Checklist: matching students to placements

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| **Matching students to placements** | |
| The placement | * How many different placements are on offer? * Which roles are they in? * Which departments are they in? * Which skills will the student develop? * What specific requirements does each role require? * What attributes do students need for each role? * Is there a job specification for each role? * How relevant is it to the student’s interests and aspirations? * How much will the role enable the student to develop the knowledge and skills at route level? * How closely does the role match the occupational specialism? |
| The student | * Which aspects of working in the digital sector is the student interested in? * Does the student already have a career in mind or are they open to different possibilities? * Have they tailored their CV to reflect their digital skills interests and experience? * How well-prepared is the student with:   + presentation skills   + communication skills   + interview skills   + confidence? * What information does the student have about the placements on offer? * What research have they carried out themselves? * Would the student be better off as part of a team going to placements together or as an individual? * Does the student have other commitments outside of college, for example, a part-time job? |
| The process | * How is the information about placements presented to students? * How are employers involved in the selection process? * What opportunities do students get to meet employers informally? * How much choice do students have in seeking placements? * How competitive is the process? * How are expectations managed on both sides (student and employer)? * What happens if students are not selected for their preferred placements? * Is there the option to place students in a small group as well as singly? * Are students encouraged to find their own placements? |
| The timing | * Is the student ready to enter a work environment? * Has the placement timing been flexed at the employer’s request? * Has the student gained enough technical skills (for example, programming language) to start the placement? * If the placement takes place outside normal hours, have parents or carers been consulted? |
| The location | * Is the student able to travel reasonably by public transport without excessive expense? |