Template: planning placement inductions with the employer

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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 |  |  |
| Make sure students are aware of and understand all security and intellectual property related policies |  |  |
| **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, and so on. Perhaps using 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 applicable |  |  |
| Normal start, finish and break times and reasons for any exceptions to these |  |  |
| Use of mobile phones and social media |  |  |
| Appropriate language |  |  |
| Timekeeping |  |  |
| Absence self-reporting |  |  |
| Confidentiality and GDPR matters |  |  |
| **Health and safety** | Who to contact in different types of emergencies, 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 (relevant to some Digital Support roles such as Network Cable Installer) |  |  |
| First aid |  |  |
| Safeguarding |  |  |
| Accident / incident reporting procedures |  |  |
| **Progress and feedback** | When and where progress meetings will happen |  |  |
| What these meetings will cover, for example feedback, issues, priorities, targets, achievements, next steps |  |  |
| Feedback on the recruitment process |  |  |
| **Cyber Security** | Importance of cyber security and access to sensitive or confidential information |  |  |
| Safeguards in cyber security (for example password sharing) |  |  |
| **Customer relationships** | Importance of client confidentiality |  |  |
| Significant client relationships and customer protocols |  |  |
| Branding values |  |  |