

# Work Experience & Industry Placements

A guide for employers

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## What are the benefits of industry placements for you as an employer?

- You can develop future talent for your business, to support the recruitment of employees and/or apprentices
- Your employees will develop coaching, mentoring and management skills
- You will enhance your company's reputation by ensuring young people taking up employment in your sector are equipped for their career.

## 5 steps to setting up a work experience or industry placement

1. Get in touch with Wirral Met's work experience team to **register your interest**

### 2. **Confirm the role(s) for the placement(s)**

Please give us an outline of what you want the student to achieve, including:

- i. Role title
- ii. Working pattern – Day(s) of the week and hours eg 9am to 4pm
- iii. Placement duration – number of weeks on a block or day release basis
- iv. Typical activities - key activities and tasks the student will carry out during the placement
- v. Minimum starting requirements e.g. health and safety checks, DBS checks or immunisations
- vi. Suggested prior learning – details of any important prior skills, knowledge, or behaviours that the student should have covered during their course before their placement

3. **Complete the online health and safety form**, and provide us with a copy of your Employer's Liability Insurance certificate.

### 4. **Get your workplace and staff ready to host the placement**

1. **Assign a member of your team** to line manage the student during their placement. They will need to hold regular meetings with the student(s) and provide them with constructive feedback.
2. The line manager should be responsible for **conducting a full workplace induction** on day one of the placement to cover all health and safety aspects of the workplace.
3. Do remember to raise any issues or concerns to the College about the students' attendance, behaviour, or performance during the placement.

### 5. **Your Work Experience Co-ordinator will provide details of a placement student**

1. Please let us know if you would like to receive the student's CV before they start.
2. We will make you aware of the student's pre-existing knowledge and skills, prior experience of work and any individual circumstances that might affect their performance.

### **Following the placement, please:**

1. Write a reference for the student
2. Provide feedback to your Work Experience Co-ordinator on how the placement went, areas you feel we could improve on for future placements.
3. Celebrate the success of the student(s) completing their work placement eg include details in your staff newsletter, get a manager to thank them for their hard work.

**For more information, please contact Wirral Met College's Employer Services team on 0151 551 7610 or email [employerservices@wmc.ac.uk](mailto:employerservices@wmc.ac.uk)**