**Employer checklist**

Use this checklist in your discussions with employers to identify the behaviours they expect from students on industry placements in their organisation.

Firstly consider whether this list of items and questions works for the employer. Amend as appropriate. You may have specific items for particular T Levels or occupational specialisms. For each item, record the behaviours which the employer expects to see and explore how students will be able to develop their behaviours during the placement.

| **Item** | **Questions** | **Behaviours expected** | **How to develop the behaviours** |
| --- | --- | --- | --- |
| 1. **Core workplace behaviours** | What are the core behaviours that you expect everyone to demonstrate in your workplace, including students on an industry placement? |  |  |
| 1. **Specific behaviours** | Are there any behaviours specific to your industry or workplace environment? |  |  |
| 1. **Regulatory requirement** | What behaviours are required to meet the regulatory requirements of the student’s role? |  |  |
| 1. **Health and safety** | Are there any specific behaviours required to comply fully with health and safety requirements, including for students who are under 18? |  |  |
| 1. **Safeguarding** | Are there any specific behaviours required to comply with safeguarding requirements, e.g. for students working with young children or vulnerable adults, or if the role requires out of hours, lone or remote working? |  |  |
| 1. **Confidentiality** | Will students have access to intellectual property (IP), confidential materials or data that requires specific training or support for them to behave in appropriate ways? |  |  |
| 1. **Security** | Will students have access to premises, materials or resources that require specific behaviours? |  |  |
| 1. **Attendance** | Apart from normal attendance requirements, are there any additional attendance related requirements which require specific behaviours, e.g. transport between sites, regular team briefings, deadlines for work projects? |  |  |
| 1. **Personal attributes** | Are there any specific personal behaviours you expect from students, such as uniform, client-facing dress code or presenting themselves in certain ways? |  |  |
| 1. **Additional team or individual needs** | Are there any specific team behaviours that you expect students to demonstrate? |  |  |
| 1. **Integrity** | How would you expect students to behave when reporting mistakes, deviations from agreed times, plans or materials requirements? |  |  |
| 1. **Dealing with sensitive information** | How would you expect students to behave if they have access to sensitive data? |  |  |
| 1. **Initiative** | Will the role require students to demonstrate behaviours such as showing initiative or being enterprising? |  |  |
| 1. **Self-reliance** | How much would you expect students to be self-reliant during the placement? This might include working for extended periods without direct supervision or out of sight of a manager. |  |  |
| 1. **Others / Employer-specific behaviours** |  |  |  |

## IDENTIFYING BehaviourS FOR DEVELOPMENT

This template can be used to:

1. Review a student’s behavioural readiness before they start their industry placement, to identify which behaviours they should aim to develop before and during their placement, using this ranking:

High confident

Medium needs some development

Low needs significant development

Add any other behaviours identified by employers at the bottom of the template.

1. Select areas to develop from those behaviours rated Medium or Low.

Record actions students could take during the industry placement.

Align these to the learning objectives and goals, the industry placement agreement and the student logbook, and use them to track progress.

| **Item** | **Current student**  **readiness**  (H / M / L) | **Actions for development** |
| --- | --- | --- |
| 1. **Core workplace behaviours** |  |  |
| 1. **Specific behaviours** |  |  |
| 1. **Regulatory requirement** |  |  |
| 1. **Health and safety** |  |  |
| 1. **Safeguarding** |  |  |
| 1. **Confidentiality** |  |  |
| 1. **Security** |  |  |
| 1. **Attendance** |  |  |
| 1. **Personal attributes** |  |  |
| 1. **Additional team or individual needs** |  |  |
| 1. **Integrity** |  |  |
| 1. **Dealing with sensitive information** |  |  |
| 1. **Initiative** |  |  |
| 1. **Self-reliance** |  |  |
| 1. **Others / Employer-specific behaviours** |  |  |