

Module 11: Employer feedback Facilitator's guide

Employer feedback and the opportunity for students to pose questions is a key component of ensuring a work placement or employer encounter is "meaningful". This module is a guide to ensuring the encounter is meaningful and give suggestions on how to enable employer interaction and feedback in various scenarios at both the midpoint and end of the experience.

Midpoint Q&A Interaction

This is an opportunity for students to ask further questions about the company or information they have heard through the company induction. It is also intended that students can compose questions and ask for feedback in relation to their work in Module 2 (Formulating a travel plan), Module 5 (Being an effective employee) and Module 8 (workplace challenge), contributing to their final presentation.

At the start of the experience, or when the workplace challenge is set, it is important to establish the time and method of the midpoint feedback opportunity. Being clear about the expected time will enable the students to effectively manage their time, ensuring they are prepared with relevant questions at the agreed time.

Face-to-face / virtual live encounter

Employer to identify appropriate staff to engage with students at the agreed time.

If working virtually ensure a platform is agreed and tested e.g. MS Teams, Zoom. It is suggested that safeguarding protocols are considered between facilitating employers and educators ahead of delivering interactive feedback.

Remote encounter

If face-to-face or virtual is not possible for an employer, then other forms of communication between employers and students may need to be considered. Email may be sufficient however, this may lead to a significant number of messages filling inboxes. A platform such as Slido could be a solution where question pages can be set up for free for the time required.

Ensure the platform is agreed and tested prior to engagement.

[How to setup a Slido](#)

[How to manage questions with Slido](#)

Agreeing times or deadlines for questions to be submitted and responses to be provided will enable students to manage time effectively.

Endpoint Employer Feedback

Students will present their solutions to the company workplace challenge with the opportunity to receive authentic feedback from the employer.

As part of the presentation students will provide feedback to the employer in response to other modules they may have undertaken as part of their placement e.g. Module 2 (Formulating a travel plan) and Module 5 (Being an effective employee).

As with the midpoint feedback, employers and educators should agree the best time and platform for the feedback to take place.

Face-to-face / virtual live encounter

Each student / group may need to be allocated approximately 15 minutes to present and receive feedback. Depending on the nature of the workplace challenge, students may present electronically or with other materials. The audience should be encouraged to ask questions and provide positive constructive feedback. The presentation could be delivered in school / college, at the workplace or be delivered equally effectively in a virtual setting with the use of screen-sharing where appropriate.

Consideration of timings and time required is important.

Where capacity does not allow all groups to present, alternatives should be agreed.

Possible solutions:

1. If working virtually, an internal round of presentations could occur and peers / educators provide feedback and decide on a sample to present direct to the employer for formal feedback.
2. Presentations are recorded and the employer is given access to them to provide feedback in written form by an agreed extended time.

Remote encounter

Students can record their presentations and submit them to the employer and feedback is received by an agreed time.

You may wish to use the student resource pack to highlight the importance of feedback ensuring students are prepared.

Feedback Assessment Tool

A simple Feedback Assessment Tool has been created that focuses feedback on students' final presentations. The Excel tool can be downloaded and accessed as a file or the PDF user friendly version can be printed and completed by hand and returned to students.

Feedback Assessment Tool

Student / Group Name:	Date:
School / College:	Name of employer providing feedback:

Communication skills demonstrated:	Highly competent	Competent - Minor Development Opportunities	Development Opportunities	Area for Improvement
Body language				
Eye contact				
Tone of voice				
Style of language				
Pace of delivery				
Level of preparation				
Use of visual aids				
Additional comments:				
Teamwork: (only applicable to group presentations)				
To what extent was input from all team members evident?				
To what extent was it evident that team members were organised?				
To what extent was it clear that team members supported each other?				
Additional comments:				
Module 2: Travel Plan (presentation content) if completed				
To what extent did the student(s) summarise their travel plan and share their findings?				
To what extent did the student(s) provide feedback to employers regarding the importance of accessibility to the workplace?				
To what extent did the student(s) provide additional useful information to you as the employer?				
Additional comments:				





Module 5: Being an effective employee (presentation content) if completed

To what extent did the student(s) identify relevant company values?				
To what extent did the student(s) successfully communicate how they would demonstrate the identified company values?				
To what extent did the student(s) provide examples to support their ability to demonstrate values?				
Additional comments:				

Module 8: Work place challenge (presentation content)

To what extent did the student(s) successfully address the company workplace challenge?				
To what extent did the student(s) use appropriate terminology and vocabulary?				
To what extent was the use of research / supporting evidence apparent?				
How creative / innovative were the student's solutions to the workplace challenge?				
Additional comments:				

