



Work Placement Handbook





Welcome and Purpose

Welcome to Nottingham College's Work Placement Handbook

This guide is designed to help employers understand the process, expectations, and support available when hosting a student.

It outlines how placements are managed, what is required from you as an employer, and the role Nottingham College plays in ensuring a successful experience for all involved.



Key considerations before hosting a student

TYPES OF PLACEMENTS

At Nottingham College we have three types of external work placements that our students require.

These come with different amounts of hours required to complete, as well as potentially targets that need to be worked on.

The types of placements are:

T Levels

The students require a long-term placement with their course requiring minimum of 315 hours of work placement to pass.

Mandatory

These run like T Levels with a placement forming part of the course requirement, however the hours can range from thirty hours all the way up to 200+.

Work Experience

Students not on the above options are required to complete thirty hours of work experience, this can be external placements or work set to be completed in college on behalf of the employer.

MENTORSHIP

Before welcoming a student, please identify a suitable mentor within your organisation.

This individual will play a key role in guiding the student and helping them integrate into the workplace. While placements are a valuable learning opportunity for students, we aim to ensure they also contribute positively to your business.

LOCATION

Work placements for our students can take place on companies' premises, online or in classroom, depending on the type of activities set in placement.

T Level students are expected to complete at least 75% of their placement hours on-site at the employer's premises.

Depending on the qualification, up to 25% of the placement may be completed remotely or at college.

COMPLIANCE

To ensure a safe and compliant placement experience for all learners, we carry out routine, randomly selected on-site Health & Safety checks with our employer partners.

You may want to consider reviewing any risk assessments, to ensure they cover any young persons being on site, as the student's responsibility will fall under your insurance and policies whilst on site.

TARGETS

Each student will work towards six personalised development targets for their course that can be integrated into their placement.

These targets are shaped by employer feedback, focusing on the key skills and attributes that are essential for future success in the workplace.

They are designed to help students grow in areas that matter most to industry, ensuring their placement experience is both meaningful and career focused.

For T Levels each student will work towards six personalised development targets - three professional and three personal.

These are tailored to support their growth and are reviewed throughout the placement.

These are reviewed and progress updated with the employer during the placement.



How Nottingham College prepares students

Throughout the academic year, students participate in Personal Social Development (PSD) sessions to build workplace readiness. These sessions cover essential topics such as British values, interview techniques, and professional behaviour.

Each student will be supported on placement by an Industry Skills Co-ordinator (ISC), or a member of the curriculum team, who will work with the employer and student during the placement.

These staff members work collaboratively with students to ensure they gain valuable experience and receive the guidance they need throughout their placement.

The ISC's will conduct reviews and monitor hours recorded for T-Levels and mandatory placements, they will also support with Navigate data entry.

On completion of the placement, the employer and student will be requested to give feedback. We use this feedback to work shape our placements of the future and ensure our students are prepared to the best of their ability to showcase their skills.



USING NAVIGATE

Navigate is Nottingham College's digital platform for managing external placements.

Aside from the initial due diligence form, most data entry is handled by the student or college staff.

As an employer, your role is to confirm submitted information, including review discussions and logged hours.



Preparing for your student's arrival

- **INDUCTION:**

Please provide a brief induction covering key information such as fire safety procedures, health & safety, and team introductions. This helps set expectations and ensures the student feels welcomed.

For T Level students, there is a more formalised induction form to complete.

- **SUPPORT NEEDS:**

If a student has any learning difficulties or medical requirements, you will be informed prior to the placement start.

- **HOURS LOGGING:**

Students will log their hours on Navigate, which you'll be asked to verify.

- **PROGRESS REVIEWS:**

Each placement includes three review meetings - initial, mid-point, and final - to assess progress against the student's targets.

Frequently Asked Questions

BEFORE THE PLACEMENT

Can I interview students before offering a placement?

Absolutely. We encourage employers to interview students as part of the placement process. It provides valuable experience for the student and helps ensure a good fit.

Do the students have any previous work experience?

This can vary depending on the student and their age. You can request a student has a certain prior knowledge or experience before joining if you feel relevant.

What are the students hoping to gain from the placement?

Industry skills and experience. This can come in a variety of forms and the college team will guide you should a student need to evidence certain knowledge from their placement.

Why am I being asked to complete a due diligence form?

As the college commitment to safeguarding our students, we are required by Health & Safety England to complete necessary checks. There is a short due diligence form that is completed and that confirms the employers compliance ready to take on a student.

How many hours is the student supposed to complete at the placement?

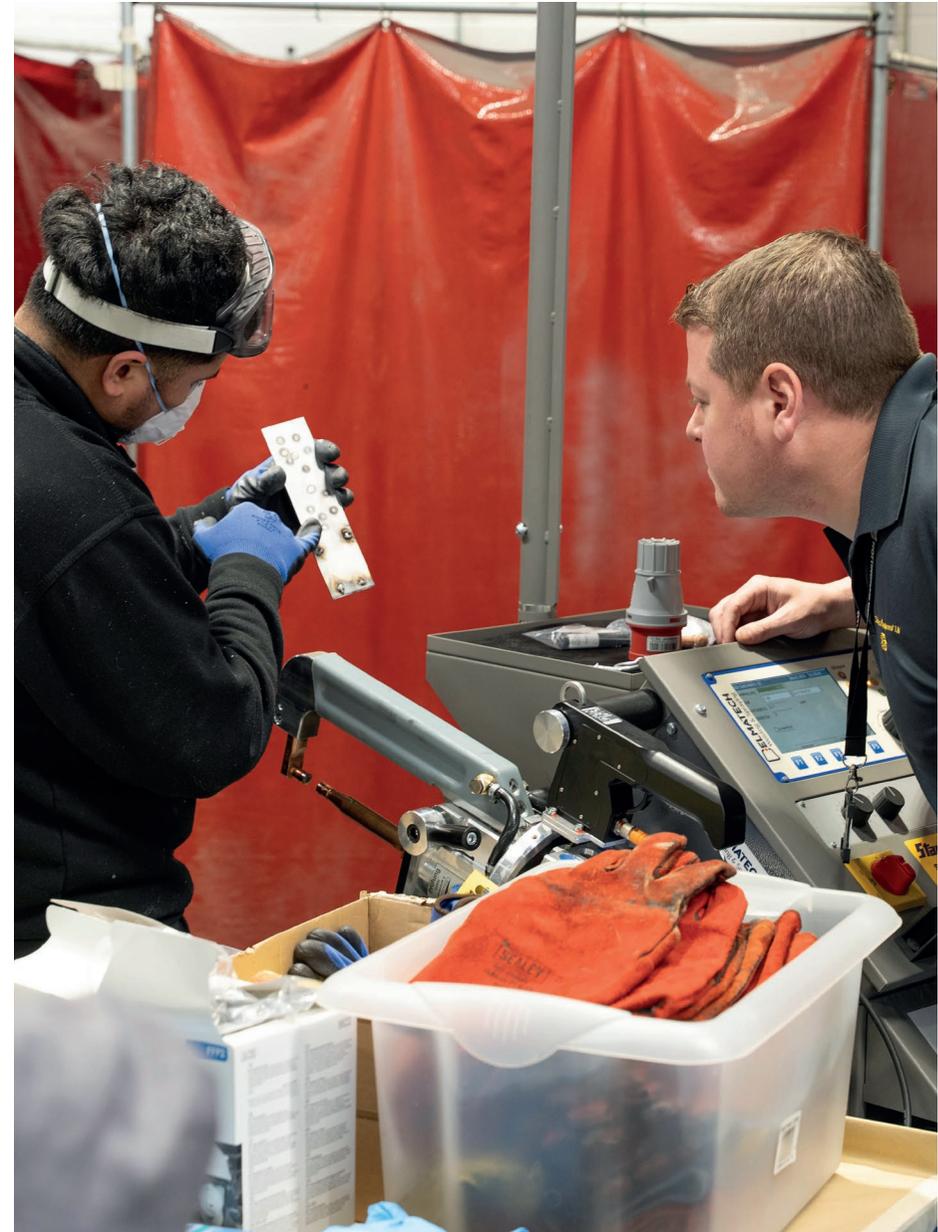
The required number of placement hours depends on the student's course:

General Requirement: Most students are expected to complete 30 hours of work placement.

T Level and Mandatory Courses: For students enrolled in T Levels or other mandatory programmes, the requirement can range from 30 to 750 hours, depending on the specific course.

Can students do more than the required hours?

Yes. Students are welcome to complete additional hours to gain further experience and enhance their skills.



Frequently Asked Questions

DURING THE PLACEMENT

Who should I contact if the placement isn't working out?

If any issues arise, please contact your designated Industry Coordinator or curriculum team. They will support both you and the student and manage any necessary changes to the placement.

Will there be check-ins with the college?

The ISC's and or curriculum team will be checking in with the employer and student during their placement to ensure everything is going well. Depending on the length of placement, this could include a visit to site to complete a review.

Who do we contact in an emergency?

Please follow your usual process for an emergency, please contact any emergency services if required, once reported please contact your ISC or curriculum team so that we are aware and can support moving forward. Follow RIDDOR guidance and report any instances to ISC's.



AFTER THE PLACEMENT

How should we give feedback to the college after the placement?

Our internal system Navigate will send a feedback form once the placement is completed, you can also send any feedback to your industry co-ordinator.

Is the student able to stay on with us after placement?

There is a high majority of students who go on to take part time jobs or apprenticeships after placement, or secure employment upon finishing their course.

Can we provide a reference for the student?

Yes, for lots of our students this will be their first experience of work so your reference will help improve their confidence and support their CV.





**If you have any questions or would like to discuss anything mentioned in this handbook,
please contact work.placements@nottinghamcollege.ac.uk**