	<p>Workshops/Industry Tasters/Projects</p>	<p>Invite students to take part in a planned project or masterclass/workshop. Different to work experience, the student will enter into the workplace with a particular project to complete which provides our students with a taste of the world of work.</p>
	<p>Work Experience</p>	<p>Traditionally a week or two in length, providing an introduction into the business and allowing the student to engage with small projects under supervision of a member of staff.</p>
	<p>Industry Placement Programme</p>	<p>In addition to traditional short-term work experience, our students will have the opportunity to take part in our Industry Placement Programme, benefiting from 45-60 days with a top employer in the student's chosen sector, linking what the students are learning in the classroom to practical application in the sector. The college will support employers to build the placement on an individual basis, setting objectives and goals for the student to achieve during their time on placement.</p>
	<p>Virtual 'Day in the Life of' Tour</p>	<p>A chance to show students around your workplace, introduce colleagues, share details of current projects and showcasing a 'Day in the Life' of an employee. This kind of interaction gives our students great insight into the world of work and is an invaluable experience!</p>
	<p>Participation in a Careers Fair</p>	<p>An invitation to be involved in a Careers Fair at one of our campuses. Employers will be given a stand and will have the opportunity to share information with students who are interested in joining your industry following the completion of their studies.</p>

# GATSBY BENCHMARK



# INDUSTRY PLACEMENT

## What is an Industry Placement?

With the Department for Education's objective to make industry placements a mandatory part of T Levels from 2020 in some areas of the UK, this presents significant opportunities to facilitate new connections and interactions for young people and employers from a wide range of different industries and walks of life.

Trafford College are supporting this venture, by offering our students the possibility of an extended industry placement, lasting from 45-60 days over the course of the academic year 2021/2022.

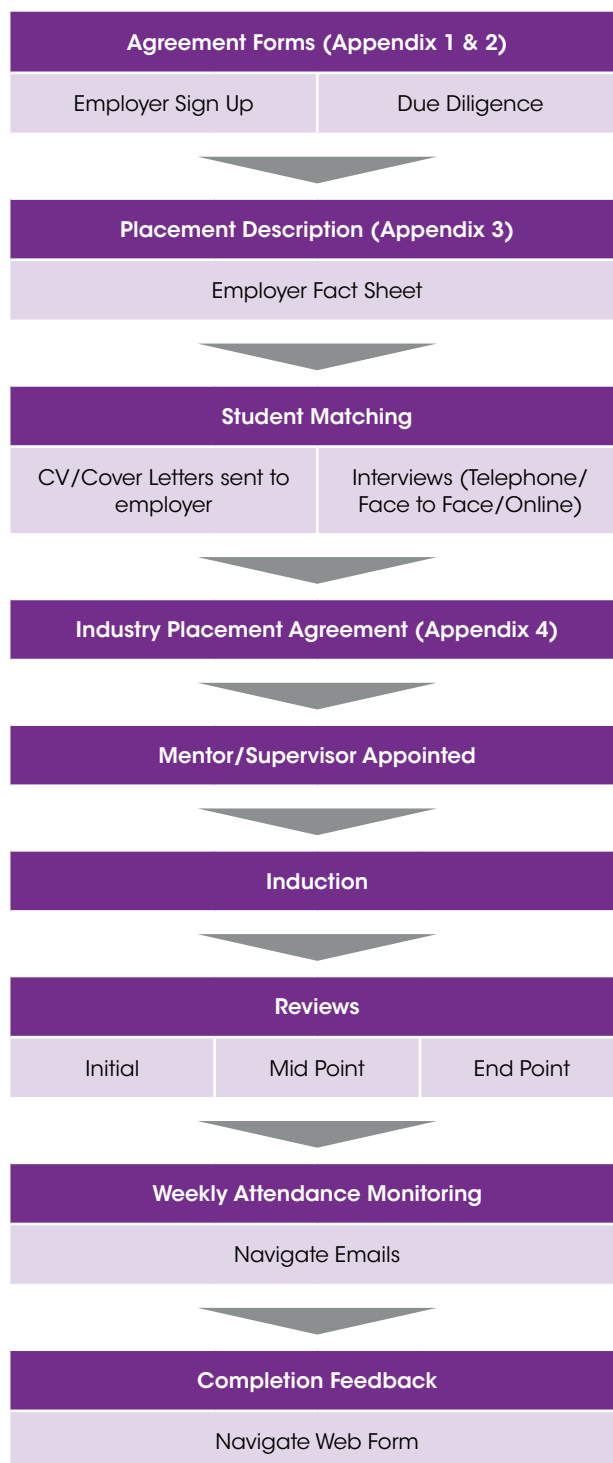
## How does it work?

Students will attend your premises 1-2 days per week to complete at least 7 hours of work per day to start from the beginning of September 2021 or the beginning of January 2022 through May/ June 2022. In order to bring the total amount of days to a minimum of 45, the student may need to attend placement for 2 block weeks in addition to the above. The block dates are subject to change to benefit the student's college timetable and the employer. Trafford College will endeavour to consult the employer to confirm the dates as soon as possible following matching a student to your workplace.

The Department for Education generally discourage the students from going to placement during college holidays, however if this suits the employer, and the college is made aware, any extra days can be added to the total hours of attendance.



## Timeline of Placement Programme





# INDUSTRY PLACEMENT

## How does the College track the student on placement?

The student will be provided with a login to our Work Placement software system, Navigate, and will be expected to log on to this at least once per week to record what they have been doing and provide feedback on the placement as well as complete a timesheet, which the employer will sign off on. There is also the option to add photographs and video to their posts as the placement progresses.

The Work Placement Coordinator (WPC) is the central point of contact at the College and will be in regular contact with the employer via telephone, email and via employer feedback forms sent periodically throughout the length of the student's placement. In addition to regular contact, the WPC will conduct three official visits/conversations (can be digital meetings) with the employer, on a day the student is in attendance, to complete an initial, mid-point and final assessment. There will be forms/surveys to complete with the WPC for these site visits.

## What are the benefits for the employer?

The Industry Placement Programme allows the opportunity for an employer to benefit from an extended period of time with a Level 2 or 3 student studying a relevant course subject. Different to normal 1-week placements, the employer should view this as an extension to the student's practical learning and as an opportunity to provide specialist

training to an up and coming member of the industry.

### Immediate benefits

- Extra resources for your projects and day-to-day operations from students developing skills in a course relevant to your business and industry
- Give your employees the opportunity to develop management and mentorship skills
- Bring a fresh perspective into your business
- CSR impact: share with stakeholders how your business has supported local young people into industry placements, improving their employability and progression opportunities

### Long term benefits

- Inspire the next generation to work in your industry
- Address current and future skills shortages in your industry
- Strengthen your recruiting pipeline and increase diversity
- Shared value: benefits for business and society are correlated – increased social inclusion leads to new business opportunities

### Further Information:

<https://employerindustryplacements.co.uk>



# WHAT OUR CURRENT EMPLOYERS SAY

" These students are not only learning how to use state-of-the-art equipment, but actively contributing to the success of our internal broadcasts – all whilst improving their confidence and crucially learning to communicate with adults and adjust to the world of work. "

**Mike Ashton** Colleague Experience Partner  
Travel Counsellors, Manchester

" It was quick and easy to engage with Trafford College who provided us with a number of candidates to interview. They also advised us about the wider requirements and who's responsibilities were who's, which made the process easier. Entry level talent is at the core of our future workforce planning and we see industry placements as a way of introducing students to the workplace and of providing them with a positive experience they can use in applying for further opportunities of to our own apprenticeship programmes. As a large employer, we believe we have a responsibility in supporting industry placements that benefit not just ourselves but also the wider UK workforce. "

**Jason Phin** Training Solutions  
Business Manager  
Siemens plc, Manchester

" She came here to have a taste of the real-world experience of working as a technician in the education industry and what we gave her was a three-course meal. She showed us a side of great enthusiasm when she was here, she was a star! This experience gives the students that one spark which makes them stand out. We have a huge skills gap looming on the technical workforce front and we need to see new technicians coming through. "

**Helen Bradshaw** Technician  
Manager, School of Science,  
Engineering and Environment  
The University of Salford

## What our Current Employers Say

" We offer industry placements to help Bruntwood get ahead of the game in developing future talent and to give a student hands-on experience and to help them with their future career. I did wonder how I could fit it in running fifteen jobs and supporting Alexandra at the same time, but she has really brought a lot to the company and it won't be the same when she goes. "

**Adam Wollinski** Mechanical  
Product Manager  
Bruntwood, Old Trafford

" Our model is to progress our employees internally. Industry placements are the perfect opportunity to do this - to get fresh, raw talent in, giving them exposure to us and to our business. "

**Laura Ennion** Talent Coordinator  
Horwich Farrelly, Streford

# NAVIGATE INFORMATION AND RESPONSIBILITIES

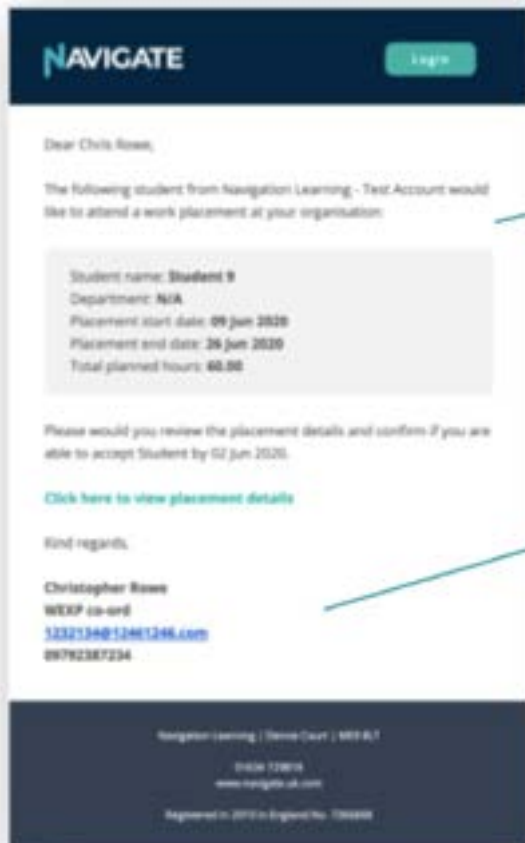


## What is it?

- **Navigate is our dedicated platform for students to record their work experience, career goals, volunteer work and PT jobs.**
- **All students should use their personal profile to record their experiences during the academic year including guest speakers, visits and industry taster days.**
- **As part of the Industry Placement Programme, students will need to ensure they are regularly updating their Placement Journal as evidence of their work on placement.**



# EXAMPLE EMAILS FROM NAVIGATE TO EMPLOYER



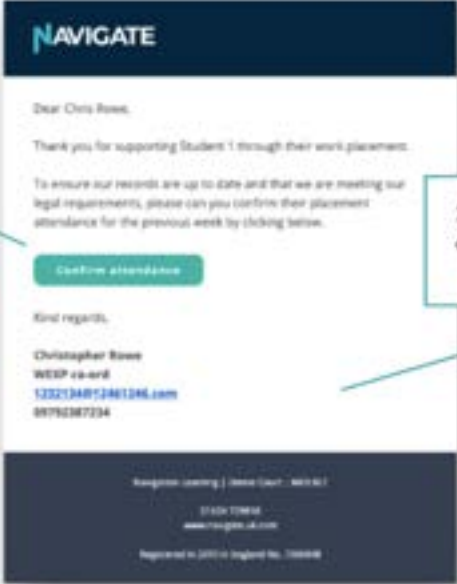
1. Once a placement has been internally approved an email is automatically sent to the employer work placement manager.

2. The work placement manager can view the placement information and is asked to accept or reject the placement.



# EXAMPLE EMAILS FROM NAVIGATE TO EMPLOYER

1. The work placement manager will be emailed once a week to confirm learner attendance.



NAVIGATE

Dear Chris Rowse,

Thank you for supporting Student 1 through their work placement.

To ensure our records are up to date and that we are meeting our legal requirements, please can you confirm their placement attendance for the previous week by clicking below.

[Confirm attendance](#)

Kind regards,

Christopher Rowe  
WEEP co-ord  
[1332134752@1234.com](mailto:1332134752@1234.com)  
08790387234

Region: Learning | Area: Govt | MS: 617  
Date: 12/04/2024  
[www.navigate.ac.uk](http://www.navigate.ac.uk)  
Registered in 2011 in England No. 1100048

2. Navigate will automatically track and display the attendance of each placement.



# APPENDIX 1

## EMPLOYER SIGN UP

Thank you in your interest in becoming an Industry Placement Programme Employer!

### General Information

Organisation Name:

Company Registration Number:

Address:

Employer Liability Insurer:

Policy Number:

Expiry Date:

Indemnity Limit:

### Job Description

About the organisation:

### Job Description

About the role(s) & key responsibilities:

# APPENDIX 1 EMPLOYER SIGN UP

## Learner Specification

Would you like to pay the learner?  Yes  No If so, how much? \_\_\_\_\_

Would you like to cover the learner's expenses?  Yes  No

If the learner's expenses are covered, what expenses will this cover? \_\_\_\_\_

## Timing & Duration

Each course will have a specific timing and duration option, in order to fit with the curriculum. Based on which courses are most suitable for your business needs, Learners will be on the following scheduling for your Industry Placement(s) for a minimum of 45 days.

\_\_\_\_\_ To be discussed following initial meeting.

## Matching options

In matching learners to your Industry Placement(s), we want to provide you with the option to take a "Standard" approach or "Selection" approach in matching.

"Standard Employers" will be matched with Learners who are undertaking a course of study relevant to the Placement they are offering. They will undertake to host the placement and support the Learner accordingly.

"Selection Employers" will be provided with a list of Learners from whom they can select those that they would like to host on a placement. Selection Employers may run their own selection process (consistent with fair employment practices) to select learners, e.g. face to face interviews, phone interviews, group selection exercises, etc.).

Please indicate which matching option you would like to take:  Standard  Selection

## Consent

I give my consent for my organisation's involvement with the Industry Placement programme to be shared publicly.

Contact Person:

Tel:

E-mail:

Signature:

If you are filling in this form electronically, Please select the box to agree to the above declaration. (No signature required)

Date:

# APPENDIX 2

## DUE DILIGENCE CHECKLIST

### Company Details

Company Name:

Site Address:

Approximate number of employees based on site:

Company telephone number:

Contact Name:

Position:

Contact Telephone:

Email:

Type of work carried out on this site:

### Employer Liability Insurance

Insurer's name:

Policy number:

Policy expiry date:

### Health & Safety Policy

**Note:** Small employers, with less than 5 employees, are not legally required to have a written Health & Safety Policy or risk assessments, although it is good practice.

Is there a written Health and Safety Policy?

Yes  No

Have risk assessments been carried out and are they reviewed?

Yes  No

Is the Health & Safety Law poster displayed or leaflets given to employees?

Yes  No

### Accidents and First Aid

Are 'adequate and appropriate' first aid supplies available for the level of risk?

Yes  No

Are accidents/incidents recorded?

Yes  No

Has the employer a system in place to investigate accidents and take action to prevent recurrence?

Yes  No

### Fire and Emergencies

Is there a means of raising the alarm and fire detection in place?

Yes  No

Are effective means of escape in place including unobstructed routes and exits?

Yes  No



# APPENDIX 2

## DUE DILIGENCE CHECKLIST

### Safe and Healthy Working Environment

Are premises (structure, fabric, fixtures and fittings) safe and suitable (maintained and kept clean)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the temperature, lighting, space, ventilation, and noise satisfactorily controlled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have specific Risk Assessments and adjustments been carried out regarding Infection Control and Social Distancing post Covid19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Work Equipment and Machinery (N/A for office-based work)

Is correct machinery and equipment provided to the appropriate standards (PUWER compliant - Ladder etc.)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is equipment adequately maintained? (if the answer is no, a development plan and prohibitions and restrictions will need to be in place to reflect this)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are guards and control measures in place as determined through risk assessment, including specific risks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are safe electrical systems and equipment provided and maintained?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Personal Protective Equipment (PPE) (N/A for office-based work)

Is appropriate PPE provided, free of charge, to employees/learners?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is training and information on the safe use of PPE provided to all employees/learners?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the proper use and storage of PPE enforced?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is PPE maintained and replaced?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Safeguarding

Are appropriate HR procedures and policies in place for safeguarding?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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### Industry Placement Value

Does the employer regard Industry Placements as a quality and meaningful activity to be undertaken by young people or adults seeking to improve their skills and/or experience in the workplace?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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### I confirm that this employer has passed due diligence acceptable for an Industry Placement.

Signature:

If you are filling in this form electronically, Please select the box to agree to the above declaration. (No signature required)

Print Name:

Date:

# APPENDIX 3

## INDUSTRY PLACEMENT EMPLOYER FACT SHEET

### Fact Sheet

Employer:

Address:

Previous Industry Placements:

Contact Name:

Contact Position:

Contact Telephone:

Contact Email:

Company History Details:

Job Role(s) Offered:

Number of Roles Offered:

Start Date:

Key Responsibilities:

Desirables: NDA, DBS Check etc. if necessary.

**Key Info:**

This is not a paid placement; however, the Work Placement Team can assist with travel and expenses. If the chosen learner is on Free School Meals, they will continue to receive the funds to support the whilst on placement.

# APPENDIX 4

## INDUSTRY PLACEMENT AGREEMENT

### Roles & Responsibilities - Provider: Stockport College

**In order to support the Learner on the placement, and to ensure they provide benefit to the Employer, the Provider will:**

- > Agree with the Learner and the Employer a set of objectives / learning aims to be achieved on the work placement
- > Provide Learners with a logbook to track their Industry Placement activities and progression.
- > Provide information to the Learner on general health and safety issues prior to their placement.
- > Provide specialist guidance and information as appropriate for learners with any additional needs, e.g. Special Educational Needs and Disabilities (SEND) / Learners with Learning Difficulties or Disabilities (LLDD).
- > Communicate any special requirements of the Learner to the Employer.
- > Equip the Learner with any materials and support not provided by the Employer required for the performance of the placement, such as Personal Protective Equipment (PPE). These should be specified in the agreement with the Employer.
- > Ensure minimum of fortnightly one-to-one's with the Learner to obtain feedback on the Industry Placement and provide support as needed. This does not need to take place on site, and can be done over the phone or when the learner is in college.
- > Ensure placement provides the opportunity for the Learner to apply and develop skills that are related to their occupational field of study.
- > If any issues arise, raise these with the Employer and handle them appropriately.
- > Maintain regular contact with the Employer and the Learner fortnightly during the placement to monitor and evaluate the placement in terms of the Learner's health, safety and welfare, and the Learner's progress. Agree frequency of contact with the Employer.
- > If any serious issues arise relating to the Learner's performance on the Industry Placement, take these up with the Learner.
- > Ensure a final feedback session is held between the Learner, Employer, and Provider at the end of the Industry Placement.
- > Ensure that the Employer provides the Learner with a reference using a standardised template after completion of their Industry Placement.
- > Ensure the Industry Placement is incorporated into the remaining programme of study (as relevant, depending on timing of Industry Placement).
- > Where appropriate, appoint a tutor/representative from the College to conduct a visit to the Employer and Learner.
- > Carry out safeguarding checks as are necessary to ensure the safety of the Learner whilst working with the Employer.

# APPENDIX 4

## INDUSTRY PLACEMENT AGREEMENT

### Roles & Responsibilities - Employer

**In order to support the Learner on the placement to develop their skills and learn about the world of work, the Employer will:**

- > Provide the Learner with information prior to their first day of work (i.e. how to get there, work place expectations, and lunch arrangements).
- > Provide the Learner with a full induction, including any necessary training, health and safety arrangements, fire precautions and emergency evacuation arrangements, how to report accidents, incidents and unsafe conditions.
- > Comply with health and safety legislation and maintain adequate and up-to-date Employer's Liability and Public Liability insurance to cover the Learner and any potential loss or liability caused by or to the Learner in relation to the placement.
- > Ensure that any confidential information provided to them by the Learner or Provider about the Learner will not be disclosed to any third parties.
- > Nominate a suitably qualified person to be the day-to-day line manager for the learner and provide relevant contact details to the Learner.
- > Grant a non-exclusive, royalty free licence to the Provider and the Learner to use Industry Placement IP for academic and non-commercial purposes pertaining to the Learner's course work.

**The Employer will ensure its staff member that manages the Learner will:**

- > Hold weekly meetings with the Learner to review their progress.
- > Conduct or make arrangements for day-to-day supervision of the Learner.
- > In cases of serious accident or incidents involving the Learner or breaches of discipline by the Learner:
  - advise and consult with the Provider; and
  - cooperate with the Provider in the event of a complaint or concern from the Learner about their placement and or the Employer.
- > Allow the Learner to submit all required reports and documents to the Provider in connection with the Placement for the purposes of examination.
- > Communicate any serious issues relating to the Learner's performance on the Industry Placement to the Learner and/or Provider as necessary.
- > Provide a reference upon the learner's completion of their Industry Placement.

# APPENDIX 4

## INDUSTRY PLACEMENT AGREEMENT

### Roles & Responsibilities - Learner

#### The learner will be responsible for:

- > Agreeing with the Employer and the Provider a set of objectives / learning aims to be achieved on the Industry Placement
- > Attending the Industry Placement on the agreed Industry Placement days with time allowed for lunch. If unable to attend due to illness or another reason, the learner must contact their Line Manager ahead of time using the preferred method, phone/email etc.
- > Maintaining high behaviour standards, and being courteous and respectful to other staff, students and members of the public during the placement.
- > Regularly completing their diary on their Navigate profile (at least weekly) to track their Industry Placement activities and progression.
- > Maintaining a positive attitude and making the most of the opportunity.
- > Dressing appropriately for the employer's work environment. As a guide, the Learner should discuss the preferred clothing with their Employer prior to beginning their Placement.
- > Making arrangements for transport and lunch, factoring enough travel time to arrive at their placement promptly.
- > Abiding by all rules regarding health and safety, and other policies and procedures of the Employer. Reporting any accident or injury immediately and recording the details in the departmental accident/incident book.
- > The quality of their work, maintaining confidentiality regarding any of the Employer's information and not doing anything which may bring the Provider and/or the Employer into disrepute.
- > Completing all assessments and attend any briefing sessions that are required as part of the placement.
- > Notifying the Provider and the Employer in advance of any matter which is likely to affect their undertaking of the placement including any special health or medical requirements.
- > Keeping the Provider informed of any changes, issues or incidents which arise in connection to the placement.
- > Ensuring adequate motor insurance is arranged in advance of the placement should it be required for travel during working hours.

Assigning any intellectual property (including, but not limited to, copyright, patents and registered designs) which is created by the Learner during the Industry Placement to be owned by the Employer.

### Additional Agreed Clauses

Any clause entered here shall override any corresponding clause above in this Industry Placement Agreement.



# APPENDIX 4

## INDUSTRY PLACEMENT AGREEMENT

### Duly Authorised and Signed on behalf of the Provider

Signature:



Print Name: **Beth Robinson**

Date:

Address: **The Trafford College Group** Altrincham Campus, Manchester Rd, Timperley, Altrincham WA14 5PQ

Teephonel: **0161 886 7052** or **07415 220 438**

E-mail: **beth.robinson@tcg.ac.uk**

### Duly Authorised and Signed on behalf of the Employer

Signature:

If you are filling in this form electronically, Please select the box to agree to the above declaration. (No signature required)

Company Name:

Site Address:

Contact Name:

Position:

Contact Telephone:

Email:

### Duly Authorised and Signed by the Learner

Signature:

If you are filling in this form electronically, Please select the box to agree to the above declaration. (No signature required)

Print Name:

Date:

### Duly Authorised and Signed by the Parent/Guardian (if student is under 18)

Signature:

If you are filling in this form electronically, Please select the box to agree to the above declaration. (No signature required)

Print Name:

Date:



TRAFFORD  
COLLEGE