



Guidance for Employers

# Work Experience Placements

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At Lambeth College, we pride ourselves on our strong, professional, and long-established links with businesses across London. Many of our business partners provide our students with valuable opportunities to gain hands-on work experience, through hundreds of work experience placements every year.

As you are no doubt aware, lack of industry experience is one of the main reasons that employers turn young job applicants away. The prospects of young people getting jobs has been severely impacted by COVID-19 and now, more than ever, is the time to be investing in our future workforce.

A work experience placement 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 tomorrow, 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.

A work experience placement is an integral part of a student's study programme. All students on study programmes at Lambeth College 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 several months which can be spread over an academic year, it all depends on the level of commitment you can offer. Students are typically free to spend two days in the workplace per week Monday to Friday and can provide additional help at weekends and during holidays.

Work experience placements, are managed by a dedicated team of Placement Officers who provide support before, during, and after the placement. Placements can take place in the workplace or remotely.

## 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 employer to pay them or meet their costs.

## Your Duty of Care as an Employer

Your legal obligation as an employer, to provide a safe and healthy working environment for your employees and contractors, extends to any students 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 release 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
- An online risk assessment to be completed before the start of the placement.

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.



## 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. Students cannot be expected to possess the judgment or maturity of older 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, as it would be unfair to expect the student to automatically know what is expected of them.

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 a daunting time for the student, so taking the time to introduce them to other employees could also be advantageous.

Our students are enthusiastic and committed, however, we invite you to get involved with the selection process by interviewing them before you they start. All work experience placements are monitored by a Placement Officer, who is able to provide support and make interventions when needed.

## Recognition for Businesses

Lambeth College is proud to work with Lambeth Council and the NHS Lambeth in recognising businesses who invest in our community. If you support our students by providing work experience placements, you are eligible to apply for the Lambeth Made Charter in recognition of your services to young people. For more information, please visit: [www.lambethmade.com](http://www.lambethmade.com)



For more information please contact the Employer Engagement Team on 020 8161 1382 or [careers@lambeth.ac.uk](mailto:careers@lambeth.ac.uk)



## Next Steps

If you are interested in providing students with work placements, please complete and return the form below or email [clissaman@lambeth.ac.uk](mailto:clissaman@lambeth.ac.uk)

<b>Company name:</b>	
<b>Address:</b>	
<b>Contact:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Description of company:</b>	
<b>Placement job title:</b>	
<b>Hours:</b>	
<b>Start Date:</b>	
<b>Description of role:</b>	We are seeking a young person to...
<b>Key skills:</b>	
<b>Specific skills:</b>	
<b>Notes:</b>	You will be supervised at all times.

