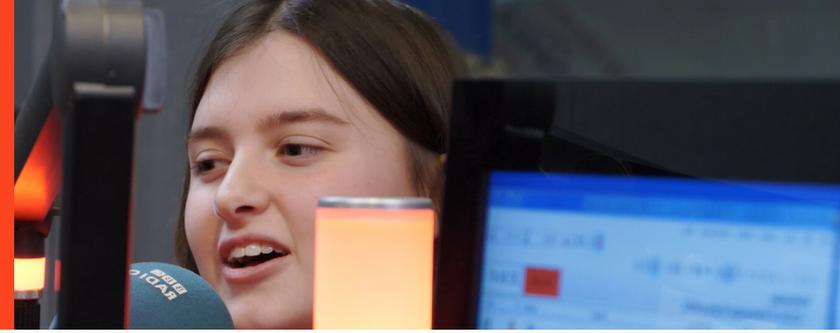


ROLES AND RESPONSIBILITIES FOR SMALLER AND MICRO-ORGANISATIONS, SOLE TRADERS AND FREE-LANCERS



This shows you at a glance what responsibilities you have at different stages of the placement.

1 PLANNING AND PREPARATION

- A. Use the tools on this site to understand what industry placements are aiming to achieve
- B. Tell the college or school what kind of student you would be keen to place and the skills you're looking for
- C. Draft a role guide for the student and give it to the college or school
- D. You may choose to hold a CV screening and / or interview process – if so, discuss it with the college or school
- E. Decide who's going to supervise the student, if it's not you, and check that they're willing and able to do it
- F. Review and agree legal and policy requirements with the college or school - e.g. health and safety, Employer Liability Insurance
- G. Identify any equipment and other things that the student will need, including IT access
- H. Discuss with your college or school how you might need to support students with special educational needs or disabilities

2 FINAL PREPARATIONS

- A. Agree and sign the three-party industry placement agreement with the college or school, and the student, including the student's working hours, development objectives and learning goals, and other arrangements
- B. Work with the college or school, and the line manager to develop a suitable work plan and tasks for the student
- C. With the college or school, agree joining instructions and expectations to be shared with the student before the placement starts
- D. Work with the school or college to prepare induction

3 DURING PLACEMENTS

- A. Take part in the student's induction
- B. Support the student to develop practical skills to do the job well – this could include training on specific processes, systems or software
- C. Use planned and unplanned opportunities for students to practise their skills and step out of their comfort zone
- D. Let them experience a variety of tasks, avoiding too much repetition
- E. Give regular feedback so the student knows when they are and aren't meeting expectations, what they're doing well and how they can improve
- F. Contribute to progress reviews
- G. Tell the college or school about any successes or concerns so they can give the student extra support

4 REVIEW AND EVALUATION

- A. Review the benefits of the placement to you and the business
- B. Decide if you can offer more placements in future
- C. Consider offering the student further temporary work and/or employment – note that they should finish their course of study before becoming employed
- D. Contribute to the end-of-placement review, giving feedback on the student's commitment, achievements and behaviours, and summarising the practical skills the student has gained
- E. Write an appraisal for the student for their future use