



Norfolk County Council



Factsheet 7

Preparing Employers for Placement



7. Preparing Employers for Placement

Encourage and support employers to:

- Match the placement to the student's goals and tailor activities where possible
- Understand any health needs disclosed by the student & how you can all effectively support them while on placement
- Provide variety so students can observe different roles, discover new jobs and maintain interest
- Show how roles fit together within the organisation and wider sector
- Assign meaningful tasks that give the student a sense of responsibility and achievement
- Challenge students appropriately, based on their capabilities (informed by discussions with the school)
- Support the student's log book/diary by engaging with their record-keeping
- Provide a short evaluation or reference at the end of the placement

Induction checklist

Schools can help employers prepare by asking them to complete an induction checklist on day 1

Employer Expectations

Employers should clearly outline expectations to students around:

- Attendance & timekeeping – being early, returning from breaks on time, independence regarding toilet breaks
- Mobile phone & social media use – phones only in breaks; no posting about the company unless approved or a part of the work experience that they are undertaking
- Professional behaviour & language – respectful communication, no inappropriate language
- Personal presentation – appropriate clothing, hygiene, alertness.
- Organisation – knowing who to report to, bringing required paperwork/log books
- Accountability & initiative – taking interest, asking for more work when tasks are complete, asking questions when uncertain to clarify their understanding
- Teamwork skills – helping colleagues, learning from experienced staff, showing appreciation to those who offer guidance

Information and links to suggested resources for employers can be found in Factsheet 10 *Resources*



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- All reasonable efforts have been made to ensure that the information in this publication was correct at time of going to press (April 2026)
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