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| ***Are we ready for industry placements?****Checklist*  |

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Use this checklist to see how ready you are to offer industry placements to students.

The right-hand column signposts you to [T Levels and industry placement support for employers](https://employers.tlevels.gov.uk/hc/en-gb) – for guidance, tools, templates and resources to help you.

When you’ve finished the checklist, use the action plan to decide how you’re going to go from red or amber to green.

|  | ***WHAT NEEDS TO BE DONE*** | ***RATING****Green (done); Amber (partly done); Red (not done)* | ***TOOLS AVAILABLE***  |
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| **Understanding industry placements** | Are our senior managers signed up to offering industry placements? |  | [Making the case to my organisation for T Level industry placements](https://employers.tlevels.gov.uk/hc/en-gb/articles/4403450084754-Are-we-ready-to-offer-industry-placements-Checklist-and-action-plan) |
| Do we know what the cost and benefits for our organisation are? |  | [The benefits and costs of industry placements](https://employers.tlevels.gov.uk/hc/en-gb/articles/4403442965266-Exploring-the-benefits-and-costs-of-an-industry-placement#h_01F6S75ZDY82ZPCV5TCVJR6WFB) |
| Do we understand how T Levels and industry placements fit in with plans we already have for developing our people and our workforce? |  | [How T Levels can contribute to your workforce development plans](https://employers.tlevels.gov.uk/hc/en-gb/articles/11642401610770-Webinar-recording-How-T-Levels-can-contribute-to-your-workplace-development-plans) |
| Have we looked at examples of high-quality industry placements? |  | [Case studies](https://employers.tlevels.gov.uk/hc/en-gb/categories/4403442822802-Skill-areas-and-case-studies) |
| Do we know how we’re going to identify and brief the line managers and mentors who’ll be supporting our industry placement students? |  | [Roles and responsibilities – supporting learners on their placement](https://employers.tlevels.gov.uk/hc/en-gb/articles/4403442912402-Roles-and-responsibilities-supporting-learners-on-their-placement) |
| Have we considered whether students could come to us one day a week, in a block, or in some other pattern? |  | [Which industry placement models could work for you?](https://employers.tlevels.gov.uk/hc/en-gb/articles/4403442955154-Which-industry-placement-models-could-work-for-you-) |
|  | Have we considered whether any of the delivery approach for industry placements would work well for us and students? |  | [Delivery guidance](https://employers.tlevels.gov.uk/hc/en-gb/articles/10007415795602-Industry-placement-delivery-approaches) |
| **First steps** | Have we found a college, school or other type of provider (or potentially more than one)? |  | [Working with the right college, school or other provider](https://employers.tlevels.gov.uk/hc/en-gb/articles/4403442899346-Working-with-the-right-college-school-or-other-provider) *(and you can call the National Apprenticeship Service (NAS) on 08000 150 600)* |
| Have we identified which T Levels are relevant to us?  |  | [Which T Levels could be relevant to my organisation?](https://employers.tlevels.gov.uk/hc/en-gb/articles/4403450133650-Which-T-Levels-could-be-relevant-to-my-organisation-) |
|  | If the placement is shared with another employer or with partners and subcontractors, have we agreed how the shared placement will work? |  | [Hosting an industry placement with another employer](https://employers.tlevels.gov.uk/hc/en-gb/articles/4412448494866-Hosting-an-industry-placement-with-another-employer) |
| **Planning and preparing** | Do we have a process for creating a job description for each student while they are on their placement with us? |  | [Industry placement role descriptions](https://employers.tlevels.gov.uk/hc/en-gb/articles/7263592768402-Industry-placement-role-descriptions) |
| Do we understand the different tasks and projects a student could complete during the placement? |  | [Selecting relevant and appropriate industry placement projects and tasks](https://employers.tlevels.gov.uk/hc/en-gb/articles/4403442949266-Planning-industry-placement-projects-and-tasks) |
| Have we reviewed and adjusted our health and safety policies for young people, if needed, e.g. some young people may be more at risk of accidents because of their inexperience? |  | [Legal compliance](https://employers.tlevels.gov.uk/hc/en-gb/articles/4403442891794-Legal-compliance-for-industry-placements) |
| Do we have the right insurance?  |  | [Legal compliance](https://employers.tlevels.gov.uk/hc/en-gb/articles/4403442891794-Legal-compliance-for-industry-placements) |
| Do we know what we have to do in terms of safeguarding and Prevent? |  | [Legal compliance](https://employers.tlevels.gov.uk/hc/en-gb/articles/4403442891794-Legal-compliance-for-industry-placements) |
| Do we have the right data protection, access and security policies for students?  |  | [Legal compliance](https://employers.tlevels.gov.uk/hc/en-gb/articles/4403442891794-Legal-compliance-for-industry-placements) |
| If transport might be difficult for our industry placement students, have we decided how we can help them? |  | [Providing industry placements in rural and remote areas](https://employers.tlevels.gov.uk/hc/en-gb/articles/4403442935442-Providing-industry-placements-in-rural-and-remote-areas) |
| **Final preparations** | Have we agreed whether payments will be made to students, and if so, the amounts, conditions, methods, etc.? |  | [Making payments to industry placement students](https://employers.tlevels.gov.uk/hc/en-gb/articles/4403450119826-Making-payments-to-industry-placement-students) |
| Do we know how we’re going to work with our college or school to make sure we get the right students? |  | [Selecting students for industry placements](https://employers.tlevels.gov.uk/hc/en-gb/articles/4403450112530-Selecting-students-for-industry-placements) |
| Do we have an industry placement agreement with the college or school? |  | *(your college or school will lead on putting this agreement in place)* |
| Have we decided how to provide the practical things students will need, e.g. food, clothing, protective equipment, or support for students with special educational needs or disabilities? |  | [Final Preparations Checklist](https://employers.tlevels.gov.uk/hc/en-gb/articles/4403450148498-Final-preparations-checklist) |
| **During placements** | Do we know how we’re going to manage and support industry placement students, once they’ve started? |  | [Managing young people who are new to the workplace](https://employers.tlevels.gov.uk/hc/en-gb/articles/4403450099090-Managing-young-people-who-are-new-to-the-workplace)[Helping students learn](https://employers.tlevels.gov.uk/hc/en-gb/articles/4403450113426-Helping-students-learn)[Effective mentoring for industry placement students](https://employers.tlevels.gov.uk/hc/en-gb/articles/4403450120850-Effective-mentoring-for-industry-placement-students) |
| Have we put in place any materials, equipment or resources the student needs when they start their placement? |  | [Day 1 Checklist](https://employers.tlevels.gov.uk/hc/en-gb/articles/4403450098066-Day-1-induction-checklist) |
| Have we put in place any support needed for industry placement students with Special Educational Needs and Disabilities? |  | [Supporting industry placement students with Special Educational Needs and Disabilities](https://employers.tlevels.gov.uk/hc/en-gb/articles/4403442966290-Supporting-industry-placement-students-with-Special-Educational-Needs-and-Disabilities) |
| **Review** | Have we agreed a process to review the placement with the student and college or school? |  | [End-of-placement review with the student](https://employers.tlevels.gov.uk/hc/en-gb/articles/4403450114578-End-of-placement-review-with-the-student)[End-of-placement review with the provider](https://employers.tlevels.gov.uk/hc/en-gb/articles/4403450123538-End-of-placement-review-with-the-provider) |

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| ***Are we ready for industry placements?****Action Plan* |

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| ***ACTION NEEDED, FROM YOUR CHECKLIST*** | ***CURRENT RATING*** | ***WHO’S RESPONSIBLE*** | ***TARGET DATE*** | ***REVIEW******DATE*** | ***REVIEW NOTES*** |
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