***Day 1 (induction)***

*Checklist*

Getting Day 1 of an industry placement right will help the student feel safe, secure, motivated and able to thrive during their time with you. It’s a chance for the student to meet their supervisor and mentor (if there is one), get to know their surroundings, learn a bit more about your organisation, understand their role in it, and see how they fit in.

Aim for a relaxed, but appropriately formal, day. The student will be forming first impressions, so build in time for them to sit back and take stock. There’s no set structure for a Day 1. Use this checklist to decide what will work for your organisation.

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| **Student’s name:** |  |
| **Student’s line manager:** |  |
| **Employer organisation:** |  |
| **Placement start date:** |  |
| **Placement end date:** |  |

| ***FOCUS*** | ***CONTENT*** | ***DONE?*** | ***NOTES*** |
| --- | --- | --- | --- |
| **Placement** | Development objectives and learning goals |  |  |
| Roles and responsibilities |  |  |
| Day-to-day workplan |  |  |
| What will be covered in the first few days |  |  |
| **Access** | Issue security or ID badges |  |  |
| Provide and test computer login details |  |  |
| **Relationships** | Meeting with key people, including supervisor and mentor |  |  |
| How supervision and mentoring will work |  |  |
| Introductions to colleagues and their roles |  |  |
| Structure of sections, departments, etc. (e.g. with an organisational chart, if available) |  |  |
| **Organisation** | Understanding what the organisation does |  |  |
| Understanding how it fits into the locality, and into the wider sector / industry |  |  |
| **Orientation** | Tour of the site or premises |  |  |
| The location of toilets, canteens and vending machines or other facilities, local shops, restaurants/cafes etc. |  |  |
| Where they will usually work |  |  |
| Consider a team “getting to know you” lunch or similar small event |  |  |
| **Standards and rules** | Dress code, if any |  |  |
| Normal start, finish and break times – and reasons for any exceptions to these |  |  |
| Use of mobile phones and social media |  |  |
| Appropriate language |  |  |
| Time-keeping |  |  |
| Absence self-reporting |  |  |
| Confidentiality and GDPR matters |  |  |
| **Health and safety** | Who to contact in different types of emergency, and how to contact them |  |  |
| Fire and similar alarms or tests |  |  |
| Exits, muster-points and evacuation procedures |  |  |
| Safe working practices |  |  |
| Safety equipment: location and use |  |  |
| Lifting and handling, and related practices |  |  |
| First aid |  |  |
| Safeguarding |  |  |
| Accident / incident reporting procedures |  |  |
| **Progress and Feedback** | When and where progress meetings will happen |  |  |
| What these meetings will cover – e.g. feedback, issues, priorities, targets, achievements, next steps |  |  |
| Feedback on the recruitment process |  |  |
| **Other**  (*add your own content*)  e.g.:   * align student induction with your usual staff induction * include content specific to the student’s role or your industry |  |  |  |
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