***T Level Industry Placement SMALL TEAM Project Briefs***

***PROJECT: HR DOCUMENTATION REVIEW – ONBOARDING AND POLICIES REFRESH***

***Employer brief***

**Project title:** HR documentation review – onboarding and policies refresh

**Business name:** Hawthorn & Co. Marketing Solutions

**Placement contact:** Lisa Reynolds, Operations Manager

**Sector:** Marketing & Communications

**T Level route:** Legal Services

**Placement format:** 2-week block placement for a small student team (3–5 learners), hybrid working permitted

***Project context***

At Hawthorn & Co., we’ve grown quickly and now employ a small but expanding team of permanent staff and freelancers. Much of our HR documentation was developed when we were just starting, and while it’s served us well, we now want to make sure it reflects best practice and supports our future growth.

We’re inviting a team of T Level Legal Services students, working directly to the Operations Manager, to act as a small internal consultancy group, reviewing our existing onboarding and HR documentation and suggesting improvements. This is a non-legal advisory task – the team will not be giving legal advice but will help us understand how our documentation aligns with current legislative good practice. The students will be based either on our site or at an agreed provider location and will be supervised and supported directly by our Operations Manager, including regular face-to-face engagement where possible. We will provide clear tasks, guidance and check-ins, and conduct formal reviews during the placement.

***Project objectives***

Working together, the student team will:

* Review the current onboarding process and associated documents
* Assess core HR policies for clarity, structure, and consistency
* Benchmark against publicly available guidance and example templates
* Identify any gaps, overlaps, conflicts or outdated content
* Produce a clear and accessible report with prioritised recommendations
* Present findings and ideas back to the senior team

***Team tasks and activities***

Working under the direct supervision of the employer at the employer’s site or via structured online check-ins each student will take on one or more responsibilities based on strengths and interests. Activities will include:

* Initial scoping and clarification/confirmation of brief with employer representative.
* Task allocation – agree roles such as document lead, researcher, writer, presenter
* Document analysis – examine onboarding packs, templates, and policies
* Benchmarking research – review examples and identify good practice
* Team collaboration – meet regularly to discuss findings and shape recommendations
* Drafting outputs – work together on the summary report and presentation
* Client presentation – deliver findings to our senior team, including time for Q&A

***Expected outputs***

* 1x joint written report (approx. 4–5 pages), including:
	+ Summary of documentation reviewed
	+ Key findings (strengths, issues, gaps)
	+ Actionable recommendations grouped by priority
* 1x short presentation (10–15 minutes) to the business team
* Optional: draft or improved version of an onboarding checklist or policy

***Skills and knowledge developed***

* Analysing real-world business documentation
* Applying understanding of employment-related law and good practice
* Working collaboratively in a professional setting
* Communicating findings clearly in written and spoken formats
* Time management, delegation, and project planning
* Presenting to non-specialist audiences

***Support and supervision***

Lisa Reynolds (Operations Manager) will direct and oversee the project team.

Regular touchpoints:

* Initial briefing session
* Mid-point check-in
* End-of-project presentation and debrief
* Formal reviews as required

The Operations Manager will make clear how much time she will be working face to face with the students and outside of this how she can be contacted for clarification and feedback. Students will be expected to manage their own schedule day-to-day, but with regular and focused support and intervention from the Operations Manager. Where possible, the Operations Manager will co-locate with the students for all or a significant proportion of the project. Regular touch points will be scheduled with the team upon project commencement.

***Provider brief***

**Project title:** HR documentation review – onboarding and policies refresh

**Employer:** Hawthorn & Co. Marketing Solutions

**Occupational specialism:** Legal Services Assistant – Business, Finance and Employment

**T Level route:** Legal Services

**Team size:** 3 to 5 students

**Placement model:** 2-week block (or equivalent hours)

**Delivery setting:** Hybrid (mix of remote and on-site)

***Project summary***

This placement project offers students the opportunity to engage in a consultancy-style task with a small business. The student team will review HR documentation, focusing on onboarding processes and core policies. The project is designed to provide exposure to real-life business operations, enhance understanding of legal and regulatory frameworks in the workplace, and develop employability skills, including research, communication, and presentation.

Students will not provide legal advice but will apply their legal knowledge and research skills to identify best practices and make improvement recommendations.

***Learning aims and mapped content***

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| **Performance Outcome (PO)** | **Application in Project** |
| PO1: Assist with the inception, progression, and completion of legal services in Business, Finance and Employment | Students will engage with a live client, understand the business context, and consider the purpose, size, and function of a growing SME. |
| PO2: Carry out legal and factual research and present findings both orally and in writing in Business, Finance and Employment | Students will research best practices, benchmark documents, and review guidance from trusted sources such as ACAS and CIPD. They will present their findings through a written report and an oral presentation. |
| PO3: Draft legal documents and standard legal communications in Business, Finance and Employment, for review by a supervisor | Students will collaboratively draft a consultancy style review report and may revise onboarding documents or policy extracts, demonstrating their ability to draft standard legal communications. |

***Suggested student outputs***

* A co-authored consultancy-style **review report** (approximately 4–5 pages) summarising documentation reviewed, key findings, and actionable recommendations.
* A short **presentation to the employer** summarising key findings and practical recommendations.
* A **reflective log or debrief** capturing individual learning and team dynamics.
* Optional: Draft or improved version of an onboarding checklist or policy.

***Provider responsibilities and suggested pre-placement preparation***

* Conduct a pre-briefing session to prepare students with an overview of the employer, project expectations, and confidentiality requirements.
* Ensure students are familiar with employment law topics relevant to HR documentation.
* Support the team in planning and managing the project professionally, while ensuring the employer retains primary responsibility for supervision and guidance
* Assess outputs about mapped performance outcomes and skills development.
* Debrief: facilitate a reflective session with students to discuss what went well, what could improve and real-world application
* Classroom sessions on:
	+ Employment contracts and onboarding best practices.
	+ Core HR policies (e.g., health & safety, absence, equality).
	+ Understanding the distinction between legal and practical HR considerations.
* Research task: Students to find and review 2 or 3 examples of onboarding packs or policy templates for comparison.
* Communication workshop: Training on presenting to clients and non-legal audiences.