# T Level Industry Placement Preparation Checklist

The purpose of this checklist is to allow you to ensure you are prepared to support the student through the duration of the Industry Placement. You can use this guide to ensure you have items planned and consider if you are missing any information.

## Council

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| --- | --- | --- |
| **Item** | **Completed? (Y/N)** | **Notes** |
| Resources have been identified for the student (e.g., workspace, laptop) |  |  |
| Line Manager/mentor identified  |  |  |
| Line Manager/mentor aware of Industry Placement start date |  |  |
| Line Manager/mentor understand days they need to be at council premise (if usually remote working) |  |  |
| Line Manager/mentor understand Industry Placement objectives |  |  |
| Service delivery team aware of Industry Placement start date |  |  |
| Line Manager/Mentor aware of any medical conditions that may need to be considered during the Industry Placement |  |  |
| Line Manager/mentor aware of any special considerations that may be needed to be made prior to the Industry Placement start |  |  |
| Any health and safety risk assessments have been completed |  |  |
| Induction has been planned |  |  |
| Line Manager/Mentor understand the projects/tasks the student will be undertaking |  |  |
| Line Manager/Mentor has student contact details |  |  |

## Student

|  |  |  |
| --- | --- | --- |
| **Item** | **Completed? (Y/N)** | **Notes** |
| Student informed of dress code |  |  |
| Student informed of start date and time |  |  |
| Student informed of who they need to report to on the first day |  |  |
| Student has been sent any information (council information guide) that they may need to read prior to the start |  |  |

## Provider

|  |  |  |
| --- | --- | --- |
| **Item** | **Completed (Y/N)** | **Notes** |
| Provider has a key contact within the council |  |  |
| Provider has given safeguarding and key contact details to the council |  |  |
| Provider has informed council when the first student visit will take place |  |  |