



Work Placement Provider Guidelines

Boost your business with high-quality work placement students





WELCOME

Work Placement Celebration Event

A very warm welcome from the team at The Training Partnership Limited (TTPL).

We are a local company providing Work Experience Programmes for young people from around the world for over 20 years. We are dedicated to providing exceptional and life-changing experiences, and in the past 5 years we have successfully organised over 4000 work placements around South Devon in sectors ranging from retail and hospitality to engineering and pharmaceutical.

Our success would not be possible without two things:

The high quality of local employers who provide excellent work experience opportunities and are committed to our students.

The high quality of students that are focused on personal success and come to the UK to gain new skills and improve their English.

20+ years of successfully placing students into local businesses has taught us that it is very important that expectations of all parties are met.

We have built our excellent reputation upon the level of care that we extend to our students and local employers.

We strive to ensure that students and employers have a happy and positive experience, every time.

We are always on hand to assist employers with any issues that may arise and students are fully supported with an inclusive package that provides:

- Welcome Meeting
- Personal introduction to work placement by TTPL on the first day
- Weekly social meetings
- Emergency 24/7 contact
- High-quality host family accommodation

The benefits to your business

- Exceptionally motivated students
- Business growth
- Tap into new markets with international students
- Cultural diversity
- Bring new ideas to your team
- Up-to-date technology and social media skills





Your questions answered

How much will this cost my business?

There is no monetary charge. All that is needed from the employer is a work space, an induction, training if required and any appropriate PPE.

How will I benefit?

You will gain from an additional team member with fresh ideas, relevant skills and loads of enthusiasm.



How good will a student's English be?

Students are expected to have a reasonable level of fluency and be able to converse easily. Most will be very good and we will tell you in advance what level of English to expect.

What work can a student do?

Appropriate and relevant projects and tasks, suitable to skill levels, can be agreed in advance or daily tasks allocated during the placement.

How long will a student come for?

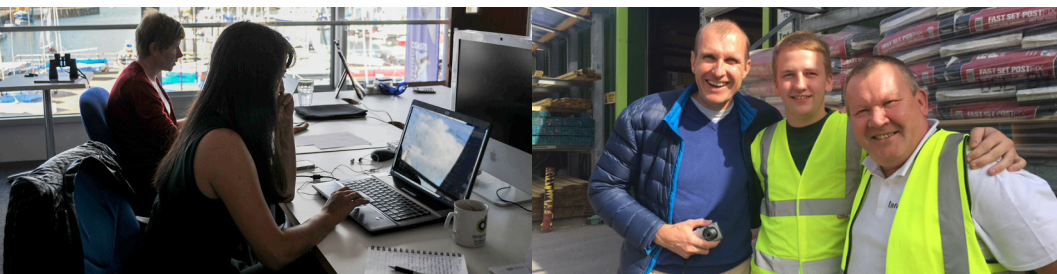
Students can be in a placement from 2 weeks to 6 months depending on their request.

What hours can a student work?

Unpaid Work Experience students are available for work Monday to Friday daytimes, except Thursday afternoons when they participate in TTPL's weekly social/cultural meeting. Shift work should be avoided.

How do students get to work?

Usually students have a bus pass or live with a host family nearby.



What if my student is ill or has an accident?

Please take immediate action according to company policy and inform us so that we can assist.

Do my premises need to be checked?

Yes, a member of The Training Partnership team will visit you before your first student starts work.

What support does TTPL offer?

Rest assured that if any concerns arise, you can trust us to work with you to resolve the situation and if necessary withdraw the participant.

"A work placement is a great way of gaining some extra help from someone who is enthusiastic to learn and assist, as well as giving that person the opportunity to gain skills and experience in your business without coming to any long term contracts."

Exeter City Council

Just some of the many sectors we work in...

- Accountancy
- Administration
- Architecture
- Care Worker
- Carpentry
- Childcare
- Dentistry
- Education
- Engineering
- Finance
- Graphic Design
- Health Care
- Hospitality
- Human Resources
- Information Technology
- Laboratory
- Law
- Manufacturing
- Marketing
- Pharmaceutical
- Printing
- Purchasing
- Retail
- Secretarial
- Teaching
- Tourism
- Warehouse
- Web Design
- Youth Worker



Health and safety

The wellbeing of our students is very important to us. Placement Providers we work with must:

1. Abide by UK Health and Safety legislation, along with any other applicable UK legislation
2. Maintain Public and Employers Liability insurance coverage
3. Complete a TTPL 'Placement Provider Information' form
4. Provide a full induction and any training required

Induction

An induction should cover the following:

- A guided tour of the premises
- Introduction to direct supervisor and work colleagues
- Introduce any essential policies, procedures or practices
- Confirm hours of work, including rota systems if appropriate, rest breaks and lunch times
- List of main tasks, responsibilities and limits
- Explanation of the management structure
- Introduction to toilets and rest areas, including rules for making or paying for refreshments
- Show the fire exits and fire evacuation route, external fire point meeting area and procedures, including any equipment such as fire extinguishers or blankets
- Provide and demonstrate any personal protection clothing or equipment needed for the work placement tasks
- Introduce any Health and Safety and First Aid personnel
- Show where the First Aid Kit is kept
- What to do in the event of sickness or other absence

Employer feedback

"The enjoyment/energy the students bring to the workplace and staff means we keep saying "yes" every time to a new student!"

Kents Cavern

"It isn't just what the students can learn from us - it is what we can also learn from them. It's always fantastic seeing the students grow whilst they are with us."

Bay Advocates Ltd

"Our work placements have been a joy. They not only bring fresh ideas and creativity, but we learn new languages and make good friends."

Pyramid Torbay



Terms and Conditions:

This agreement does not in any way commit either TTPL to provide you with students for work experience nor for you to be obliged to host them, other than by individual arrangement for each placement. It is intended to provide a clear agreement of responsibilities for each party.

This does not represent a contract of employment.

1. The Placement Provider agrees as follows:

- I. To provide practical work experience for agreed student enrolled on a placement via TTPL for a fixed period of time as agreed.
- II. To nominate a named supervisor employed by the Placement Provider to be a point of contact and advisor to the student during the placement.
- III. To provide a full induction, (as detailed on page 7 of these Guidelines).
- IV. Where applicable, appropriate Personal Protective Equipment should be provided and demonstrated to the student.
- V. To assist the student to become familiar with the policies and procedures of the Placement Provider and any other necessary information.
- VI. To participate in meetings as required for evaluation of the experience with TTPL, the student and, on occasions, a representative of the student's university, college or agency.
- VII. To maintain Public and Employers' Liability insurance coverage as required by current UK legislation, and to provide details of this cover and a copy of the certificate to TTPL on an annual basis.
- VIII. To adhere to UK Health and Safety legislation and to complete the TTPL 'Placement Provider Information' form to confirm compliance.



- IX. Students on the following kinds of educational programme are expressly excluded from the right to receive the National Minimum Wage, even if the content of their placements might otherwise make them a worker:
- Students engaged in work experience for less than one year as part of either a Higher Education Course or a Further Education Course
 - Students who are participating in an educational programme funded by Erasmus+
 - Students who are participating in a programme supported by the European Social Fund
- X. If a student is considered to be a worker for the purposes of the National Minimum Wage Regulations or National Living Wage Regulations ('NMWR/NLWR'), to undertake to pay the student for the work that they do in accordance with current regulations. The Placement Provider undertakes to indemnify TTPL against any loss, costs or expenses incurred as a result of the Placement Provider's breach of NMWR/NLWR.
2. **TTPL agrees as follows:**
- I. To provide a named contact employed by TTPL to answer and respond to any query raised regarding the student.
 - II. To consult, prior to placement, with the representative of the Placement Provider to discuss the suitability in terms of ability, language skills and time scale any potential student and obtain written, electronic or verbal agreement to that placement.

Student feedback

"I had a fantastic team, a great customer contact and always worked in a good atmosphere. I enjoyed going there everyday!"

Lea-Kathrin, Germany

"I have enjoyed working in such a professional environment. I have got invaluable professional experience that will definitely boost the quality of my CV."

Alex, Spain

"I was involved in a cool project, my workplace let me design an entire catalogue for their American customers and it was amazing."

Giulia, Italy



- III. To provide a TTPL ‘Work Agreement Form’ for each agreed student, summarising student and placement details.
- IV. Where appropriate, to provide the Placement Provider with copies of any necessary certificates, visas, permits or DBS (equivalent) checks from the student’s country of origin.
- V. To not charge the Placement Provider a fee.

3. All parties agree as follows:

- I. This Agreement will remain in force until it is either superseded or cancelled by either party.
- II. The Placement Provider or TTPL may terminate a student’s work placement without further obligation where:
 - The student fails to meet the academic or skills requirements on which the work placement is based or does not meet the expectations of the Placement Provider
 - The student fails to participate in and/or complete the work placement
 - The tasks and duties of the work placement do not meet the requirements of the student’s sending organisation or do not match the expectations of the student
 - The actions of the student during the work placement are disruptive to the Placement Provider, harmful to staff or clients of the Placement Provider or otherwise in contravention of policies of TTPL or the Placement Provider applicable to the student
 - The Placement Provider fails to meet its obligations under this Agreement
- III. The Placement Provider or TTPL may terminate this Agreement without further obligation by providing two weeks’ notice of intention to do so to the other party of this Agreement.

IV. Any part of this Agreement may be revised or amended at any time, with the written approval of all parties.

4. **GDPR and Data Protection Act 2018**

Placement Provider Data

Where TTPL receives or holds, any Personal Data, as defined by EU General Data Protection Regulation (GDPR) from a Placement Provider, it shall ensure that it fully complies with the provisions of the regulations and only deals with the data to fulfil its obligations under this Agreement.

- a. Personal data collected from the Placement Provider could include, but is not limited to, name and contact numbers, home address (for businesses operating from the Provider's home) and any other information pertinent to the provision of the placement. Placement Providers can request to see their data we hold at any time.
- b. This is collected in order to carry out our duties before, during and after the placement and is used on the basis of legitimate interest and sometimes also on a contractual basis. The data will be kept for up to 7 years after the end of year in which the placement took place in case of Audit by EU National Agencies or other regulatory bodies.
- c. Limited data relating to the Placement Provider will be shared with interested parties; such as students, clients, host families and funding organisations relevant to the placement.

"A brilliant succession of bright vibrant students who have integrated and produced some great work and designs."

Big Wave Media

Student Data

Data Controller

TTPL is the Data Controller for the Personal Data of the students. TTPL shall share the data with the Placement Provider by email, telephone or in paper copies.

Data Processor

1. The Placement Provider is the Data Processor for the Personal Data of the students.
2. The Placement Provider receives or holds, any Personal Data for students, it shall ensure that it fully complies with the provisions of GDPR and only handles the data to fulfil its obligations under this agreement.
3. Personal Data of the students shall not be retained where an offered student is declined a work placement or is cancelled.
4. On completion of the placement Personal Data of the student shall not be retained unless you are compliant under GDPR to do so.



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