|  |
| --- |
| ***Final Preparations****Checklist*  |

 ***­­­***

 ­­

Use this checklist to be sure that everything is ready on the first day that each student arrives.

| ***WHAT NEEDS TO BE READY*** | ***OK*** |
| --- | --- |
| The development objectives and learning goals have been agreed with the provider that you’re working with.  |  |
| The projects and tasks the student will do have been identified(you can use the [**Planning the content of an industry placement**](https://employers.tlevels.gov.uk/hc/en-gb/articles/4403450087442-Planning-the-content-of-an-industry-placement)tool to do this). |  |
| The supervisor and (if there is one) mentor are prepared and ready to settle the student in. |  |
| The main people the student will be working with have been identified and are prepared. |  |
| An ID / security badge has been created. |  |
| IT access and login are ready. |  |
| A list of emergency contacts has been created and is easily available to all involved. |  |
| Induction has been prepared planned and facilities have been booked for that, if needed (you can use the [**Day 1 (Induction) Checklist**](https://employers.tlevels.gov.uk/hc/en-gb/articles/4403450098066-Day-1-induction-checklist)tool to do this). |  |
| Make sure that induction covers health and safety (including COVID 19 safety), security, safeguarding, PREVENT, wellbeing measures, accessing any agreed payments, emergency contacts and first aid. |  |
| A workspace is ready for the student. |  |
| All of the resources, tools or protective equipment the student will need are available. |  |
| Relevant staff have been informed of any wage and / or allowance payments the student will get [*optional*]. |  |
| Reasonable adjustments have been made for the student, if necessary – for example for their equipment, access or mobility requirements. |  |
| Review dates have been planned, including mid-point and end-of-placement reviews. |  |
| Relevant training that will help the student develop their technical skills has been identified, planned and prepared. |  |
| A pack for the student which could include: |  |
| * development objectives, learning goals and work projects and tasks
 |  |
| * organisation chart
 |  |
| * information on breaks, refreshments and staff facilities
 |  |
| * company policies and procedures
 |  |
| * contact information and details for supervisor, mentor and people the student will be working with
 |  |
| * timetable and milestones for the whole placement
 |  |
| * progress review form
 |  |
| An industry placement agreement has been signed with the student, and with the provider. |  |

| ***OTHER SPECIFIC REQUIREMENTS FOR YOUR ORGANISATION*** | ***OK*** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |