



THE INSTITUTE OF THE MOTOR INDUSTRY

## Competing for talent:

A guide for employers providing  
work experience placements  
in the motor industry across the UK

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# How to use this guide

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Dear Employer

Thank you for taking the time to read this guide. You may be reading this to:

- get an idea of what is involved in offering work experience placements to students undertaking motor industry education, training and qualifications; or
- you may have provided work experience placements in the past.

Whatever your reasons, thank you for getting this far and we hope that you will soon see the benefits of getting a head start on your competitors by attracting talent into your business.

The purpose of this guide is to:

- bring together best practice from previous work experience guides for the automotive industry into one guide suitable for all students undertaking motor industry qualifications at any age, at any level across the UK;
- provide useful checklists which complement your existing procedures regardless of the size of your company;
- support you if you are new to placements or act as a refresher if you have been providing placements for some time.

All the information you need about work placements is contained within this guide and the work placement organiser will talk everything through with you beforehand.

The main guide is in three parts and consists of useful checklists:

1. to help your company prepare for the student's arrival;
2. to ensure that the placement goes smoothly and that you and the student get the most out of the experience;
3. to review how the placement has gone.

At the back of the guide are copies of agreements and forms for information:

- a copy of the Work Experience Agreement;
- a copy of the activity sheet which the student will complete during their placement;
- a copy of the student's goal setting and diary sheets;
- the work experience placement sign off sheet;
- a summary of the legal requirements if students are aged under 18.

Very best wishes

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# Before the student arrives

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	<b>Preparation</b>	<b>Yes ✓</b>
1.	We have discussed the work experience placement requirements with the organiser (school, college or training provider) and have their contact and emergency contact details.	
2.	We have identified the employee who will supervise the student(s) and they are clear about their responsibilities, including supervising the student(s) at all times.	
3.	We have agreed with the organiser if the safeguarding conditions apply to any of the students and if necessary, the person supervising the student has been CRB checked.	
4.	We have the name(s) of the student(s) and we have informed relevant members of staff in the company when the student will be on the premises, what they will be doing and asked them to support the student as much as possible.	
5.	Our employers and public liability insurance covers students on placements.	
6.	We have carried out a health and safety and risk assessment before the student arrives.	
7.	We have agreed what activities they will do during the placement so that they understand our company and experience a taste of the world of work.	
8.	We have agreed the process for completing the sign off sheet at the end of the placement.	
9.	We have a signed work experience agreement, provided by the placement organiser, in place.	
	<b>Optional</b>	
10.	We have agreed with the organiser, a pre-placement visit from the student and what it will cover Or we have interviewed the student(s)	

# During the placement

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## Notes:

- **students must be supervised at all times by a responsible adult – refer to the terms and conditions of your insurance cover.**
- **the length of the placement will vary, therefore, you can decide how you spread the activities, although activities 1 – 5 should take place as early in the placement as possible.**
- **feel free to combine this checklist with your normal induction procedures, as long as the activities below are covered during the placement.**

	Activities	Yes ✓
1.	Welcome to the company and the student(s) introduced to their supervisor.	
2.	A guided tour of the premises and introduced to key members of staff with whom they will come into contact with.	
3.	Health and safety, risk, hazards, fire and emergency procedures, details of any prohibited or restricted tasks, activities, areas or work equipment have been explained and any personal protective clothing/equipment is provided.	
4.	Explanation about: <ul style="list-style-type: none"> <li>• the history of our company and type (sole trader, limited company, franchise etc);</li> <li>• how many employees work here/UK/elsewhere and in which jobs/levels;</li> <li>• the main services and/or products we provide;</li> <li>• who our main customers are e.g. members of the public, dealerships, fleet management companies;</li> <li>• working hours, breaks and absence procedures</li> <li>• company rules and standards;</li> <li>• data protection policies and procedures;</li> <li>• the rights and responsibilities of paid employees e.g. holiday entitlement, complaints/disciplinary procedures, grievance, protection of wages, dismissal, redundancy, employee representation (trade unions).</li> <li>• the student knows who to go to in the company if there are any problems during the placement.</li> </ul>	
5.	The supervisor has been through the student's work experience workbook with the student at the start of the placement, so that they understand what the student has to learn during their placement.	
6.	Students observe staff undertaking a range of activities related to their programme/qualifications.	
7.	Students have opportunities to practice what they are learning under supervision.	
8.	Students have opportunities to talk to staff at agreed times to ask them questions related to understanding the company and/or motor industry and working life.	
9.	The supervisor and the student have reviewed the student's learning at regular intervals during the placement (recommend at least twice)	
10.	The placement organiser has visited the student whilst on placement.	

# At the end of the placement

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	<b>Activities</b>	<b>Yes ✓</b>
1.	The student and supervisor have met face to face to complete the end of placement sign off sheet	
2.	The student and supervisor each have a copy of the placement sign off sheet.	
3.	The manager responsible for signing off the placement on behalf of the company has completed Part one of the sign off sheet and returned it to the placement provider.	
4.	The above manager has met with the supervisor to review how the placement has gone and agreed anything we might do differently next time.	

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## Work Experience Agreement for the Motor Industry

Placement organiser	
School, college or training provider name:	
Address	
Telephone	
Contact name:	

Student details	
Full name	
Date of birth	
Emergency contact name	
Emergency contact telephone number	

Placement information	
Company name:	
Company contact name and job title	
Address	
Telephone number	
Dates of placement	
Hours of work	
Dress code	

### 1. Student responsibility

- I agree to go on the work experience placement.
- I shall attend my placement for the full work experience period.
- I will ensure the organiser and the placement company are notified if I am unable to attend the placement.
- My dress and behaviour will follow the company rules.
- I shall perform my duties to the best of my ability.
- I will follow the health and safety, first aid and emergency procedures at all times.

<b>Student signature</b>		<b>Date:</b>	
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### 2. Parent/Guardian Consent: If student under 18.

I consent to the above named student participating in the work experience placement detailed.

<b>Parent/guardian signature</b>		<b>Date:</b>	
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### 3. Placement provider's responsibility:

I agree for the named student to be placed with me for the purpose of work experience. I shall ensure the:

- Student is informed of health and safety arrangements in the workplace
- The organiser is informed of any accidents involving the student
- The organiser is informed of any unexplained absence by the student
- The student will not carry out any work which is prohibited by law.

<b>Placement provider signature</b>		<b>Date:</b>	
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### 4. Placement organiser

I agree for the above student to be placed for the purpose of work experience with the named placement for the period stated

<b>Placement Organiser signature</b>		<b>Date:</b>	
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### 5. Student goals

I would like to use the work experience placement to learn more about the following:

<b>Goal 1</b>	<b>Goal 2</b>	<b>Goal 3</b>



# Student's work experience activity sheet

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Student's name	Name of placement company	Dates of placement

Work Experience allows you to apply the knowledge and skills learned at college/school to a real working environment and gain an appreciation of the world of work. Working in the motor industry can offer many exciting and rewarding challenges. This workbook will help you find out about your work experience company and the jobs within it.

- ***The questions can be done in any order but try to answer all of them.***
- ***If you are unsure about any question, ask for help.***
- ***Answer in complete sentences unless constructing a list. Sketches are good too!***
- ***Use additional material if you can e.g. photos (remember to ask permission first), brochures, company information sheets.***

## 1. Type of business

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Private Owner    | <input type="checkbox"/> Franchised Dealership | <input type="checkbox"/> Public body( Police, local authority) |
| <input type="checkbox"/> Partnership      | <input type="checkbox"/> Non Franchised Garage | <input type="checkbox"/> Other _____                           |
| <input type="checkbox"/> Dealership Group | <input type="checkbox"/> Rapid Fit Outlet      |  |
- 

2. Who owns the company and when was it started?

3. If the company has more than one site, how many and where are they?

4. How many people work for the company – as a whole and at your location?

5. Briefly describe the products and services the company provides and to whom.

6. Draw a chart showing the structure of your placement company starting with the lower level jobs such as technician and ending with the highest level jobs such as manager, owner, director.

(student version has one whole page for this)

7. Describe any areas in the company you are not allowed to go unsupervised and why.

8. What is the procedure for checking in and out of the workplace?

9. What is the dress code at the workplace and why is this important?

10. If you have to wear protective clothing why is this important?

11. How many fire extinguishers are there, where are they located?

12. Where are the fire exits and what do you do if the fire alarm goes off?

13. List all the hazard signs you can find in the workplace and what they mean.

(student version has whole page for this).

14. How does the company recruit for jobs? (advert, job centre, CV etc)

15. What training does the company provide for new staff in jobs you are interested in?

Name:

Company:



**Copy of student's record of goals for the work experience placement**

<b>Goal 1:</b>	<b>How this has been achieved</b>
<b>Goal 2:</b>	
<b>Goal 2:</b>	

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Name:

Company:



**Copy of student's work experience placement diary for the Motor Industry**

Use this form to record the daily tasks and activities you carry out during your placement. Use one sheet for each day.

Day/date	Activities	<b>The main things I learned today (examples)</b> <ul style="list-style-type: none"><li>• putting technical knowledge into practice</li><li>• observing, listening and communicating at work</li><li>• being part of a team</li><li>• the differences between school/college and the workplace</li><li>• jobs/careers in the motor industry</li></ul>

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# Work experience sign off sheet for employers in the motor industry

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<b>Name of company providing this placement:</b>	
<b>Supervisor name:</b>	
<b>Name and position of person signing this placement off for the company:</b>	
<b>Student name:</b>	
<b>Placement organisation and contact name:</b>	
<b>Dates of placement:</b>	

## Part One: Feedback from the company.

<b>How satisfied is the company with the placement overall?</b>		
<b>Very satisfied</b>	<b>Satisfied</b>	<b>Not very satisfied</b>

What do you see as the main benefits of the placement are to the company?

In what ways, if any, can future placements be improved?

Will your company continue to offer work experience placements? Yes/No

If not, what would encourage you to do so?

Is your company willing to help promote the motor industry to students in other ways, such as talks in schools, guided tours of your premises etc?

**Signature of company representative authorised to sign off the placement:**

**Date:**

**Attach a copy of the student/supervisor sign off sheet (appears in the next section)**

# Work experience sign off sheet for **student** in the motor industry

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<b>Student name:</b>	
<b>Name of placement organiser:</b>	
<b>Name of placement company:</b>	
<b>Work experience provider name:</b>	
<b>Dates of placement:</b>	

**Feedback from the student:**

<b>How satisfied are you with the placement overall?</b>		
<b>Very satisfied</b>	<b>Satisfied</b>	<b>Not very satisfied</b>

What I learned from the placement and what went well.

Things that I might have done differently, if anything.

How I will put what I have learned into practice

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**Feedback from the supervisor:**

What has gone well about the placement and why

What has not gone so well and how it could have been improved

<b>Signature of student</b>	
<b>Signature of supervisor</b>	
<b>Date:</b>	

# Supplement for employers providing work experience placements for students aged under 18

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Your work experience placement organiser will advise you about this, but here is a short summary of what is expected.

## Definitions of young people and children

It is helpful to know how people are defined by age in health and safety law, especially when working out what the learner is allowed to do:

- anyone under 18 years old.
- anyone who has not yet reached the official age at which they may leave school, just before or just after their 16 birthday (this is often referred to as the minimum school leaving age.
- defined as anyone under the age of 18 in the case of safeguarding guidelines – see safeguarding young people below.

## Risk assessments in the workplace

All work placements need to undergo a risk assessment before a learner can start. Under health and safety law, employers must assess the risks to young people **before** they start a work placement and tell them what the risks are as required by the 'Management of Health and Safety at Work Regulations' 1999.

The purpose of the risk assessment is to identify significant risks and then reduce or eliminate such hazards in the workplace prior to the activity. A risk assessment is the responsibility of the employer.

## Safeguarding young people

In the vast majority of placements there will be no need for CRB checks (as the employer/employees involved will not have regular unsupervised access to young people at work).

However CRB checks must be **considered** in the following cases:

- 1) Learners identified by the school/college as vulnerable for educational, medical, behavioural or home circumstance reasons;
- 2) Placements which include a residential element;
- 3) Learners on placements lasting more than 15 days;
- 4) Placements located in particularly isolated environments with 1:1 working
- 5) Placements involving a high degree of travelling on a 1:1 basis with one employee over long periods (rule of thumb would suggest anything over half a day at a time.