



Guidance for Employers

Work Experience and Industry Placements

At Capital City College Group, we pride ourselves on our strong, professional, and established partnerships with a wide range of businesses across London.

We want our students to have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace, and our employer partners are invaluable in supporting us to ensure that this is possible.

Many UK Businesses report that they struggle to recruit young work-ready staff. Encounters with employers, and participation in work placements are crucial experiences young people need to develop a new and more reliable understanding of the industries they aspire to develop a career in and gain the skills that they need to get their foot in the door. We know just how valuable these experiences are as we see many of our students' progress onto paid jobs, internships, and apprenticeships, as a direct result of their work placement.

How does a work placement work?

Work placements are managed by a dedicated team of Work Placement Officers who will work closely with you before and during a placement.

Planning and preparation

A well-planned placement will result in a mutually beneficial experience for both employers and the students. In many cases, a work placement will be the student's first experience of the world of work, so we like it to be a realistic experience.

Work Placement Officers work with employers to set up interviews and create job descriptions and ensure that students matched to the employers are suitable, based on their skill set and interest. Each student will receive a work placement agreement (comparable to a formal job contract) which they are required to sign.

As an employer, you have the right to require that the student complies with workplace rules and procedures. These requirements (and any necessary instruction and training) must be provided in advance of the placement or on the students first day or during their induction.

Many employers choose to be involved with the selection process by requesting CVs and interviewing students before they start, alternatively, Work Placement Officers can carry out these steps for you.

Duration

Placements can take place in the format of:

- Work Experience which is usually 10 days
- Industry Placements which are a minimum of 45 days.

Financial Support for Students

There is no legal requirement or expectation for work placements to be paid. However, you can pay students should you wish to, or support with travel and subsistence costs.

Your Duty of Care as an Employer?

Your legal obligation as an employer to provide a safe and healthy working environment for your employees and contractors, extends to any student undertaking a work placement within your business.

All employers will be asked to complete a mandatory Health and Safety Questionnaire which includes your Employer Liability Insurance details.

Students are to be supervised at all times throughout the placement and we ask for employers to safeguard students. A safeguarding policy will be sent to all employers before the start of a placement.

A work placement gives you the chance to provide students with the experience, skills, and confidence to explore the world of work, connect with the workforce of tomorrow and inspire the next generation. If you are interested in hosting a work placement, please do get in touch.

For more information, please visit

www.capitalccg.ac.uk or email us on partnerships@capitalccg.ac.uk