***INDUSTRY PLACEMENT ROLE DESCRIPTION TEMPLATE***

A placement role description shows the student what their job role is while they are working with you. It should outline what they will do and what their responsibilities are. It tells supervisors and other people in the business what the student’s role involves and will help the matching process to find the right student for the placement.

It’s advisable for the college/school representative and the employer to work together to shape a placement role description for each student, which links to the development objectives and learning goals agreed with the student and their college or school. [Role description examples](https://support.tlevels.gov.uk/hc/en-gb/articles/18253542376594-Role-Description-for-industry-placement-students) in pdf format are available for different T Levels if you need inspiration.

Guidance and tips on this page, outline what the role description ideally should cover, and a blank template is ready to be populated on page 2. It is a good idea to use a suitable employer image and the logo of the business to personalise the role description. Using your own images will help to make it locally relevant and will make the document more interesting for your students.

## ***WHAT SHOULD IT COVER?***

***THE ORGANISATION***

Short description of the organisation and what it does (core activities). Brief statement of your values and mission – could come from your website or recruitment materials. Anything else about the working environment which might help bring it to life for the student.

***ROLE AND KEY RESPONSIBILITIES***

* Title of the role
* Short description of what it involves
* List of key responsibilities
* Job title of their supervisor – the person they will be working with most closely during the placement
* Extra information for the student, e.g. what a typical working day is like

***STUDENT SPECIFICATION***

***TIPS***

* Use straightforward language and avoid jargon
* Tell the student clearly what they will be doing
* Include the organisation’s name, address, website and contact details

Prepare a short description of the key things you’re looking for in the student. This could include technical skills, personal attributes and desirable behaviours suiting the role and organisational culture.

## ***T LEVEL: xxxxxxxxxxxxxxxxxxxx***

## ***ROLE: xxxxxxxxxxxxxxxxxxxx***

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| --- | --- |
| ***ROLE AND KEY RESPONSIBILITIES***  This role will……….. | ***STUDENT SPECIFICATION:***  This placement should attract a student who: |
| ***ABOUT THE ORGANISATION***  We are……… |