



## 1 CHECK PLACEMENT REQUIREMENTS

All WBL placements are **5 weeks** in length with a minimum of **150 hours** working in placement between **8th May and 9th June 2017**. All placements need to be approved by the Work Based Learning team and are subject to insurance, health & safety and risk assessment checks.

We ask the students to discuss a specific role with you, including tasks and responsibilities, that will develop their employability skills.

The student will need a supervisor or mentor with the capacity to support and manage them through the placement. The supervisor will also need to take them through staff induction and conduct an end of placement interview to discuss performance and sign off their timesheet.

## 2 TWO WAYS TO OFFER A PLACEMENT

### Direct to a Student

When you offer a placement to a student they will nominate you as their placement provider. The Work Based Learning team will then contact you with a **confirmation letter, health & safety form and a placement provider guide**. The placement will need to meet the requirements of the module and we will contact you if there are any queries.

### Direct to the University

You will need to complete and return the **placement offer and health & safety form**. We then advertise the vacancy to our students and the placement coordinator will match the most suitable one on your behalf. If you prefer, we can contact you with the details of shortlisted candidates for you to consider.

## 3 PRE-PLACEMENT CHECKLIST

- Conduct an interview with the student
- Discuss and agree role and main responsibilities
- Daily hours, appropriate dress or uniform, travel issues
- Highlight any necessary vaccinations or DBS requirements
- Agree a half term project (education placements only)
- Discuss any reasonable adjustments that may be required

## 4 STUDENTS ATTEND UNIVERSITY INDUCTION PROGRAMME

Prior to the placement, between **2nd and 5th May 2017**, students will attend a tutor led, University-based induction programme to offer guidance on how to get the most from the placement.

## 5 CONDUCT PLACEMENT INDUCTION

In the first week of the placement you should ideally carry out your own induction including, a tour of facilities, introducing them to colleagues, health & safety procedures, fire safety procedures and absence reporting.

It is also a convenient time to discuss expectations for the placement. What you expect from the student, any skills they already have and how they can maximise the benefits of the experience you are offering them. The student will have completed a personal assessment of their current employability skills and what they would like to achieve from the placement.

This would also be a good time to schedule the appraisal for the final week of the placement and any other progress meetings or supervisory sessions that you require. The student is responsible for keeping a record of attendance and this timesheet will need to be agreed and signed off by you at the end.

## 6 END OF PLACEMENT CHECKLIST

- Conduct a post-placement interview and review expectations and performance
- Complete an appraisal and sign off the students' timesheet
- Approve the output from the half-term project (education placements only)
- Make sure all resources have been returned to the organisation by the student
- Complete a feedback form
- Consider being a placement provider case study for WBL

## WORK BASED LEARNING CONTACT

If you have any queries, please contact us and we will be happy to help:

**Chester Campus | 01244 512100**

**Warrington Campus | 01925 534242**

**wbl@chester.ac.uk**