# *SETTING OUT KEY ACTIVITY MILESTONES FOR EMPLOYERS*

***INTRODUCTION***

In your early discussions with employers, you’ll have explained what’s needed from them to host a high-quality industry placement student.

Once you’ve gained commitment from an employer to host a student it’s a good idea to set out a clear plan of the key activity milestones that need to take place to ensure a well-planned and successful industry placement for both student and employer.

Providing a timeline of activities will give the employer with a clear understanding of what needs to happen at each stage and allow them to plan for too.

If there is a significant amount of time between the employer agreeing to host a student and the placement starting, think about how you can stage some of the activities so that it keeps the employer engaged throughout the period.

Each school and college will have its own processes for organising, supporting and delivering industry placements which will inform what activities you include in the action plan.

The template provided should be adapted to reflect your processes, and if you haven’t done so already you may wish to review the resource “[Employer journey mapping](https://support.tlevels.gov.uk/hc/en-gb/articles/18234455282322-Developing-your-customer-journey)”.

This resource will help you to identify the key activity milestones and present these in a clear and consistent way.

***typical activity milestones***

**Preparation for Placement**

**Confirming the placement job role / what the student will do on placement / hours of work etc.**

This is likely to involve tasks such as working with the employer to agree an industry [placement role description](https://support.tlevels.gov.uk/hc/en-gb/articles/18253542376594-Role-Description-for-industry-placement-students) and developing and agreeing the industry placement objectives.

**Selecting a student for your placement**

This will depend on what you have agreed with the employer, are they to be involved in an application / CV sifting process, interviews etc or are you matching students to the requirements you have agreed.

**Completion of paperwork (Due Diligence, Industry Placement Agreement)**

If you can package up ‘paperwork’ so that it is sent / discussed and completed in one go rather than ad-hoc requests, this is likely to be welcomed by employers. Think about the timing of this paperwork - too far in advance of the placement and things may change, too close and this could feel rushed and not well organised. This will include documentation such as [employer due diligence checklist](https://www.gov.uk/government/publications/t-level-industry-placements-delivery-guidance) (Annex G) and the [Industry Placement Agreement](https://www.gov.uk/government/publications/t-level-industry-placements-delivery-guidance) (Annex E).

**Getting to know your student**

If the employer was involved with student selection, they will already have started to get to know the students. However, if you carried out the matching exercise the employer would greatly benefit from meeting and finding out about them. You might share a CV or student profile and arrange an introductory meeting or visit to the workplace to meet the Line Manager. As part of these activities, you may also need to discuss any reasonable adjustments that need to be made to support the student on placement to for example support a student with special educational needs.

**Preparing your team – Line Manager/Task Manager**

Employers will need to identify a suitable Line Manager or Task Manager. If you have so far been engaging with a Learning and Development or HR colleague, there may be introductions needed.

Is there any support you can offer the employer to prepare Line Managers to support students whilst on placement? The [supporting learners on their placement](https://employers.tlevels.gov.uk/hc/en-gb/articles/4403442912402-Roles-and-responsibilities-supporting-learners-on-their-placement), [helping students to learn](https://employers.tlevels.gov.uk/hc/en-gb/articles/4403450113426-Helping-students-learn) and [managing young people who are new to the workplace](https://employers.tlevels.gov.uk/hc/en-gb/articles/4403450099090-Managing-young-people-who-are-new-to-the-workplace) may be useful resources for employers.

If funding support is needed, have appropriate arrangements been made?

Do you need to agree day 1 arrangements, what time the student will arrive, where should they report to and what induction activities will they be undertaking?

**During the Placement**

**Induction**

Students should be treated as a new employee to the employer with plans for an appropriate induction to be carried out at the beginning of their placement. This could include any mandatory training e.g. manual handling, health and safety.

**Student Review Meetings**

Agreeing dates, times and locations for the review meetings will ensure these are scheduled in diaries from the outset.

**End of Placement**

**Final student review meeting**

At the end of the placement a final student review meeting needs to be carried out, you may also use this time to ensure the employer completes an appraisal of student performance along with the declaration of completion.

**Review of your experience**

It’s important to take the time to seek and capture feedback from the employer about the whole process from initial engagement through to industry placement completion. What worked well, were there any challenges or gaps. Planning this in as a key milestone demonstrates your expectation for feedback to support a high-quality customer experience for both employers and students.

**Other**

**Celebration activities**

If you have a calendar of events which includes celebration activities it could be helpful to include these – it’s also a positive action to end with.

**Keeping in touch**

Do you have a ‘keep in touch’ approach where you account manage your employers and perhaps schedule regular contact points in addition to the specific student reviews etc. If so, make sure you include these here so the employer knows to expect this.

# *KEY ACTIVITY MILESTONES for industry placements*

We are delighted that you have agreed to partner with <school/college> to host one or more of our T Level students on an Industry Placement.

This document sets out the key activity milestones which we will guide you through to prepare for, host and complete the industry placement. If you have any questions about the activity set out here or anything else regarding the industry placement please contact <name, email, phone>.

| **Key Activity Milestones** | **Contact** | **When** | **How** |
| --- | --- | --- | --- |
| *A description of what needs to happen / the task* | *Named contact at the school/college who will be supporting you* | *When is this scheduled to take place* | *Add any relevant information such as meeting links, locations, document links etc.* |
| **Preparing for the Placement** |
| Confirming the placement job role / What the student will do on placement. |  |  |  |
| Selecting a student for your placement |  |  |  |
| Completion of paperwork (Due Diligence, Industry placement agreement) |  |  |  |
| Getting to know your student |  |  |  |
| Preparing your team – Line Manager/Task Manager |  |  |  |
| **During the Placement** |
| Induction |  |  |  |
| Student review meeting - 1 |  |  |  |
| Student review meeting - 2 |  |  |  |
| **End of Placement** |
| Final student review meeting |  |  |  |
| Review of your experience |  |  |  |
| **Other** |
| T Level student and employer celebration activities |  |  |  |