

Expectations of Employers taking a student on Placement

We expect employers to:

- ✓ Recruit placement students in the same way and using the same procedure as for any other staff e.g. job and person specifications, contracts of employment, remuneration packages, Health & Safety, and complying with all relevant UK employment legislation including working-time directive, holiday time entitlement, payment of national insurance, tax.
- ✓ Provide the student with a copy of their written contract/agreement of employment, detailing hours of work, salary expected to be paid, holiday allocation, period of notice from either employer or student and any other details pertinent to their employ and subject to employment law requirements. Further information on UK employment legislation can be found at: <https://www.gov.uk/browse/employing-people/contracts>
- ✓ Note that in the UK, employers have full legal liability for students as employees.
- ✓ Ensure a suitable staff to student ratio. We expect this to be a minimum of one full-time staff member to every student employed. This is to allow appropriate support and development for the student and business contingency for the employer.
- ✓ Appoint a mentor/buddy in addition to the line manager/supervisor so that the student has peer support.
- ✓ Provide full Health and Safety trainings at the start of the placement experience, on day one.
- ✓ Provide company induction at the beginning of the placement with ongoing training throughout.
- ✓ Pay the student*. During the placement year the student is an employee of your organisation; they are expected to work normal company hours and are paid a salary. Salary should be commensurate with location and industry, degree of responsibility and hours worked.
- ✓ Work with BU guidelines to ensure that access and support requirements are provided to students on placement who have personal factors such as health, disability, linguistic or cultural differences which may require specific adjustments or support.
- ✓ Provide ongoing feedback and at the end of the placement experience, written confirmation of the student performance – this could be a reference, statement, BU Company Appraisal Form or the company's own appraisal documentation.
- ✓ Communicate with both the student and university representatives in order that all parties get the best from the placement.

Adhere to the BU approval processes for placements: <https://microsites.bournemouth.ac.uk/business-services/student-placements-studentships/>

BU reserves the right to withdraw a student from the workplace if conditions are not met and to decline future advertisements for the company.

**BU recognises that for some charity organisations or voluntary work, it is possible that the student may be provided with reimbursement of travelling costs if a full salary is not available. The actual amount is a matter for negotiation between the student and employer.*