



**INDUSTRY  
PLACEMENTS**

# EMPLOYER HANDBOOK

## Bury College Contact Details:

Name	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>

# EMPLOYER HANDBOOK

Dear Placement Mentor,

Thank you for agreeing to provide a work placement. Your experience and support for our student will be fundamental to their progress and success.

To help you carry out your responsibilities, Bury College has produced this Employer Handbook in the hope it will help you develop a greater understanding of the work placement and the qualifications your student(s) is undertaking. Bury College staff will take you through each section of the handbook and explain how it is intended to be used.

The training and support delivered in the workplace are key elements of the programme in which the employer plays a vital role.

We trust that you will find this handbook and supporting materials useful.

If we can be of any further assistance at any time, please do not hesitate to discuss this with your assigned Work Experience Placement Co-ordinator or contact the placements team on

**0161 280 8591 or**  
**[placements@burycollege.ac.uk](mailto:placements@burycollege.ac.uk)**



## INDUSTRY PLACEMENTS



## INDEX

Welcome	02
Health & Safety	03 - 06
Safeguarding, Prevent, Equality, Diversity and Inclusion	07 - 09
Frequently Asked Questions	10



# Work Experience & Industry Placements Programme



**INDUSTRY  
PLACEMENTS**

Thank you for your interest in offering work experience to a student in your workplace. Industry placements give young people studying towards a technical qualification practical experience directly related to their course, helping prepare them for the world of work. Employers like you are playing a key role in creating opportunities for young people in the local community at the start of their careers to develop their technical and employability skills and build confidence. We are passionate about industry placements because they offer excellent opportunities for both employers and young people.

We appreciate your interest in hosting a student on an industry placement. From the industry placement work over previous years, we know that industry placement students bring enthusiasm to learn, a fresh perspective and an increase in diversity within the workforce. In cases where the duration is longer, students are given sufficient time to master the essentials with more time for the employer to shape and foster the student's technical abilities, so they are more likely to add value and make a lasting impact on the business.

Regards

**Industry Placement Team**

## WHAT DO YOU NEED TO DO?

- Provide an industry placement up to 315 hours (45-50 days on average) for a student on a course directly relevant to their studies. The timing and structure of the placement will be based on your needs as well as Bury College's and will mostly take place during term time. The different models available include 'block release' over a minimum of 9 weeks, day(s) release each week, or a combination of both.
- You will agree relevant targets and objectives for the placement with Bury College and the student. The learning objectives should be occupationally specific to your industry, and you will be expected to set quality tasks that enable the student to work towards those objectives.
- Ensure there is a safe work environment and opportunities for the student to develop their technical skills within your industry.
- Provide a line manager to support, supervise and mentor the student and who will have regular contact with the provider to discuss their progress.
- At the end of the placement, provide a reference giving feedback on the student's commitment and progress against the learning objectives set for the placement.

# Health and Safety Advice for Employers Involved in the Training of Students



**INDUSTRY  
PLACEMENTS**

## INDEX

1. General Legal Requirements
2. Risk Assessment (including COSHH & Manual Handling)
3. Supervision
4. Training
5. Accidents & Emergencies
6. Personal Protective Equipment (PPE) & Welfare

## DISCLAIMER

The information and advice in this document is offered free of charge to employers involved in the training of students. It is not intended to be a detailed explanation of all matters relating to Health & Safety, nor can the provider guarantee the accuracy and relevance in all cases of the advice offered. The provider accepts no liability for damages resulting from the advice offered and it is strongly recommended that employers have access to competent, independent advice on Health and Safety to enable them to meet their statutory obligations.

## 1. GENERAL LEGAL REQUIREMENTS

### Insurance

Employers are required to have Employers Liability Insurance at a minimum cover of £5m. This should include Public Liability and confirmation sought that students are included in this cover.

The insurance certificate must be displayed in a public place in the employer's premises or accessible via a staff intranet.

### Health and Safety Policy

Employers with more than five employees are required to publish a written statement of their general policy with respect to Health and Safety at work.

Staff must be made aware of this policy and how to access it.

### Health and Safety Law Poster

Employers are required to display the HSE poster 'Health and Safety Law' which should indicate the name of the competent person responsible for Health and Safety and shall show the address of the local HSE office and EMAS contact.

This poster should be on display in the employer premises.

### Competent Person(s) for Health and Safety

Employers are required to appoint a competent person(s) to help the employer comply with relevant statutory provisions. This may or may not be an employee of the employer but should, in any event, be identified on the Health and Safety Law poster.

### Registration with Authorities

Certain employers are required to be registered with the HSE or the EH Department of the local authority.

### Consultation with Employers/Students

Employers should have a system in place for consulting and/or notifying employees/students of matters that relate to their Health and Safety. For larger employers this may be a Health and Safety Committee, in smaller ones a notice board or 'toolbox talks' on Health and Safety matters.

## 2. RISK ASSESSMENT

Employers are required to make a 'suitable and sufficient' assessment of the significant risks associated with their work activities. In most cases the normal risk assessment process will have identified risks to students, however the employer must consider their lack of experience when relating the risk assessment to the student's activity.

It may also be necessary to complete written assessments where five or more employees (including students) are working for the company. Employees must be made aware of the control measures of the risk assessments.

Essentially there are five basic assessments to be completed.

- General Risk Assessment
- COSHH Assessment
- Manual Handling Assessment
- Fire Risk Assessment
- Young Persons Risk Assessment

### Review of Risk Assessment

Employers should have in place a system to ensure that the risk assessment is reviewed periodically or when the assessment is no longer suitable and sufficient. All risk assessments must consider if the student has a disability or learning/language difficulty.

### Implement the Findings of Risk Assessment

Employers must have in place a system to ensure that the findings of any risk assessments are documented and that any further matters that relate to Health and Safety are attended to.

### Young Persons (under 18 years of age)

Risk assessments must reflect the lack of experience, capability and limitations of young persons and it will almost certainly require a much greater degree of supervision to be included in the risk assessment and general management of the workplace. It may include prohibiting students from operating certain

machinery or processes or being involved in some hazardous activities.

Employers must inform persons under 18 of their findings of the risk assessment, and if they are under 16 to ensure their parents are also notified.

## 3. SUPERVISION

### Arrange for Information, Instruction and Supervision

Employers should have in place a system for ensuring that students are given adequate safety information, safety instructions and supervision to provide for their Health and Safety at all times on the employer's premises. This should include areas that the students might have to pass through to get to their place of work, store rooms and traffic routes or places provided for welfare and break times. Employers must ensure the standard and closeness of the supervision is commensurate with the age, ability (disability) and experience of the student and shall monitor the progress of the student to ensure standard of supervision is adequate at all times. Employers should take steps to ensure that those persons charged with supervisory responsibilities towards students are themselves adequately informed as to their role and responsibility.

### Competence of the Workplace Mentor

Those placed immediately in charge of young people should be competent in their work-role with suitable qualifications where necessary, mature in their attitudes, and yet, at the same time, be at ease with them.

#### 4. TRAINING

Employers are required to ensure that arrangements exist to provide students with appropriate induction and training that cover all aspects of the students Health and Safety.

Employers should have a system for ensuring that all students receive the Health and Safety training available and should have some system for recording that the training has been given.

Employers should ensure that all students are made aware of their own responsibility towards their Health and Safety and the safety of others, and further that the student has a duty to co-operate with the employer on Health and Safety matters at all times, including the requirement to obey any lawful instruction.

#### 5. ACCIDENTS AND EMERGENCIES

Employers should have in place personnel or procedures to ensure that any accidents or emergencies are dealt with quickly and efficiently and that students are removed from the area of risk immediately, and if necessary, first aid treatment administered without delay.

Employers should appoint someone to act as the 'appointed person' in the event that first aid is required by the student. In all cases, it is likely that training or medical knowledge will be required by the appointed person and the name and location of that person must be made known to the student.

Employers shall ensure there is some system for recording accidents on employer's premises. This is an 'accident book' that can be bought from stationery suppliers or Hsebooks at <https://books.hse.gov.uk/>.

Should the accident result in the absence of the student for more than seven days (including non-working days) or if a student suffers a major injury/

illness, the employer is legally obliged to advise the HSE under RIDDOR within 10 days of the accident occurring.

In the event of a fatal accident the HSE must be notified immediately by the quickest possible means.

Anything that is notified to the HSE under RIDDOR may now be directed to a single call centre by telephone, website or email. The call centre address is: Incident Contact Centre, Caerphilly Business Park, Caerphilly, Mid Glamorgan, CF83 3GG. Telephone 0845 3009923 (between 8:30am and 5:00pm Monday to Friday). Website address: [www.riddor.gov.uk](http://www.riddor.gov.uk), Email address: [riddor@natbrit.com](mailto:riddor@natbrit.com).

As soon as possible after any accident, the employer must inform Bury College by telephoning 0161 280 8280.

#### Fire Safety

Your premises must have a responsible person for fire safety. The responsible person must:

- Ensure a fire risk assessment is completed and reviewed as necessary
- Ensure appropriate fire safety measures are in place and maintained
- Plan for an emergency
- Provide fire safety information and instruction

## 6. PERSONAL PROTECTIVE EQUIPMENT (PPE) AND WELFARE

Employers are required to ensure that students are provided, free of charge, with adequate protective equipment and clothing that is suitable for the activity being undertaken as identified in the risk assessment and that there is provision for the maintenance and storage of this equipment.

Employers shall ensure that students wear the PPE provided, and if necessary ensure that there is sufficient signage on machinery and processes to notify students that PPE must be worn.

### Welfare

Employers are required to ensure that students have access to toilet and washing facilities maintained to a reasonable standard.



# Safeguarding, Prevent, Equality, Diversity and Inclusion - A Guide for Employers



### SAFEGUARDING

Bury College has a legal responsibility to safeguard and promote the welfare of children and vulnerable adults. Part of this responsibility will be to report and work with others to safeguard children and vulnerable adults from all types of harm, abuse or neglect.

#### Is there Help & Advice in College?

Yes – you should talk a member of the college staff as we have a Safeguarding team trained to help.

#### What is a Safeguarding issue?

Safeguarding may be related to:

- Homelessness
- Domestic Abuse
- Forced Marriage
- Emotional, Mental, Sexual Abuse
- Neglect
- Bullying or Harassment
- e-Safety issues
- Exploitation
- FGM (Female Genital Mutilation)
- Radicalisation

#### Employers & Safeguarding

Responsibilities include:

- Assessing any risks to students before placement begins
- Providing appropriate induction, training and supervision for students
- Being aware of the threat to safety from being online and exercise caution with 16-18 year old students who spend a lot of time online and/or work from home

- Looking after the welfare of students in the workplace
- Ensuring systems are in place to prevent unsuitable people working with students

#### Reporting Safeguarding Concerns

If a student discloses anything that gives you reason to suspect that they may be at risk of harm, you should:

- Listen carefully and take what is being said seriously
- Tell the student you have a duty to report concerns
- Tell the student you cannot promise confidentiality
- Write down what the student says in their own words
- Contact our Safeguarding Team immediately by calling 0161 280 8604 or email [safeguarding@burycollege.ac.uk](mailto:safeguarding@burycollege.ac.uk)

Bury College has a legal responsibility to safeguard and promote the welfare of all their students and to ensure that they operate within the law.

The Prevent Duty is a Government strategy that was introduced to safeguard communities against the threat of extremism, radicalisation and terrorism.

An important part of the Prevent Strategy is the promotion of British Values. They include:

- The Rule of Law
- Democracy
- Mutual Respect
- Individual Liberty

### Is there Help & Advice in College?

Yes – you should talk a member of the college staff as we have a Safeguarding team trained to help.

### What issues could lead to a person being vulnerable to negative external influences?

- Loneliness or Isolation
- Changes to a Family Situation
- Poverty
- Political Grievances
- Accessing extremist material

### Employers & Prevent

Responsibilities include:

- Be alert with regards to changes in behaviour that may give you cause for concern
- Advise the College of any concerns regarding the student to allow us to investigate any issues further
- Promote British Values with the student and challenge views that contradict this

- Be receptive and approachable if the student would like to discuss concerns relating to extremism or events in the news. Encourage them to also have discussions with their Learning and Skills Coach

### Reporting Prevent Concerns

If you are worried or concerned about your student, please contact our Safeguarding Team immediately by calling 0161 280 8604 or email [safeguarding@burycollege.ac.uk](mailto:safeguarding@burycollege.ac.uk)

# Equality, Diversity and Inclusion



APPRENTICESHIPS  
AND TRAINING

Equality of opportunity underpins every aspect of learning and training delivered at Bury College.

Equality means having the same chances as everyone else.

Equality is not about treating everyone in the same way, but recognising that their needs may be different.

Diversity is about valuing individual difference.

Diversity aims to recognise value and manage difference to enable all staff and students to contribute and realise their full potential.

Inclusion refers to an individual's experience within the workplace and in wider society and the extent to which they feel valued and included.

## Legal Framework

The Equality Act 2010 replaces and incorporates all existing anti-discrimination laws with a single act and incorporates and extends some key pieces of legislation.

The act identifies nine protected personal characteristics; age, disability, gender, gender reassignment, race, religion or belief, sexual orientation, pregnancy, marriage and civil partnership and maternity. An individual may have a number of these personal characteristics.

The Equality Duty which arises from the act creates a single framework which outlaws discrimination against individuals and this includes:

- Direct discrimination
- Indirect discrimination
- Discrimination arising from disability
- Harassment
- Victimisation
- Failure to make reasonable adjustments in order to accommodate a person's disability

## Sexual Harassment

There has been a recent update in the legislation which came into effect in October 2024.

This requires employers to take reasonable steps to protect employees from sexual harassment.

The ACAS guide for employers to creating a sexual harassment policy:

<https://www.acas.org.uk/sexual-harassment>

For more information visit:

<https://www.equalityhumanrights.com/guidance/sexual-harassment-and-harassment-work-technical-guidance>

You will have policies in place to support your staff which you will also follow for your student.

Bury College is committed to promoting equality, diversity and inclusion for all learners and Learning and Skills Coaches will therefore discuss these issues with your students during their visits.



# Frequently Asked Questions



## INDUSTRY PLACEMENTS

### DO I NEED TO PAY THE STUDENT?

Industry placements are about providing students with high quality, meaningful training, not work. Therefore, students are not entitled to a salary as the placement is forming part of a course of further education. There is no legal requirement or expectation that students will be paid. However, you can pay the student should you wish to, or support the student with their travel and subsistence costs. In the past, some employers have paid or offered a free meal to placement students and some employers picked up and dropped off the student in areas where public transport was not available.

### HOW ARE INDUSTRY PLACEMENTS DIFFERENT TO WORK EXPERIENCE?

Work experience typically involves a student shadowing you for 1 or 2 weeks, having not necessarily studied a course relevant to your industry. They are mostly there to observe and experience a first taster for the world of work. However, industry placements will be for a minimum of 315 hours (45-50 days on average), with students studying a related course meaning they will have relevant skills and knowledge that enable them, after a period of induction, to add value to your business.

### WILL THERE BE LOTS OF PAPERWORK?

No. All legal, health and safety, insurance and other documents will be given as templates, pre-filled where possible, to minimise your workload and the amount of paperwork required, in addition to any internal processes you will need to complete as a business.

### HOW CAN I BALANCE THIS WITH CORE BUSINESS ACTIVITIES?

Students will undergo preparation by their education providers before coming to you, and clear responsibilities, working hours and other workplace expectations should be set out in the industry placement agreement which is signed by you, the student and their education provider prior to the placement. You should agree with your student what their goals and responsibilities are for the placement at the start and monitor their progress towards these. Given the opportunity and some initial support, they should be able to add value. Bury College will also be on hand to support if challenges arise, to ensure both parties get the most from the placement.

### WHAT SUPPORT WILL I RECEIVE?

Bury College will support you to set up the placements, from dealing with administration to helping you find the right student. Once a placement begins, the college will continue to provide support to both the student and line manager, where necessary, and will seek to learn and improve the process over the course of the placement.



# INDUSTRY PLACEMENTS

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