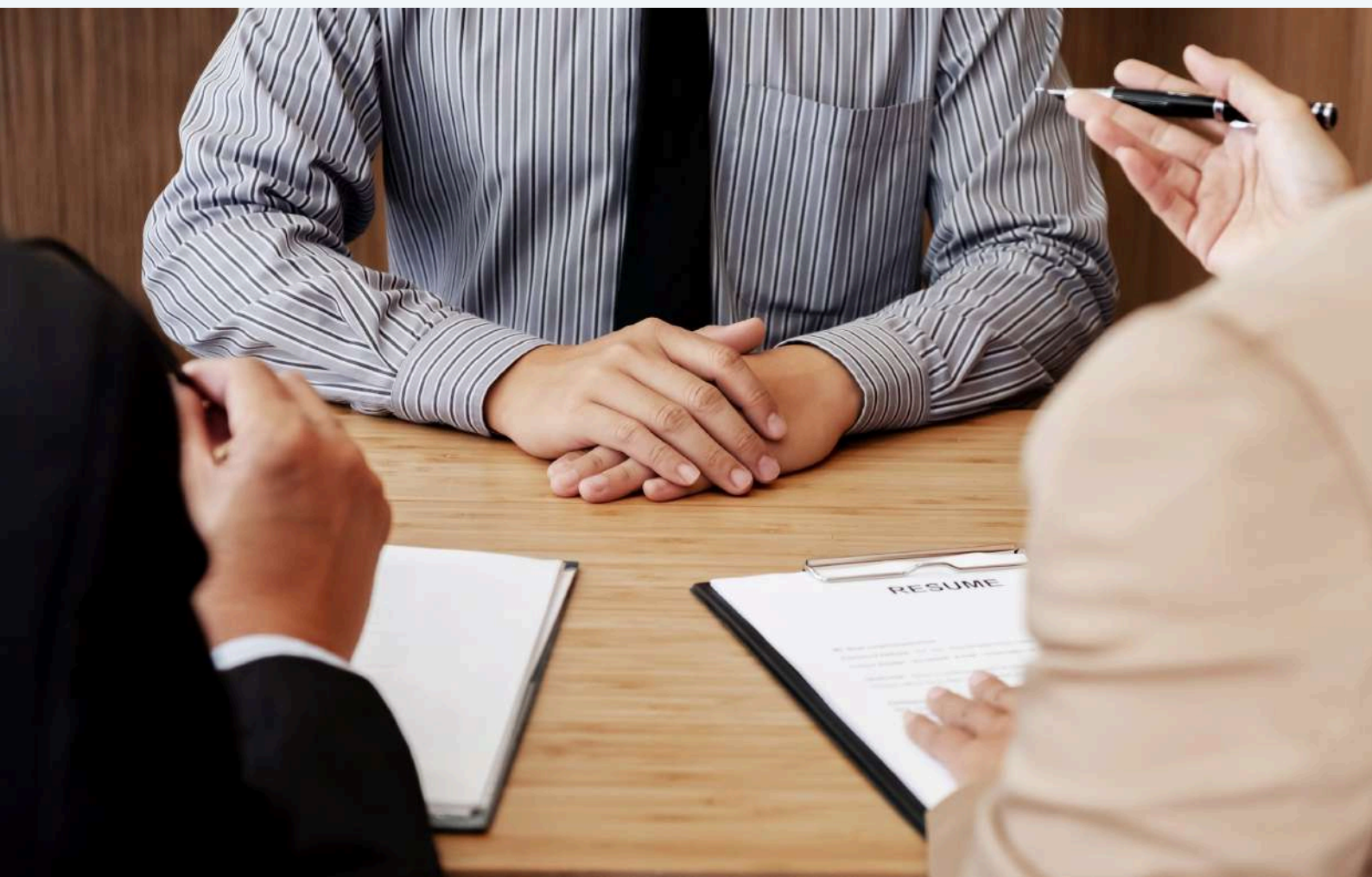


# Guidance For Employers

**A Guideline to Work Experience & T-Level Placements**



## Our Vision

At South Bank Colleges, we aim to prepare students for future success in education, employment, or training. Our high-quality, up-to-date services are relevant to both local and national career opportunities, providing students with valuable work experiences. Our Careers, Information, and Advice program, accredited by Matrix from the Department for Education, reflects our dedication to career excellence and quality.

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**Gina Mensah**  
**Employer Engagement & Careers Manager**

*Our aim is to support students to secure high-quality work experiences and engage in work-related activities. We create opportunities for students to gain invaluable experiences. Through these opportunities, students can link their classroom learning with real industry insights and gain practical skills in their chosen career industries and specialisms. We want all students to LEVEL UP and EXPERIENCE their way to SUCCESS!!*



**For more information please contact the Careers  
& Work Experience Team on 020 7501 5286 or  
[gmensah@southbankcolleges.ac.uk](mailto:gmensah@southbankcolleges.ac.uk)**



# Overview

## **Strong Partnerships for Student Success**

At South Bank Colleges, we are proud of our strong, long-standing partnerships with London businesses. These partners offer our students valuable development advice and numerous hands-on work experience opportunities each year.

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## **How Employers Can Attract and Retain Young Talent**

Employers often reject young job applicants due to a lack of experience. However, Gen Z is changing the workplace! To attract and keep top young talent, employers must align their core values. Young people want meaningful work, growth opportunities, inclusivity, and work-life balance. Employers need to adapt their culture and hiring strategies to stay competitive and invest in the future workforce.

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## **Empowering Students Through Work Experience**

Industry work experience helps students gain skills and confidence, preparing them for the workforce. It connects them with future talent and inspires the next generation. Many students secure paid jobs and apprenticeships through their placements. Work experience also meets your recruiting needs and supports Corporate Social Responsibility.



# Best Practices for Hosting Student Work Placements

Work experience placements are a key part of the study programme for students at South Bank Colleges. Every student is required to complete a placement related to their course and career goals.

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## Placement Patterns

Placements can last from one day to several months, with a minimum requirement of 36 hours. While we prefer placements to be completed in a one-week block, we are open to discussing other arrangements that suit your business needs.

Our Work Placement Officers manage and support both students and employers throughout the placement process. Placements can be in-person, virtual, or hybrid, and must comply with our safety and safeguarding regulations.

South Bank Colleges will not arrange placements with businesses involved in tobacco, gambling, alcohol, or any politically or discriminatory affiliated organizations. Placements should not occur during non-standard hours or weekends unless pre-approved, and parental consent is required for such arrangements.

**T-level placements are 45 days across two years—25 days by January in the first year of the course and 21 days by November 2nd in the second year of the course, \*subject to flexibility.**

## Your Duty of Care as an Employer

As an employer, you are required to provide a safe and healthy work environment for your employees, including any students on placement.

To ensure safety, you must identify potential hazards, assess associated risks, and take steps to manage these risks. You are responsible for determining which activities are safe for students.

## Before a student can start their placement, you must provide:

- A named supervisor with contact details.
- An up-to-date Employers' Liability insurance certificate.
- A completed risk assessment.
- A signed onboarding document.

It is important to protect students during their placement and assign them meaningful tasks that offer insight into your business and align with their curriculum and practical skills.



# Hosting Student Work Placement And T-Level Internship

## Planning and preparation

A work experience placement is often a student's first introduction to the workplace and a significant step in their development. While we prepare students with basic employability skills and interview practice, they may lack the judgment and maturity of experienced workers and will require supervision.

To ensure a positive experience for both the student and your business, plan the placement carefully and set clear expectations in advance. You can expect the student to follow workplace rules and procedures, but any requirements and necessary training should be provided before the placement begins. Additionally, pre-placement checks will ensure your business can accommodate any additional needs or disabilities and comply with the **Equality Act 2010**.

Successful placements are well-planned. Create a timetable for the student outlining daily activities and designate supervisors for different tasks. Introducing the student to your team can also help them feel more comfortable.

We encourage you to participate in the selection process by interviewing students beforehand. During the placement, a Work Placement Officer will monitor progress and offer support if needed. Providing feedback on the student's performance will help us recognize their strengths and address any areas for improvement.

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## Financial Support for Students

As an employer, you are not obligated to pay students for their work placement. However, we encourage you to assist with any additional costs they might incur if possible. We can often cover travel expenses and provide any necessary personal protective equipment (PPE).

If students are required to work on weekends or during holidays, we recommend compensating them or covering their costs.





# Help Shape the Future of Students

## 1. Additional Ways for Employers and Businesses to Engage with South Bank Colleges

- Industry Speakers – Share your inspiring career journey with students.
- Careers and HE Fairs – Engage with students directly, offering industry insights and guidance on career and education pathways.
- Employability Workshops and Masterclasses – Assist in developing students' CVs, interview techniques, and essential skills.
- Employer and University Taster Days – Provide students with firsthand experience and insights into your industry.
- Shadowing and Workplace Demonstrations – Introduce students to innovative equipment and systems through hands-on experiences.
- Visits, Trips, and Tours – Give students a glimpse into the working world by showcasing your work environment.

## 2. Benefits for your Business

- Engage with educators and professionals to exchange best practices, network, and collaborate.
- Foster internal career advancement while growing your business.
- Tap into a pool of young talent by training a skilled future workforce.
- Meet your hiring needs and develop a robust talent pipeline.
- Fulfill Corporate Social Responsibility (CSR) objectives and Section 106 commitments.
- Align our curriculum with industry requirements to address skills gaps.
- Draw young talent into your industry and alleviate skills shortages.

We are committed to enhancing our partnership with employers.

# Our Processes for Work Experience

## NAVIGATE

Our work experience platform

1

### What you will do Employer Tracking

- Providing a comprehensive Employer Engagement CRM
- Supporting effective tracking of employers' details, including important H&S information and insurance compliance.
- Providing clear impact data to evidence the 'Personal Development'
- prepare for placement, evidence activity and receive feedback for students.

2

### What we will do Process Tracking

- to record learner attendance at cross-college events, including careers fairs and employer talks **INCLUDING Work Experience**
- Automating important elements of the placement process such as employer communications, saving time for placement teams and employers.
- Providing clear impact data to evidence the 'Personal Development'



# Resources for employers



## Employers

There are lots of ways employers can support young people, working with individual schools, special schools, or colleges. Learn about Careers Hubs, Employer Standards and our Cornerstone Employers.

— The Careers and Enterprise Company

THE CAREERS &  
ENTERPRISE  
COMPANY

SCAN ME



EMPLOYER GUIDES TO WORK EXPERIENCE  
UK COMMISSION FOR EMPLOYMENT AND  
SKILLS (UKCES) GUIDANCE FOR EMPLOYERS  
OFFERING WORK EXPERIENCE.

SCAN ME



**Youth  
Friendly  
Employer**