**Checklist – Growing your industry placement programme**

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| Category | Key Factors | Yes | No |
| Growth plan | 1. The organisation’s senior management is committed to increasing placement numbers
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| 1. Clear strategic reasons for increased numbers have been communicated to the business
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| 1. An annual target has been agreed for the number of placements to be offered
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| Skills and workforce planning | 1. The supply of new placements is linked to demand for future skills
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| 1. T Level subjects are selected to match roles needed now and in future
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| 1. Opportunities are available for students to progress into jobs and apprenticeships inside the organisation
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| 1. Partnerships exist with other employers for students to progress into jobs and apprenticeships
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| Placement locations | 1. Locations for new placements have been identified and managers in these locations are supportive
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| 1. There are enough line managers and mentors to support the new placements in every location
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| Internal resources | 1. The need to plan and coordinate growth in placement numbers is recognised by senior management
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| 1. There are enough staff to manage the growth plan effectively
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| 1. Processes and systems for managing new and existing placements are in place
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| Providers (schools and colleges) | 1. One or more providers have been selected for every new placement
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| 1. Relationships with provider staff are being established and developed locally
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| 1. Placement agreements are in place for each placement
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| Outreach | 1. High quality information is provided about each of the placements being offered
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| 1. Benefits for students are emphasised, e.g. practical experience, career development, networking
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| 1. There is accurate and up-to-date information about placement requirements and the application process
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| Placement models | 1. Clear information about standardised delivery models is given to local managers
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|  | 1. Local managers know they can be flexible in applying these models to individual placements
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|  | 1. Changes to the models are agreed with the provider and communicated to the programme coordinators
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