



Norfolk County Council



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Factsheet 6

Preparing Students for Placement



6. Preparing Students for Placement

Schools should:

- Brief students on how to get the most out of their placement, including planning their travel to arrive on time (or better still, a few minutes early!) see **My WEX Placement** for travel preparation tips. **TITAN** travel training is available for students with SEND – please visit: www.norfolk.gov.uk/titan
- Set learning objectives – soft (employability) skills, career exploration, sector skills
- For pre-16 and SEND students, the focus may be more on health and safety and developing soft skills via an introduction to the working world
- Brief students on expectations (both of school and employer), responsibilities, behaviour, safety, and communication. This should include expected standards in dress code, timekeeping, language, confidentiality, appropriate use of mobile phones, social media etc. – see **My WEX Placement**
- Ensure students are made aware of the need for them to listen carefully, follow instructions and adhere to health and safety policies – and that not doing so may have an impact on both them and others
- Brief parents/carers on how they can support their young person by:
 - Making sure they arrive on time after a good night's sleep
 - Talking to them on a daily basis about their experiences
 - Reminding them to keep a diary of what they've done that day and record any useful information they need to remember
 - Helping them to stay positive if they aren't particularly enjoying their placement.
 - Contacting the school or college's designated safeguarding lead immediately if there are any issues which need addressing
- Fully brief support staff – especially support staff in SEND schools who will be attending placement with students
- Brief other influencers, such as senior leaders in school/college
- Ensure all agreement/permission forms are completed and signed
- Ensure students are given any support resources prior to placement – e.g. placement information sheet, work experience diary, logbook, **My WEX Placement** guide *
- Ensure all parties (student/employer/school) have each other's contact details in case of problems or emergencies

Some employers may ask for a CV when approached for work experience and may also ask for the student to visit for an informal interview before offering placement. Students may need some help with CV writing and interview skills.

Examples, editable templates, student forms and more can be found in Factsheet 10 *Resources



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