

BORDERS



COLLEGE

Technology Department

WORKPLACEMENT PROGRAMME



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Technology Department - Work Placement Programme



Department: Technology Department
Course title: National Progression Award – Carpentry & Joinery, Painting & Decorating, Brickwork and Plumbing
Dates of placement: 1-2 days per week from September to June

What is a work placement?

A work placement is the perfect opportunity for a student to spend time in an employer's workplace carrying out particular duties or tasks as an employee would, with emphasis on the whole learning experience. The student should have the opportunity to apply their learning and skills and improve their knowledge and understanding, as well as prepare for life in the workplace.

Expectations of placement

- Develop team working skills
- Develop work ethic
- Good time keeping
- Support and assist team members
- Further information on course content and student capability available from college or course tutor

Your Commitment

We want to ensure that the placement process is positive for both you and the student. The College, student and employer all play a vital role in ensuring this happens.

We ask you to do the following:

Health and Safety Visit

The College has a duty of care for all the students we send out on placement. We ask you to make time available for one of our staff to come and visit your workplace to carry out a health and safety check. Most companies which employ more than five workers will already have most of the Health & Safety safeguards and paperwork already in place.

We expect placement providers to comply with all current Health and Safety legislation and treat the student as an employee in this respect.

The placement provider is required to:

- Monitor and supervise student whilst on work placement
- Ensure students are not exposed to unnecessary risks
- Provide all information, instruction, and training
- Inform students of the health and safety risks identified in providers risk assessments
- Complete a Young Person Risk Assessment where required
- Report any incidents to The College
- The placement provider must comply with requirements under the Working Time Regulations

Tasks strictly forbidden include:

- Driving Vehicles unless fully insured and have permission to do so
- Working at Heights over 2 meters
- Operating machinery unless full training provided

Insurance

All placement providers must have Public Liability and Employers Liability Insurance. For “sole-traders” who do not have Employer Liability insurance, the employer will need to contact their Public Liability insurer to see if they will indemnify the student for Employers Liability as a volunteer. **If necessary the college can provide liability insurance to cover the student.**

If the placement provider's insurance company applies an additional cost to amending a policy they should contact the college for further advice.

Induction Programme

Providing a good induction programme at the start will ensure the student fully understands your business and their role in it.

Benefits

To the Employer

- Students can contribute fresh ideas and a variety of skills
- Students can help you to tackle projects otherwise put on the backburner
- Your own staff can benefit from training, mentoring and supervising students
- Taking placement students helps to raise the profile of your industry within the local community and demonstrate that you are a caring employer

To the Students

- Gain valuable experience in their chosen career fields
- Apply their learning in the workplace
- Develop softer skills such as team working and self confidence

Payment

Employers are not expected to pay students unless they wish to do so.

Personal Protective Equipment

Students are expected to wear their own College PPE. Any additional PPE required, that cannot be provided by the employer, please contact the college. If a company uniform is required to be worn this must be provided by the placement provider.

Times

Working times will be negotiated on an individual basis based on employers needs.

Attendance

Students are not expected to attend during college holidays unless otherwise agreed between student and employer.

College holiday dates are available on the college web site www.borderscollege.ac.uk

If the student is unable to attend due to sickness they are required to call before 10am.

Any other absence must be agreed with the placement supervisor.

The Next Step.....

Work placements are a good method for pre-selecting future apprentices.

We understand taking on an apprentice is a large commitment therefore we can provide help and advice on this process.

We can also help with and liaise between employers and the different managing agents available for each trade.

Employers are always welcome to visit the college - no appointment is necessary, however a phone call to check there is someone available to meet and discuss any issues would be appreciated.

By visiting the college there is the opportunity to talk direct to the course tutor to help with the selection process and discuss employability issues.

We are available to provide further information on your commitment regarding any grants available and further training.

Contact Details

Construction Work Placement Officer

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