

## Module 3: Company induction

### Facilitator's guide

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#### Follow this guide to facilitate delivery of this module with young people.

This module is designed to provide students with an encounter of the workplace. This is a guide as to how you may like to structure your initial encounter and induction for students embarking on their work experience placement. In addition, it introduces students to a range of employees and allows the employer to communicate expectations of students in line with the company's values and ethos. Students can be encouraged to use the student resource pack to record their findings as part of the Company Induction process.

#### Key elements of this module:

#### 1. Welcome and introduction to the company (may include but not limited to):

- Welcome to our company
- Company purpose
- Size
- Industry / Sector
- Supply chain information
- Market activity e.g. import & export
- How digitalisation and / or automation impacts the company
- Reason for company location
- Importance of infrastructure
- Future business plans
- Employment and pathway opportunities e.g. apprenticeships

#### 2. Tour of the workplace drawing attention to any specialist equipment, layout and size of office structure, highlighting any facilities / employee benefits

#### 3. Through the tour of the workplace, students are introduced to departments and key employees (approx. 5) highlighting the following (but not limited to):

- Employees' background and career journey
- Their role and responsibilities
- Team / department employees are part of within business
- Interaction and communication with other teams
- Important skills required to fulfil employees' job
- Specific qualifications required to fulfil employees' job
- Outline of a typical working day
- Examples demonstrating the importance of English and Maths in employees' roles

#### 4. Introduction to a relevant departmental employee e.g. HR manager who will provide information to enable students to complete Module 5 (Being an effective employee) highlighting (but not limited to):

- Company mission statement
- Company code of conduct and values
- Importance of equality and diversity to the company
- Importance of Corporate Social Responsibility (CSR) and work with communities to the company
- Expectations of employees and students on placement including:
  - Following company code of conduct
  - Good time keeping
  - Adoption of digital safety policies
  - Understanding of IP & GDPR policies
  - Awareness of Health & Safety protocols

If students have completed Module 1 (Company research), they may have conducted some initial company research and developed some questions to ask. It may only be possible to engage in Q&A if delivery is face-to-face or live virtual.

## Delivery Guide & Logistics

Face-to-face	Virtual (Live)	Virtual (Pre-recorded)
Use the facilitator's guide as a suggested structure to deliver students' workplace induction.	Use the facilitator's guide as a suggested structure to deliver students' workplace induction, this could be via virtual link e.g. Teams, Google Meet, Zoom etc.  Check preferred platform with school / college contact in advance.	Use the facilitator's guide as a suggested structure to deliver students' workplace induction, this could be pre-recorded content shared with school / college to disseminate with student group directly.
Considering the facilitator's guide, where appropriate have key documents / examples to share with students e.g. policies and time keeping forms etc. during module delivery.	Considering the facilitator's guide, where appropriate provide access to key information and documents to school / college / students e.g. policies and time keeping forms etc. prior to module delivery.	Considering the facilitator's guide, where appropriate provide access to key information and documents to school / college / students e.g. policies and time keeping forms etc. prior to module delivery.
Remember to ensure relevant risk assessments have been completed and shared with school / college prior to placement delivery.	Ensure appropriate safeguarding procedures have been discussed and agreed between yourself and school / college prior to virtual placement delivery.	Ensure appropriate safeguarding procedures have been discussed and agreed between yourself and school / college prior to virtual placement delivery.

Modules can be delivered in a versatile way utilising a blended approach of face-to-face, virtual (pre-recorded and live) delivery to accommodate the capacity and accessibility to IT in school / college / workplace.

In the event of pre-recorded virtual delivery, it is recommended that videos for section 1-4 are kept to a maximum of 5 minutes each.

It is suggested in video 4 that students are able to encounter numerous members of staff where possible.

Facilitating employers / or educators may wish to visit the Virtual Workplace Tour section on the website to see examples of content.