

# OUTSTANDING TEACHING, LEARNING AND ASSESSMENT TECHNICAL SKILLS NATIONAL PROGRAMME

**Placemnt planner for employers**

**Created by Grimsby Institute Group for SENT**

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Managed by



In partnership with

**emfec**

# PLACEMENT PLANNER: HOSTING TEACHING STAFF IN YOUR WORKPLACE

Created by the *Skills Exchange Network for Teachers* [v11.1]



This is a planner to help you host teaching staff on placements at your workplace. It should be used with the accompanying *Guide for Hosting Teachers in your Workplace*.

## Planning a Placement in your workplace

Please complete parts 1-3 before the placement, and part 4 afterwards.

### ***Part 1: Aims for the placement***

What educational or industrial needs do you hope to address with a teacher placement?	
If you have any relevant strategic aims or objectives around education and training, please list them here	
Is this in response to an approach from an education provider?	
What benefits do you anticipate for this set of sector placements:	
for your business?	
for your employees?	
for future recruitment and/or training?	
What barriers to a placement do you anticipate will need resolving?  [e.g. security, insurance, timings, PPE and safety, costs]	

## **Part 2: Pre-placement meeting agenda**

Teacher(s) name, provider and contact details	
Subject / area of expertise	
Name of student groups	
Employer rep name and contact details	
Approx. number of employees	
Short overview of the provider (relative size / role in the sector, student demographics etc.)	
Proposed dates for placements (aim for at least 6 weeks' preparation time)	
Placement type (delete as appropriate):	<ul style="list-style-type: none"><li>- Observation only</li><li>- Observation and limited participation</li><li>- Participation in tasks or problem solving</li></ul>
What are the aims of the education provider for this placement?  Can they match the aims of the employer?	
How does the teacher intend to make best use of the placement to improved students' learning experience?	
How does the teacher intend to pass on advice	

and guidance to students about your Occupational or Employment sector? Discuss this with the teacher	
How will you use your placement experience to advance equality & diversity for students and/or employees?	
Overcoming barriers – discuss here how both partners can ensure the placement is feasible, and beneficial	

### ***Part 3: Proposed Placement details***

Teacher(s) name and contact details	
Subject / area of expertise	
Courses and programmes that would benefit from the placement	
Provider liaison name and contact details (employer engagement team)	
Approximate total number of employees	
Short overview of the employer (relative size / role in the sector, main product/service etc.)	
Placement type:  Observation only  Observation and limited participation  Participation in tasks or problem solving	
PPE / Health and Safety notes	
Teacher aims for placement	
Employer aims for placement?	
Draft timetable	

#### Part 4: Employer Evaluation and next steps

What went well on the placement, from your perspective?	
What could be improved if you hosted another teacher placement?	
List the main 3 things you learned with regard to how providers educate students in your sector	
List the main 3 things you intend to take back to your business to inform to help develop your growth	
<p>What next steps would you like to take? You can liaise with the provider employer engagement team to advance these ideas.</p> <p>(delete as appropriate)</p>	<ul style="list-style-type: none"> <li>- Another placement</li> <li>- Possible student placement</li> <li>- Apprenticeships</li> <li>- A training partnership</li> <li>- Helping to design a curriculum for your sector</li> <li>- Participating in other events for students: <ul style="list-style-type: none"> <li>Guest speaker</li> <li>Mock interviews</li> <li>Hosting group student visits to your workplace</li> <li>Skills shows and events</li> </ul> </li> </ul>