



Guidance for Employers

Work Experience Placements



At South Bank Colleges, we pride ourselves on our strong, professional, and long-established links with businesses across London. Many of our business partners provide our students with valuable opportunities to gain hands-on work experience, through hundreds of work experience placements every year.

As you are no doubt aware, lack of industry experience is one of the main reasons that employers turn young job applicants away. The prospects of young people getting jobs has been severely impacted by COVID-19 and now, more than ever, is the time to be investing in our future workforce.

Industry work experience placement gives you the chance to provide students with the experience, skills and confidence to explore the world of work. This enables you to connect with the workforce of the future and inspire the next generation. Many of our students progress onto paid jobs and apprenticeships, as a direct result of their work experience placement. Work experience is an alternative way to meet your recruiting needs.

A work experience placement is an integral part of a student's study programme. All students on study programmes at South Bank Colleges are required to undertake a placement with an employer that relates to their course and matches their future career ambitions.

The duration of a placement can vary from a day or several months which can be spread over an academic year, it all depends on the level of commitment you can offer. Students are typically free to spend two days in the workplace per week Monday to Friday and can provide additional help at weekends and during holidays.

Work experience placements, are managed by a dedicated team of Placement Officers who provide support before, during, and after the placement. Placements can take place in the workplace or remotely.

Financial Support for Students

As the employer, you are not required to pay the students, but we do encourage you to help them meet any additional costs that they may incur wherever possible. We are often able to cover travel costs and pay for any additional personal protective equipment (PPE) that may be required. Where students are required to work at weekends and during holidays, we would encourage employer to pay them or meet their costs.

Your Duty of Care as an Employer

Your legal obligation as an employer, to provide a safe and healthy working environment for your employees and contractors, extends to any students undertaking a work placement with your business.

Most health and safety systems and procedures will be built on knowing the hazards, assessing the risks they present, and taking steps to control those risks. Any employers providing a work placement will be expected to determine what activities can be safely managed.

Before we can release a student to undertake a placement we will need:

- A named supervisor together with their contact details.
- A copy of your up-to-date Employers' Liability insurance certificate
- An online risk assessment to be completed before the start of the placement.

Employers must safeguard students during their work experience placement, and students should be given tasks which are interesting and give them an understanding of the business.

Planning and preparation

In many cases, a work experience placement will be the student's first experience of the world of work, and it represents a big transitional point in the development of any young person. Students cannot be expected to possess the judgment or maturity of experienced workers, and they will need supervision. To ensure a mutually-beneficial experience for both the employer and the student, placements must be planned and expectations set in advance.

As an employer, you have the right to require that the student complies with workplace rules and procedures. However, these requirements (and any necessary instruction and training) must be provided in advance of the placement, as it would be unfair to expect the student to automatically know what is expected of them.

The most rewarding placements, for all parties, are those planned in advance. It is useful to draw up a timetable for students before they arrive, setting out activities for each day, and identifying the people who will supervise them at different times. Please bear in mind that this could be a daunting time for the student, so taking the time to introduce them to other employees could also be advantageous.

Our students are enthusiastic and committed, however, we invite you to get involved with the selection process by interviewing them before they start. All work experience placements are monitored by a Placement Officer, who is able to provide support and make interventions when needed.

About our programme

Our vision at South Bank Colleges is to prepare learners for future success in education, employment or training. We aim to provide a service which is of high quality, up-to-date and relevant to local and national career guidance with opportunities for encounters with the world of work. Our Careers, Information and Advice programme has been accredited by Matrix, an independent body owned by the Department for Education, which demonstrates our commitment to excellence and quality.



For more information please contact the Employer Engagement Team on 020 7501 5286 or employerengagement@southbankcolleges.ac.uk



SOUTH BANK
SB COLLEGES
C

Employers Feedback

Please complete this feedback form following completion of the students work placement. Your feedback is important and it helps us to better support students in all areas of their development. The feedback provided will not be made visible to the student until we have reviewed it.

Name of student	
Placement Job Title	
Start Date	
Hours	
Duties carried out	
Key skills demonstrated	
Specific skills demonstrated	
Did the student demonstrate good work ethics, attendance/punctuality?	
Any other Comments?	
Name of person completing this form	
Position in organisation	
Name of organisation	

Please email feedback to:
employerengagement@southbankcolleges.ac.uk

Next Steps

If you are interested in providing students with work placements, please complete and return the form below or email gmensah@southbankcolleges.ac.uk

Company name:	
Address:	
Contact:	
Phone:	
Email:	
Description of company:	
Placement job title:	
Hours:	
Start Date:	
Description of role:	We are seeking a young person to...
Key skills:	
Specific skills:	
Notes:	You will be supervised at all times.