DISCOVERY COLLEGE

PART OF YMCA PLYMOUTH



SUPPORTED INTERNSHIP

Hospitality | Sport & Leisure

EMPLOYER

HANDBOOK

#STARTYOURJOUNEY

Here for young people
Here for communities
Here for you

Working in partnership with







Thank you for giving our students this opportunity!

Industry placements give students an opportunity to develop their practical and technical skills in a role directly relevant to their course.

We are excited that they will learn from education and industry experts and we really value our employer partnerships. Furthermore, our students would not find success and a passion for Sport & Leisure or Hospitality without you!

We also value your feedback and input, so please do let us know what is working well and what isn't and we will do our best to be better! If you would also like to visit the College and provide an industry expert talk, we would love to hear from you and book you in!

We look forward to working with you to support our students in this Supported Internship Programme.



Lucy HowellSupported Internship Tutor



Steve LacySport & Supported
Internship Tutor



Contact

During placement you will have a named contact to call in case of any issues or concerns. They will also arrange visits during placement to check on how the student is progressing.



Name Contact

Lucy Howell
Supported Internship Tutor
lucy.howell@discoverycollege.org.uk



Name Contact

Steve Lacy
Sport & Supported Internship Tutor
steve.lacy@discoverycollege.org.uk



Safeguarding Concern

Nicole Chapman
Safeguarding Officer
n.chapman@discoverycollege.org.uk
01752761011

What Are Supported Internship?

Here at Discovery College, we offer both Sport & Leisure and Hospitality Supported Internships.

The Supported Internship helps students get an accredited qualification while gaining experience with a work placement at a top Hospitality and Sport & Leisure local provider.

Students will be given their own expert job coach to help them throughout the programme

There will be study time at Discovery College, including working towards an accredited qualification, as well as Maths and English if required.

This study programme will last 6 months to 1 Year depending on your progress and progression plans.

This is an unpaid internship opportunity for young people ages 16-24 who have an Educational Health Care Plan (EHCP)

Students Can Expect to:

- Students will gain technical knowledge and practical skills relevant to their chosen Supported Internship.
- Develop industry-relevant english and maths skills, and digital skills.
- Benefit from focused individual support and personal development.
- Plan the right next step for them and get the skills to succeed when they get there.

Students Expectations

As a College we expect our students to conduct themselves as an exemplary individual who is a representative of the College and role model in the workplace. Within the classroom behaviours and attitudes are the focus along with the development of skills illustrated below.

In addition we expect the student to:



Wear smart appropriate clothing or any provided PPE.



Not to smoke or vape whilst attending the placement.



To attend 100%, be punctual and to call if running late or unable to attend due to illness by 8am



Be respectful of the setting ethos and expectations.



To complete work set by the Tutor.

Benefits For Your Setting

Benefits for your setting in having an industry placement student include:

- Developing existing staff's mentoring and management skills.
- Improving the recruitment pipeline for your setting.
- Giving opportunities to young people from a wide range of backgrounds, leading to a more diverse workforce.
- Bringing in new and imaginative ideas
- Building partnerships with local training providers
- Having that extra pair of hands which can lead to paid work

They also give employers the chance to ensure that young people are developing the skills and experience that the industry needs.

The Mentoring Role

As a mentor you will be the main contact for both the student and the assessor. The placement experience is usually one of mutual benefit and the mentor's role is significant.

- Mentors are to act professionally and role model positive behaviours.
- Mentors will be asked to sign the students register on a weekly basis so that attendance can be closely monitored, back at college.
- Mentors are to complete reviews of learner's performance throughout the year when initiated by the college. These are holistic goals and are based on the learner's skills, knowledge and behaviours that they are required to develop over their time in Industry Placement.
- Mentors are kindly asked to contact the college if learners haven't contacted you by 9.15am to let you know they will be absent from placement. This can either be an email of phone call.
- Mentors are to give an induction within the setting and complete the induction checklist.
- Mentors will need to facilitate learners to undertake a range of tasks whilst on placement. They will also need to experience a range of opportunities which will allow the learners to engage and interact with the children.
- Mentors are to declare to the college of any conflicts of interest with learners that are placed in setting.



Hospitality Supported Internship

Modules to be covered:



Exploring an occupational sector.



Personal career planning.



Alcohol awareness for the individual.



Customer service skills.



Preparing & Serving drinks.



Food service.



Health & Safety and Food Safety awareness.

Sport & Leisure Supported Internship

Modules to be covered:



Customer service skills



Health and safety in a practical environment



How the body works



Team leading skills



Health living



Preparing for work



Assist in delivering an activity session



Employer Responsibilities

Employers' responsibilities can include providing:

- > A safe work environment.
- Opportunities for the student to develop their technical skills within your industry.
- A line manager to support, supervise and mentor the student.
- An induction which includes explaining relevant policies and procedures.
- At the end of the placement, formal feedback on the student's progress against the agreed learning goals.

The College are responsible for making sure students are ready for their industry placement. You can work with us at the College to help identify the most suitable student for your setting, via their tutor.

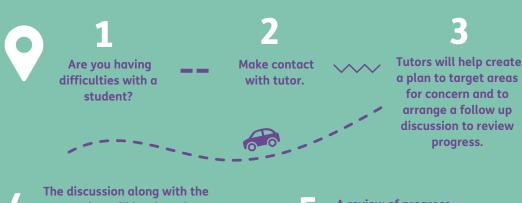
You will also work with us to plan the industry placement to make sure it gives the student the experience they need to complete their course. This means allowing the student to put into practice the knowledge and skills they have learnt in the classroom and helping them develop their technical skills, knowledge and work-based behaviours in a real working environment.

Before the placement begins, the College will agree a structured work plan with you that will include key activities and learning goals specific to the early years sector



Employer Support Roadmap

On rare occasions, the student and employer experience may not go as smoothly as we had planned. The roadmap is designed to support you if you have a student dilemma, further supporting what we can do as a College to help you help the student.



target plan will be shared with the employer, student, teacher, curriculum lead and parent to establish if the student is fit for learning or this behaviour Concern.

A review of progress
with tutor and
curriculum lead will
take place.



8

The student will seek a new industry placement and their progress will be monitored through their tutor.



1

If little or no progress is made, further discussions will occur, and a learner support plan with new targets and a review date will be established.

If the student shows no improvement and the placement is terminated, they will be asked to find a new placement within a set time frame.





Contact us





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