**What employers can do and how providers can help**

Checklist

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| Area of responsibility | What employers can do | How providers can help | Actions for the employer | Actions for the provider |
| Policy and planning | * Create a positive attitude towards students with SEND, e.g. in HR policies
* Raise awareness of SEND across the organisation
* Communicate the value of hosting placements for students with SEND
* Set a target for the number of students with SEND on placements
* Plan for placements with students with SEND, including any adjustments needed
 | * Advise on policy content
* Provide input to awareness-raising events
* Give examples of students with SEND successfully undertaking placements
* Suggest how the placement can be tailored to a student with SEND
* Advise on adjustments for individual students
* Organise the student’s travel to and from the placement site
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| Student selection | * Develop a SEND-friendly recruitment and selection process
* Give students the opportunity to learn about the placement
* Provide information in accessible form
* Understand the student’s needs
* Help the student to make an informed decision about the placement by answering any questions they may have
 | * Identify students with SEND
* Create opportunities for students to get to know the employer
* Prepare students for interviews
* Provide information about each student’s needs
* Give the student time to consider the placement before making a final decision
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| Health and safety  | * Carry out a risk assessment
* Give students training onsite
* Use enhanced supervision where appropriate
 | * Advise on risk assessment process for students with SEND
* Provide input to training
* Advise where enhanced supervision may be needed
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| Welfare and wellbeing | * Make it clear to staff that the welfare and wellbeing of the student are top priority
* Tell the student about the organisation’s wellbeing policies and processes
* Talk often to the student about how they are feeling
* Follow up straightaway on any concerns
* Check that the student feels comfortable before starting new tasks or giving them new responsibilities
 | * Provide contact details of staff and professional support teams
* Communicate regularly with the line manager/mentor
* Tell them straightaway if there are any issues
* Support them if the student expresses any concerns about the placement
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| Placement support | * Train line managers and mentors how to support students with SEND
* Enable them to make the appropriate adjustments, e.g. to working times and patterns, use of equipment, task selection etc.
* Supervise the student carefully
* Review the student’s progress regularly and often
* Recognise and record their progress
 | * Provide input to training
* Suggest what adjustments are appropriate for each student
* Check the supervision arrangements
* Take part in progress reviews
* Respond straightaway to any questions or concerns from the student’s line manager/mentor
* Arrange additional support for students with complex needs, e.g. job coach
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