Work Placement – Guidance for Employers

**Aims & Objectives of Placement**

The work experience opportunity should enable the student:

* to experience the roles and responsibilities of employment
* to utilise knowledge and practise skills gained on the course within an employment context
* to gain knowledge and experience of the business environment
* to contribute to personal development

**The College’s Expectations re Quality of Activity(s)**

* work should (as far as possible) be structured, e.g.
* individual project with clear documented objectives
* appointing student to defined position within a team
* experience gained is appropriate to student’s interests and College course
* supervision of student is undertaken by appropriate member of staff
* industrial supervisor completes assessmentform for the student and College Safety Assessment Form

**College Contacts**

Each student is allocated a Placement Tutor as his/her College supervisor who can be contacted to discuss any issues as they arise.

###### Payment to Students

The work placement is normally unpaid. If students are required to travel on official business, or if a long journey to the placement site is involved, then help with expenses would be appreciated. Salary or wage for any student continuing with the Company after the specified work placement period should be negotiated directly with the student.

WORK EXPERIENCE

In order to ensure that the work experience you are planning to undertake fully satisfies the criteria for the module, please submit a summary overview of the planned placement using the form below. FCOT will contact your named company representative to ensure that they understand the objectives of the placement.

|  |  |  |  |
| --- | --- | --- | --- |
| **YOUR NAME** | |  | |
| **YOUR mobile telephone number** | |  | |
| **YOUR email address** | |  | |
| **NAME OF ORGANISATION** | |  | |
| **BRIEF DESCRIPTION OF THE ORGANISATION: size, outputs, whether part of a national/multi national etc** | |  | |
| **ORGANISATION CONTACT** | |  | |
| **CONTACT telephone no.** | |  | |
| **CONTACT address** | |  | |
| **DESCRIPTION OF WORK PLANNED** | |  | |
| **OUTLINE TIME PLAN**  **(fill in as appropriate)** | **Hours per week (if working part time), and give total number of weeks planned** |  | |
| **No of weeks (if working full time for a short period)** |  | |
| **Please give approximate dates** |  | |
| **SAF5 (Health and Safety form) completed?**  **(This is not applicable if you are already under contract with the company)** | | | YES/NO |

###### The Organisation of Placements

There are two forms of work experience possible:

**TYPE A:** *THIS TYPE INVOLVES THE STUDENT WORKING AT THE ORGANISATION’S PREMISES.*

In order to be assessed, the student will complete a work experience report which should describe, in significant detail, the computing aspect to the work carried out in the relevant period. It would be greatly contribute to the work placement experience if the student and employer could set out one of more objectives to be completed in the time period to be logged by the student for the assessment purposes.

This will also facilitate the completion of the Employer Assessment by the employer contact.

The relevant time period to be used for the work experience report should be approximately thirty days.

**TYPE B**: *THIS TYPE INVOLVES THE STUDENT WORKING* FOR *(BUT NOT NECESSARILY* AT*) AN ORGANISATION* . *STUDENT WORK COULD BE COMPLETED EITHER AT COLLEGE OR HOME.*

In this case, it is very important that the objectives and deliverables of the placement are clearly defined, documented and agreed by the employer, the student and the Placement Tutor.

**Assessment**

At the end of the time assigned to the work experience period, the employer contact will be asked to complete an assessment form (please see below).

**Health and Safety**

For obvious reasons, it is important that the student should be working in a safe environment. In order that the placement should conform to the College Safety Policy, we would be grateful if you could read, complete and return the safety form (see below). At the beginning of the placement, a health and safety induction should be given.

**Work Placement Appraisal Form 1**

**Employer’s Assessment**

|  |  |
| --- | --- |
| Student: | Session: |
| Employer: | Supervisor: |

**Please assess the student with respect to all of the following points which are relevant, treating him/her more as a potential employee than a student in a learning situation. Award an overall percentage grade according to the criteria given below. Please record the grade awarded in the box at the bottom of the page.**

|  |  |
| --- | --- |
| **POINTS TO BE ASSESSED** | **COMMENTS** |
| (a) Industry/perseverance |  |
| (b) Initiative/self-starting ability |  |
| (c) Cooperation/teamwork |  |
| (d) Ability to undertake given tasks. |  |
| (e) Ability to communicate |  |
| (f) General conduct/attitude |  |

|  |  |
| --- | --- |
| *Assessment Criteria* | |
| ≥70 | *First*: an exemplary piece of work that is judged to be largely faultless. Any faults are few and of a trivial nature. |
| ≥60 – <70 | *Upper Second*: very good piece of work capable of improvement in some minor ways. |
| ≥50 - <60 | *Lower Second*: a piece of work that is generally good when taken as a whole. There will, however, be some errors, omissions or failings and these will be of a more serious nature than those associated with an Upper Second. |
| ≥40 - <50 | *Third*: This clearly meets the *minimum* requirements of the assignment, but is capable of obvious improvement normally in a range of ways. |
| <40 | *Fail:* This does not meet the minimum requirement of the assignment. |

|  |  |
| --- | --- |
| GRADE |  |

*Further comments that you may wish to make on the student or on the training provided by the college:*

Please indicate below whether we may approach you in future with requests to take students for work experience. If you are agreeable to this please indicate the qualities, skills and experience you would expect of a placement student at the end of the second year of a first degree programme.

Thank you.

|  |  |  |
| --- | --- | --- |
| *Qualities Expected:* |  |  |

**FARNBOROUGH COLLEGE OF TECHNOLOGY**

Student Work Placements

Risk and Safety Assessment

Dear Employer

Thank you for agreeing to the work placement of the student

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_from Farnborough College of Technology.

To help us comply with the College Safety Policy, I would be grateful if you would complete the following questionnaire and return it to:

Emil Naydenov

The Hampshire Business School

Farnborough College of Technology

Boundary Road

Farnborough

Hants

GU14 6SB

**Or by fax to:** Fax Number 01252 407150

**For attention of:** Emil Naydenov

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Company | |  | |
| Name of person responsible for Health & Safety | |  | |
| Signature | |  | |
| 1 | Do you have a Safety Policy Statement? | |  |
| 2 | Do you have a document listing emergency procedures? | |  |
| 3 | Do you have safety induction training for new staff? | |  |
| 4 | Will the above training be available to the student(s)? | |  |
| 5 | Do special safety procedures apply to the area concerned?  IF *YES* please give further information (e.g. COSHH assessments): | |  |
| 6 | Have Workplace Assessments been carried out as required under 1993 legislation? | |  |
| 7 | Will you be providing all necessary protective clothing and equipment that the student(s) may require? | |  |
| 8 | Are fire procedures displayed and brought to the attention of all concerned? | |  |