



Guidance For Employers

Work Experience & T- Level Placements



Our Vision

At South Bank Colleges, we aim to prepare students for future success in education, employment, or training. Our high-quality, up-to-date services are relevant to both local and national career opportunities, providing students with valuable work experiences. Our Careers, Information, and Advice program, accredited by Matrix from the Department for Education, reflects our dedication to career excellence and quality.

Strong Partnerships for Student Success

At South Bank Colleges, we are proud of our strong, long-standing partnerships with London businesses. These partners offer our students valuable development advice and numerous hands-on work experience opportunities each year.

How Employers Can Attract and Retain Young Talent

Employers often reject young job applicants due to lack of experience. However, Gen Z is changing the workplace! To attract and keep top young talent, employers must align their core values. Young people want meaningful work, growth opportunities, inclusivity, and work-life balance. Employers need to adapt their culture and hiring strategies to stay competitive and invest in the future workforce.

Empowering Students Through Work Experience

Industry work experience helps students gain skills and confidence, preparing them for the workforce. It connects you with future talent and inspires the next generation. Many students secure paid jobs and apprenticeships through their placements. Work experience also meets your recruiting needs and supports Corporate Social Responsibility.

Best Practices for Hosting Student Work Placements



Placement Patterns

Work experience placements are a key part of the study programme for students at South Bank Colleges. Every student is required to complete a placement related to their course and career goals.

Placements can last from one day to several months, with a minimum requirement of 36 hours. While we prefer placements to be completed in a one-week block, we are open to discussing other arrangements that suit your business needs.

Our Work Placement Officers manage and support both students and employers throughout the placement process. Placements can be in-person, virtual, or hybrid, and must comply with our safety and safeguarding regulations.

South Bank Colleges will not arrange placements with businesses involved in tobacco, gambling, alcohol, or any politically or discriminatory affiliated organisations. Placements should not occur during non-standard hours or weekends unless pre-approved, and parental consent is required for such arrangements.

For more information please contact the Careers & Work Experience Team on 020 7501 5286 or gmensah@southbankcolleges.ac.uk

Your Duty of Care as an Employer

As an employer, you are required to provide a safe and healthy work environment for your employees, including any students on placement.

To ensure safety, you must identify potential hazards, assess associated risks, and take steps to manage these risks. You are responsible for determining which activities are safe for students.

Before a student can start their placement, you must provide:

- A named supervisor with contact details.
- An up-to-date Employers' Liability insurance certificate.
- A completed risk assessment.
- A signed onboarding document.

It is important to protect students during their placement and assign them meaningful tasks that offer insight into your business and align with their curriculum and practical skills.

Hosting Student Work Placement And T-Level Internships



Planning and preparation

A work experience placement is often a student's first introduction to the workplace and a significant step in their development. While we prepare students with basic employability skills and interview practice, they may lack the judgment and maturity of experienced workers and will require supervision.

To ensure a positive experience for both the student and your business, plan the placement carefully and set clear expectations in advance. You can expect the student to follow workplace rules and procedures, but any requirements and necessary training should be provided before the placement begins. Additionally, pre-placement checks will ensure your business can accommodate any additional needs or disabilities and comply with the Equality Act 2010.

Successful placements are well-planned. Create a timetable for the student outlining daily activities and designate supervisors for different tasks. Introducing the student to your team can also help them feel more comfortable.

We encourage you to participate in the selection process by interviewing students beforehand. During the placement, a Work Placement Officer will monitor progress and offer support if needed. Providing feedback on the student's performance will help us recognise their strengths and address any areas for improvement.

Financial Support for Students

As an employer, you are not obligated to pay students for their work placement. However, we encourage you to assist with any additional costs they might incur if possible. We can often cover travel expenses and provide any necessary personal protective equipment (PPE). If students are required to work on weekends or during holidays, we recommend compensating them or covering their costs.



Help Shape the Future of Students

Additional Ways for Employers and Businesses to Engage with South Bank Colleges

- **Industry Speakers** – Share your inspiring career journey with students.
- **Careers and HE Fairs** – Engage with students directly, offering industry insights and guidance on career and education pathways.
- **Employability Workshops and Masterclasses** – Assist in developing students' CVs, interview techniques, and essential skills.
- **Employer and University Taster Days** – Provide students with firsthand experience and insights into your industry.
- **Shadowing and Workplace Demonstrations** – Introduce students to innovative equipment and systems through hands-on experiences.
- **Visits, Trips, and Tours** – Give students a glimpse into the working world by showcasing your work environment.

Benefits for your Business

- Connect with educators and professionals to share best practices, network, and collaborate.
- Support internal career growth and expand your business.
- Access young talent as we train a highly skilled future workforce.
- Address hiring needs and build your talent pipeline.
- Meet Corporate Social Responsibility (CSR) goals and section 106 obligations.
- Align our curriculum with industry needs to close skills gaps.
- Attract young talent to your industry and bridge skills shortages.
- We are dedicated to strengthening our partnership with employers.