

START Phase 1:
Jun/Jul for Autumn
Oct/Nov for Spring
Jan/Feb for Summer

Phase 1 *duration up to 1 month*

CSIP team

Matches placement/s subject to student requirement
Confirms provisional match to department

Phase 2 *duration up to 6 weeks*

CSIP team

Obtain ID documents from students via college contact for DBS checks
Share details of student and college contact/s to department
CSIP team monitor progress of checks and keep department informed
Set up line manager training sessions

Department

Line Managers attend training
Line Managers hold 3 way call with College & Placement Lead to discuss potential start date, placement pattern & flesh out role profile
Commence high level checks (if applicable)

Phase 3 *duration - approx 2 weeks (or 4 weeks+ for high level checks)*

CSIP team

Notify department when student checks completed
Hold central induction for students

Department

Line Managers hold student introductory meeting with college & confirm start date, (request all cameras are on if this is held by video call)
Organise IT for student as per Line Manager guidance

**Student ready
for placement to
commence**