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?
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| 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?
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| 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?
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| 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?
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| The location | * Is the student able to travel reasonably by public transport without excessive expense?
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