WORK PLACEMENT

Best Practice - Employer Guide

www.highlands.ac.uk

Highlands College

INVESTING IN JERSEY'S FUTURE WORKFORCE

Jersey's young people are the workforce of tomorrow. They are motivated, ambitious, and eager to gain the skills and experience needed to thrive in the world of work. As employers, you play a pivotal role in shaping their journey.

In conjunction with Highlands College by offering meaningful work experience opportunities, you help students develop essential skills, gain insight into real-world expectations, and build the confidence to succeed in their future careers. Your involvement not only supports their growth, it strengthens the future talent pipeline for our island's economy.

We deeply appreciate your commitment to nurturing the next generation of professionals. Thank you for making a lasting impact.

FIGURES

93%
Say that our students would make a suitable candidate in their sector

300+
Employer partners supporting our placement programmes

180
Degree students

98%
Would recommend our programme to others

>80%
Students said that the placement helped them develop transferable skills

750
Full-time 6th form students

BUSINESS BENEFITS – UNLOCKING POTENTIAL

Recruitment Opportunities

Work experience placements offer employers a valuable opportunity to identify emerging talent. As one employer shared:

"For us, these placements offer a chance to engage with and mentor the next generation of talent, while also potentially identifying future employees who align with the company's values and goals. This not only helps students understand what we do but also creates a pipeline for future talent, fostering relationships that may lead to long-term recruitment opportunities."

— Crestbridge Fiduciary Limited

These placements can serve as an informal "try before you buy" period, allowing both the employer and the student to assess fit before committing to a longer-term role. Even when a placement doesn't lead directly to employment, it contributes to a more work-ready talent pool for the sector.

Staff Development and Engagement

Supervising young people on placement can be a powerful development tool for existing staff. It provides an opportunity to build leadership, mentoring, and communication skills—particularly for team members who may not typically hold management responsibilities.

Fresh Perspectives and Innovation

Young people bring energy, creativity, and a fresh perspective. Their insights can help businesses connect with emerging markets and customer groups, and challenge conventional thinking in a rapidly evolving landscape.

BUSINESS BENEFITS – UNLOCKING POTENTIAL

"As an employer, we gain a fresh perspective from working with students who bring curiosity, enthusiasm, and a willingness to learn. It's a valuable opportunity to support the next generation, while also reflecting on our own practices and processes! Hosting a student encourages our team to mentor and communicate effectively, which can be rewarding and energising. It also helps us identify future talent and strengthens our ties with the local community".

— Park Recruitment

Community Engagement and Reputation

Supporting local students through work experience enhances your organisation's reputation as a socially responsible employer. It demonstrates a commitment to developing a diverse and inclusive local workforce and strengthens ties with the community.

"I would absolutely encourage other employers to take on a work placement student. It's a fantastic way to give back to the community whilst helping to shape the next generation of talent."

— Park Recruitment

"I feel that is can be a real privilege having Highlands students for placements as it is supporting and helping the next generation of young people grow into well rounded adults who can be proud of themselves and what they have achieved".

— Plat Douet Primary School

6TH FORM VOLUNTARY WORK PLACEMENT

Step 1
Express Interest & Get in Touch

Contact us to discuss work placement opportunities, explore ideas, and clarify any questions about the process.

Step 2
Agree on Role & Schedule

Finalise the job description and placement timeline.

Step 3
Student Allocation or Application

Students are matched based on mutual interests and expectations, or they may apply directly with a CV.

Step 4
Interview or Informal Chat

We recommend a brief meeting to ensure a good fit.

Step 5
Health & Safety Check

A Health & Safety Assessor will visit the site. Employer Liability Insurance and a Young Persons Risk Assessment are required.

Step 6
Digital Placement Request

A formal request will be sent via the Navigate platform. Refer to the Navigate Employer Guide for instructions.

Step 7
Placement Begins

Students should receive an induction and any necessary training on arrival.

Step 8
Daily Journal & Attendance

Students log their journal and timesheet daily on Navigate. Employers confirm attendance weekly via email.

Step 9
Tutor Visit

A staff member will visit the site to assess student progress and meet with both the student and line manager.

Step 10
Employer Feedback

Your feedback is essential and contributes to the student's final assessment. A feedback form will be sent via Navigate one day before the placement ends.

Minimum 1 Week | Ages 16+

Step 1: Confirm Your Interest

Let us know you'd like to participate in the placement program.

Step 2: Attend the Meet & Greet

Join our informal event to connect with students and learn more about their interests.

Step 3: Review CVs & Shortlist Candidates

Receive student CVs and select those you'd like to meet.

Step 4: Interview at the Academic Speed Interviews

Meet your shortlisted candidates in a fast-paced, structured interview setting.

Step 5: Select Your Top 5 Candidates

Choose up to five preferred students — we'll help match you with the best fit.

Step 6: Welcome Your New Employee

Host your selected student for a 20-week placement.

Step 7: Complete Online Evaluations

Both employer and student will complete a short feedback form at the end of the placement.

Ongoing Support

Our dedicated team is here to support you every step of the way.

10-Week Paid Work Placement (Ages 18+)

- Please contact our team for more details about the degree work placements.

Careers & Employability Hub

Employability@highlands.ac.uk

01534 608534

EMPLOYER RESPONSIBILITIES

Before the Placement:

Confirm Participation

- Approve the placement request via the Navigate platform.
- Review the attached Agreement Letter outlining the terms and expectations of the placement.

Arrange a Pre-Placement Meeting

Organise an interview or informal chat with the student. This helps assess their suitability and gives both parties a chance to set expectations.

Prepare the Workplace

- Ensure a suitable workspace is available.
- Assign a dedicated supervisor who can provide guidance and support throughout the placement.

Planning & Preparation

For many students, this will be their first experience in a professional setting. As such, they may not yet have the judgement or confidence of more experienced workers. Clear planning and communication are essential to ensure a successful and rewarding experience for both the student and your organisation.

EMPLOYER RESPONSIBILITIES

Key preparation steps include:

- **Set clear expectations:**
  Outline workplace rules, procedures, and dress code in advance.

- **Provide a structured plan:**
  A simple timetable or schedule for the student's time with you can help them feel more confident and engaged.

- **Assign meaningful tasks:**
  Give students responsibilities that reflect real aspects of your business, tailored to their skills and learning goals.

- **Introduce them to the team:**
  A warm welcome and introductions to colleagues can ease nerves and help the student settle in.

- **Participate in the selection process:**
  We encourage employers to be involved in selecting students by conducting interviews or informal chats before the placement begins.

EMPLOYER RESPONSIBILITIES

During the Placement:

Induction & Training

- Provide a clear induction on the first day, including health and safety procedures, emergency contacts, and workplace expectations.
- Deliver any necessary training to ensure the student can carry out their tasks safely and effectively.

Ongoing Support

- Make reasonable adjustments for students with disclosed disabilities or SEND.
- Assign tasks that are engaging, educational, and appropriate to the student's level.
- Ensure the supervisor or line manager meets regularly with the student to review progress and set achievable goals.
- Maintain communication with College to discuss the student's development and address any concerns.
- Allow the student to attend college-organised events and exams, if applicable.

End of the Placement:

Provide Feedback

- Complete the Work Placement Feedback Form from Navigate platform to help the student reflect on their experience and support their future development.

Future Opportunities

- Let us know if you would be open to hosting another student in the future. Your continued support is invaluable.

STUDENT RESPONSIBILITIES

When hosting a student on a work placement, the tasks you assign should balance learning opportunities with real contributions to your organisation. The specific tasks will depend on your industry, the student's field of study, and their level of experience, but here's a general breakdown of what you can expect:

STUDENT RESPONSIBILITIES

Practical Organisation

- Set up and pack away tools, equipment, or materials
- Keep workspaces clean, safe, and well-organised
- Label, store, or sort supplies and resources
- Assist with stock checks or inventory updates

Workplace Communication

- Greet customers, clients, or visitors politely
- Take simple messages or pass on information
- Follow instructions from supervisors or team leaders
- Ask questions to clarify tasks or learn new skills

Basic Digital Tasks

- Use workplace software or apps for simple tasks
- Enter data or update records under supervision
- Help with printing, scanning, or filing documents
- Follow digital safety and privacy guidelines

Learning & Observation

- Shadow skilled workers to understand job roles
- Attend team briefings
- Keep a logbook or journal of daily tasks and learning

Team Support

- Assist with group tasks or projects
- Help prepare for events, workshops, or customer visits
- Support colleagues with routine duties
- Offer help when others are busy or need a hand

General Workplace Duties

- Clean and maintain tools or equipment
- Follow health and safety procedures
- Wear appropriate PPE and follow dress codes
- Report hazards or issues to supervisors

Health & Safety Responsibilities

As the placement provider, you are responsible for creating a safe and healthy environment for the student—just as you would for any employee or contractor. Students are considered employees for the purposes of health and safety and insurance, so your existing policies and procedures should apply, with adjustments for their age and experience.

Safeguarding Expectations

Safeguarding is about ensuring students are protected from harm—physical, emotional, or otherwise—while on placement. To support this:

- Staff working with students should be professional, supportive, and approachable.
- Avoid physical contact unless it's essential for instruction.
- Report any concerns immediately to the college placement coordinator, including absences, accidents, serious behaviour issues, or any disclosures from the student that raise safety concerns.

If a student shares something concerning:

- Listen carefully and without judgement.
- Don't promise confidentiality.
- Record the details and pass them on to the placement coordinator as soon as possible.

GOOD TO KNOW

Insurance Requirements

Employers must have valid Employers' Liability Insurance, which legally covers students as employees during their placement.

Risk Assessment & Health and Safety

You are responsible for ensuring your risk assessments and health & safety policies are up to date and suitable for young people. These documents should reflect any extra steps needed to keep a young person safe in your workplace.

DBS Checks

The college is responsible for ensuring students aged 16+ are DBS checked where necessary. If a DBS check isn't carried out, a full risk assessment and clear supervision plan must be in place.

Working Hours & Tasks

Students should work hours that reflect industry standards and must be provided with appropriate breaks. Please note that students will not attend work placements during half-term breaks or public holidays.

This is because the college is closed during these periods and is therefore unable to provide the necessary oversight and support for students on placement.

Tasks should be meaningful, safe, and aligned with the student's course level and training. These will be agreed in advance with the college.

If the Placement Isn't Working

If the placement becomes unsuitable for any reason, the college may end it and, where possible, assign another student to the opportunity.

GOOD TO KNOW

Financial Support

You're not required to pay students, but we encourage you to support them where possible—especially with travel or PPE costs.

Highlands College Reception

info@highlands.ac.uk

01534 608608

Work Placement Coordinator

alex.stryszowska@highlands.ac.uk

01534 608534

College Safeguarding Lead

sarah.walker@highlands.ac.uk

01534 608589