



Guidance for Employers

Work Experience & T- Level Placements



Our vision at South Bank Colleges is to prepare students for future success in education, employment or training. We aim to provide a service which is of high quality, up-to-date and relevant to local and national career guidance with opportunities for students to encounter with the world of work. Our Careers, Information and Advice programme has been accredited by Matrix, an independent body owned by the Department for Education, which demonstrates our commitment to career excellence and quality.

At South Bank Colleges, we pride ourselves on our strong, professional, and long-established partnerships with businesses across London. Many of our business partners provide our students with invaluable personal development advice and opportunities to gain hands-on work experience, through hundreds of work experience placements every year.

Lack of industry experience is one of the main reasons that employers turn young job applicants away. However, Gen Z is revolutionizing the workplace! Employers must align their core values to attract and retain top young talent. Young people seek purpose-driven work, continuous growth opportunities, genuine inclusivity, and work-life balance. To gain a competitive edge, employers must adapt their culture and recruitment strategies to invest in our future workforce.

Industry work experience gives you the chance to provide students with the experience, skills and confidence to explore the world of work. This enables you to connect with the workforce of the future and inspire the next generation. Many of our students progress onto paid jobs and apprenticeships, as a direct result of their work experience placement. Work experience is an alternative way to meet your recruiting needs and Corporate Social Responsibility.

Placement Patterns

A work experience placement is an integral part of a student's study programme. All students on a study programme at South Bank Colleges are required to undertake a placement with an employer that relates to their course and matches their future career ambitions.

The duration of a placement can vary from a day or over several months, with a minimum of 36hrs requirement, however, we encourage work placements to be completed in a **ONE-week** block, but It all depends on the level of commitment you can offer, we are open to discussions about other models that can work for your business needs.

Work experience and T-Level placements, are managed by a dedicated team of Work Placement Officers who provide support to both students and employers before, during, and after the placement. Placements can take place in the workplace, virtually or in a hybrid model, ensuring that placements are in environments that are safe and under our safeguarding regulations.

South Bank Colleges cannot secure work experience placement or associate any career-related activities with organisations/businesses that trade in items such as tobacco, gambling, alcohol or any businesses/organisation that have any affiliation to any political and discriminatory associates. Work Placements will not take place during non-conventional hours or weekends, unless it has been agreed prior to placement being undertaken and it is industry standards and pattern, a parental/guardian consent for must also be signed.

Your Duty of Care as an Employer

Your legal obligation as an employer is to provide a safe and healthy working environment for your employees and contractors, this extends to any student undertaking a work placement with your business.

Most health and safety systems and procedures will be built on knowing the hazards, assessing the risks they present, and taking steps to control those risks. Any employers providing a work placement will be expected to determine what activities can be safely managed.

Before we can agree on a student to undertake a placement we will need:

- A named supervisor together with their contact details.
- A copy of your up-to-date Employers' Liability insurance certificate
- A risk assessment to be completed before the start of the placement.
- Signed onboarding document

Employers must safeguard students during their work experience placement, and students should be given tasks which are interesting and give them an understanding of the business, as well as meet the objectives of linking to their curriculum studies to practical skills.

Planning and preparation

In many cases, a work experience placement will be the student's first experience of the world of work, and it represents a big transitional point in the development of any young person. Although we do prepare students with employability skills and interview practice, Students cannot be expected to possess the judgment or maturity of experienced workers, and they will need supervision. To ensure a mutually-beneficial experience for both the employer and the student, placements must be planned and expectations set in advance.

As an employer, you have the right to require that the student complies with workplace rules and procedures. However, these requirements (and any necessary instruction and training) must be provided in advance of the placement, The pre-placement checks will also include whether the employer/business can meet and are able to make reasonable adjustments for students who may have additional needs and disabilities and that they adhere to their legal obligations under the Equality Act 2010.

The most rewarding placements, for all parties, are those planned in advance. It is useful to draw up a timetable for students before they arrive, setting out activities for each day, and identifying the people who will supervise them at different times. Please bear in mind that this could be an overwhelming time for the student, so taking the time to introduce them to other employees could also be valuable.

We invite you to get involved with the selection process by interviewing students before they start. All work experience placements are monitored by a designated Work Placement Officer, who is able to provide support and make interventions when needed. Our students are enthusiastic and committed, however, we will require you to give us feedback, as this will help us to praise the student on skills that they have developed and support in areas where they may require further growth.

Financial Support for Students

As the employer, you are not required to pay the students, but we do encourage you to help them meet any additional costs that they may incur wherever possible. We are often able to cover travel costs and pay for any additional personal protective equipment (PPE) that may be required. Where students are required to work at weekends and during holidays, we would encourage them employer to pay them or meet their costs.

For more information please contact the Careers & Work Experience Team on 020 7501 5286 or gmsaht@southbankcolleges.ac.uk

Other ways that employers and business to engage with South Bank Colleges

- **Industry based speakers** – come in and share your inspirational career journey
- **Careers and HE Fairs**- directly interact with students and share your knowledge, industry insights and transition pathways
- **Employability workshops and Masterclasses**- help to develop CV's, interview, soft and hard skills
- **Employer and University Taster days**- help students to gain 'real' insights
- **Shadowing and workplace demonstrations**- give students insights of new innovative equipment and systems.
- **Visits, trips and Tours**- students can start gaining some understanding of the working world with visions of your working environment.

Benefits for your Business

- Connect with fellow educators and professionals to exchange best practices, network and collaborate
- Support internal career progression and grow your business
- Tap into the young talent pool as we create a highly skilled and professionally trained future workforce
- Fill your hiring gaps
- Fulfil your Corporate Social Responsibility and social values
- Fulfil your section 106 obligations
- We plan our curriculum to meet the skills gaps and provide the right training to the right area
- Build the talent pipeline for your industry or business
- Attract young people into your industry and bridge any skills gaps
- We are firmly committed to develop our work with employers

For more information please contact the Careers & Work Experience Team on 020 7501 5286 or gmsah@southbankcolleges.ac.uk

Employers Feedback

Please complete this feedback form following completion of the students work placement. Your feedback is important, and it helps us to better support students in all areas of their development. The feedback provided will not be made visible to the student until we have reviewed it.

Name of student	
Placement Details	
Start Date	
Hours	
Duties carried out	
3 Key skills demonstrated	
3 Areas for development	
Did the student demonstrate good work ethics, attendance/punctuality?	
Any other Comments?	
Name of person completing this form	
Position in organisation	
Name of organisation	

Please email feedback to:
gmensah@southbankcolleges.ac.uk

Next Steps

If you are interested in providing students with work placements or would like to engage in any activities, please complete and return the form below or email gmenah@southbankcolleges.ac.uk

Company name	
Address	
Contact	
Phone	
Email	
Description of company	
Activity Type offered	
Provisional start dates	
Any additional information	