

EMPLOYERS GUIDE TO T LEVELS



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INDUSTRY PLACEMENTS: AN OVERVIEW

T levels are new two year Level 3 Technical courses that will follow GCSEs and be equivalent to three A-Levels. As well as completing rigorous, classroom based learning, students will need to complete mandatory placements alongside their studies. T-levels primary purpose is to prepare students for entry into skilled employment, or higher Level technical study. High quality industry placement with an external employer will be an essential part of T-level.

Difference between Work Experience and Industry Placement?

Both work experience and Industry placement is an important facilitator for young people entering, and succeeding in the workplace. T-levels will be for a minimum of 315 hours (45-50 days on average) students will be studying a related Industry Placement course meaning they will have relevant skills and knowledge that will enable them, after a period of induction, to add value to your business.

In contrast, work placement is currently 1-2-weeks of experience and does not have to be specific to a students' course and do not necessarily enable students to develop technical skills that employers need. This is why the Department for Education (DfE) made a commitment to ensure that students receive quality industry placement to arm them with the technical skills they need to give them the best possible chance of successfully entering skilled employment. T-levels will not only provide meaningful experiences of the world of work for young people but will also create a dynamic and skilled workforce in the long run.

T Levels have been called "the biggest shake up of technical education in a generation".

How it is set out?

Industry placements will give students the opportunity to put their learning into practice, develop their technical skills and become more employable. Students will spend a minimum of **315 hours (45-50 days on average)** with external employers in a role directly relevant to their course. Students will be required to attend placement, one to two full working days per week, depending on their college time-table. Placements will mostly take place during term time.

Why should my business get involved?

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 mentoring skills
- Fresh ideas from young people – have access to people with imaginative new ideas, innovation and different skills from those already in your workforce.
- Social value: 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 – grow your own workforce with the skills you'll need in the future.
- Strengthen your recruiting pipeline and increase diversity
- Social value: benefits for business and society are correlated – increased social inclusion leads to new business opportunities. Have contact with communities who you may not traditionally have contact with.

And Finally...

- **Improve recruitment cost effectiveness** - Industry placements can offer a pipeline for low cost, effective methods of recruiting from an untapped skills pool. Building a partnership with Stanmore College offers opportunities to advertise and raise awareness of employment opportunities to young people who are deciding on their future career paths.
- **Increase retention rates** - Evidence shows that employees recruited through work inclusion initiatives have demonstrated lower staff turnover rates as a result of the increased value that those recruits place on having secured a job. This can result in direct cost savings to the business.
- **Demonstrate a commitment to diversity and better understand customers** - Equality of opportunity is essential for a productive workforce. Through industry placements, there is an opportunity to achieve greater diversity amongst employees recruited from excluded groups than the existing workforce. This demonstrates not only a strong corporate commitment to diversity but has important business benefits such as enabling your organisation to understand the customers it serves; greater innovation and creativity and better performing teams.
- **Increase opportunities for employees to build skills and experience creating greater employee satisfaction** - Delivering industry placements provides the opportunity for nominated individuals in your existing workforce to act as buddies, coaches or line managers to the new recruits. These roles can deliver returns to the business with staff experiencing satisfaction as well as developing their own professional skills through their engagement and participation in training.
- **Help companies meet tender requirements** Commitment to supporting excluded groups can strengthen bids for public sector contracts. It is likely that successful bids for public sector

contracts could include the provision of a social or community benefit, e.g. through a Section 106 agreement.

- **Build brand value and corporate reputation** - Being seen as an employer that is not only helping address some of society's most critical issues but who is also enabling employees to play a role is of real importance to many businesses. Providing opportunities to local young people raises the profile of the company not only within its local community, but also nationally as the initiative gains public exposure among customers and clients.
- **Shape the direction of technical education within your industry** - Develop a partnership with Stanmore College and influence the learning pathway for young people entering your industry. Upskill your potential future workforce with the skills you will need from them in the years to come.

WHAT DO I NEED TO DO?

- Provide an industry placement of a minimum of 315 hours (45-50 days on average) for a student on a course directly relevant to your industry. This can be achieved in partnership with another employer, as long as learning targets, goals and objectives are worked towards. A maximum of 2 employers can be involved in each placement. The timing and structure of the placement will be based on your needs as well as those of the colleges and will usually take place during term time.
- You will agree relevant learning objectives for the placement with the College and the student. The learning objectives should be occupationally specific to your industry and you will need to set quality tasks that enable the student to work towards those objectives.
- Ensure there is a safe working environment and adequate opportunities for the student to develop their technical skills within your industry.
- Provide a line manager to support, supervise and mentor the student and who will have regular contact with the Stanmore College to discuss their progress.
- At the end of the placement, provide a reference giving feedback on the student's commitment and progress against the learning objectives set for them.

Frequently asked questions

'Opportunity to Experience'

Will there be lots of paperwork?

No. Before the start of the placement, we will need Health and safety document(s), a copy of your insurance certificate. Documents will be given as templates, pre-filled where possible, to minimise your workload and the amount of paperwork required.

Do I need to pay the student?

Industry placements are about providing students with high-quality, meaningful training, not work. Therefore, students are not entitled to a salary as the placement is forming part of a course of Further Education. There is no legal requirement or expectation that T-Level students will be paid. However, you can pay the student should you wish to, or support the student with their travel and subsistence costs. In the past, some employers have paid or offered a free meal to placement students.

What support will I receive?

Stanmore College will support you to set up the placements, from dealing with administration to helping you find the right student. Once a placement begins, we will continue to provide support to both the student and line manager, where necessary, and will seek to learn and improve the process over the course of the placement.

How can I make sure I get suitable students?

You can work with the Stanmore College to find the best student for your organisation. Be transparent about your requirements. If you would like, this can involve you holding a CV screening and/or interview process. Note that all students will be studying a technical course that should be relevant to the industry placement being offered.

Responsibilities of the students

- Make suitable arrangements to attend the industry placement punctually on the days and at the times agreed with you in advance (including lunch and break timings).
- Maintain professional standards of behaviour including being courteous and respectful to other staff, students and members of the public.
- Be reliable. If unable to attend work due to illness or another reason, contact their line manager and a work placement officer promptly.
- Dress appropriately for the employer's work environment (in accordance with guidelines provided prior to joining).
- Maintain a positive attitude, be open to learning and feedback and make the most of the opportunity.
- Maintain quality in their work and use their initiative and fresh perspective.
- Maintain confidentiality regarding any of your information and not do anything which may bring you and/or Stanmore College into disrepute.
- Abide by all rules regarding health and safety, appropriate IT use and other policies and procedures of the employer.
- Complete all assessments and attend any briefing sessions that are required as part of the placement.
- Restrict use of personal mobile phones equipment to lunchtimes and breaks

A Positive Placement Experience

The majority of placements progress very smoothly. However, occasional problems do arise. If raised at an early stage, most issues are usually resolved quickly. In our experience students respond best when they know who they are working with, what tasks are expected of them and what deadlines they have for completion. Review meetings are a useful way of keeping them updated. Students are encouraged to discuss any difficulties initially with their line manager and a work placement officer.

If an issue is not satisfactorily resolved, the student and employer may discuss the matter with the placement team, who will, with the consent of both parties, aim to help, if appropriate.

Attendance

Attendance at the placement is just as important as it is when students are at the Stanmore College. Please notify the college if there are any unexplained periods of absence.

STUDENT WITHDRAWALS

Should the situation arise where you deem it necessary to withdraw from the programme or terminate the placement, please contact us at m.thompson@stanmore.ac.uk or workplacement@stanmore.ac.uk immediately so that we can discuss the situation and develop an action plan.

After the industry Placement

- Provide a reference upon the student's completion of their industry placement that reflects on student's progress towards the learning objectives set at the start of the placement.
- You and Stanmore College should discuss feedback on the student as well as the quality of the placement itself and future placements.
- If you wish to offer a student employment after their industry placement, they will not be able to start until they have completed their studies. We suggest that you initiate a conversation with the student as early as possible to work out together how to maximise the student's development, when they will be able to start employment and contact Stanmore College for any guidance or support with this.

Health and Safety

Safeguarding students on work experience means ensuring as safe an environment as is possible. Prior to going on work experience, it is important students are made aware of their duty of care whilst on your premises, as well as being made aware of duty of care an employers Including health and safety,

Safeguarding

Stanmore College has a legal responsibility to safeguard and promote the welfare of children and vulnerable adults and to protect them from abuse. This includes working with employers providing any form of work related learning to ensure their safety.

Abuse can be:

- Physical
- Sexual
- Psychological
- Financial
- Neglect
- Discriminatory

Employers are responsible for:

- Assessing any risks to students before the placement begins
- Providing an appropriate induction, training and supervision for students
- Promoting the welfare of students on placement-including having named contacts in the case of an emergency
- Ensuring systems are in place to prevent unsuitable people working with students
- Ensuring staff know how to safeguard students
- Informing the college of any concerns regarding a student

If a student makes a disclosure or there is any reason to suspect there is a safeguarding issue the employer should:

- Listen carefully and take what is being said seriously
- Tell the student you have to report the disclosure - never promise confidentiality
- Write down what the student says at the earliest possible opportunity
- Contact the college as soon as possible
- The college will pass on the report to the Designated Safeguarding Person who will decide on the most appropriate action.

Conducting a risk assessment prior to the start of the placement and identifying significant hazard and implementing appropriate control measures to ensure students safety. We will need an up to date copy of your Employers Liability Insurance Certificate

If needed, the college will complete a DBS check on students once placement has been secured and all students have signed a confidentiality agreement. We strongly recommend, that all employers also put in place their own data protection and confidentiality agreement and ask students to read and sign it as part of their induction.

GUIDELINES ON SINGLE EQUALITY

These guidelines are set to ensure that organisations/companies providing any form of work related opportunities for our learners, meet the requirements of the Equality Act 2010.

The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. The protected characteristics are:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation.

The Equality Duty requires organisations to show due regard in:

- Eliminating unlawful discrimination, harassment and victimisation and any other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it.
- Foster good relations between people who share a protected characteristic and people who do not share it.
- Treating everyone the way they would be expected to be treated.
- Establishing positive action plans to stop discrimination and create equality & diversity all round.
- Promoting positive relations among all people.

Handling complaints in an appropriate manner

If you wish to make a complaint, you should contact the work placement team
workplacement@stanmore.ac.uk

All organisations working with the college will ensure that these guidelines are implemented fully.

General Data Protection Regulation

As part of any placement process, the work placement team collects and processes personal information, or personal data, relating to work experience.

The work placement team is committed to being transparent about how it handles your personal information, to protecting the privacy and security of your personal information and to meeting its data protection obligations under the General Data Protection Regulation (“GDPR”) and the Data Protection Act 2018.

Data protection principles

We will comply with data protection law and principles, which means that your data will be:

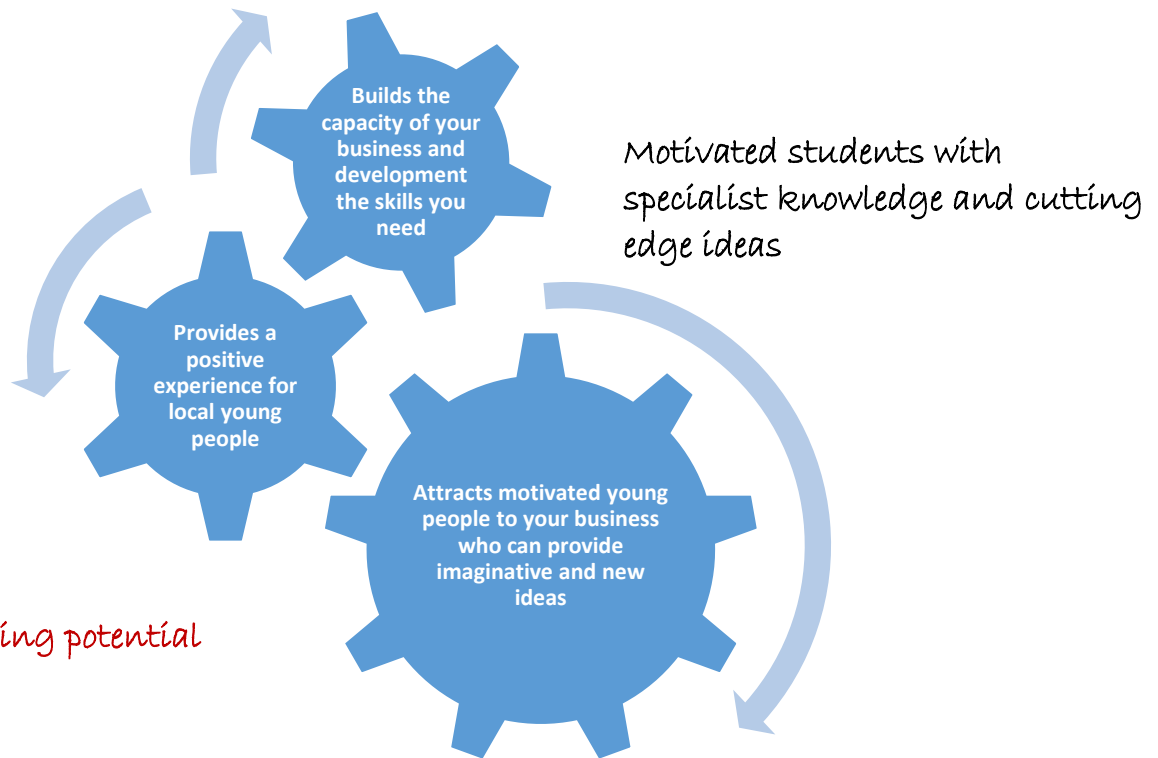
- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

How we will use information about you

We will use the personal information we collect about you to:

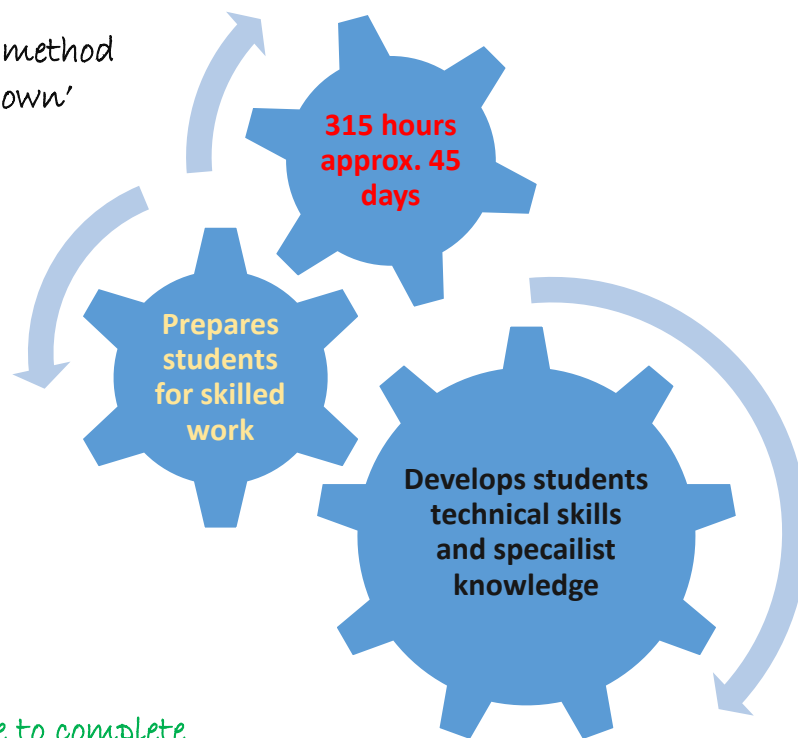
- Assess students’ skills and suitability for a placement and/or future for opportunities e.g. summer jobs.
- Keep records related to the placements and student performance whilst on placement.
- Comply with students course requirements.
- Comply with Health and Safety Requirements.

An opportunity to develop closer links with Stanmore College



A means of identifying potential future employees

A low-risk recruitment method through 'growing your own'



An additional resource to complete specialist projects and short-term objectives

Contacts

The placement team greatly appreciates placements provided for our students and the range of employment opportunities that employers offer. We welcome any suggestions or comments from employers.

Central Point of contact:

Marsha Thompson
Careers and Employability Manager

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 02084207700 ext. 248



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