



Partner a College

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Employer work experience checklist

Pre-placement

Student details

- ☐ Student name recorded
- ☐ School/college confirmed
- ☐ Course/programme noted
- ☐ Contact details collected
- ☐ Emergency contact details recorded

Placement overview

- ☐ Site location / development confirmed
- ☐ Placement dates agreed
- ☐ Working hours confirmed
- ☐ Site Manager engaged
- ☐ Mentor / Supervisor assigned

Placement objectives

- ☐ Student understands full housing development lifecycle
- ☐ Exposure to site and office roles planned
- ☐ Key construction stages explained
- ☐ Health & safety expectations communicated
- ☐ Employability skills highlighted (communication, teamwork, professionalism)

Structured Learning Phases

- ☐ Build process learning planned
- ☐ Roles & business functions included
- ☐ Final review session scheduled

Health and Safety (mandatory)

- ☐ Site induction completed (Day 1)
- ☐ PPE issued and worn at all times:
 - ☐ Hard hat
 - ☐ High-visibility vest
 - ☐ Safety boots
- ☐ Student briefed on:
 - ☐ Plant and machinery
 - ☐ Working at height
 - ☐ Restricted areas
 - ☐ Student follows all supervision instructions



Students learn as much from what they observe as from what they're told, so pair them with a positive, engaged site mentor who models good safety and work practices.



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10-day activity plan

Week 1: Site operations and build

- ☐ Day 1 – Site induction, tour, PPE issued
- ☐ Day 2 – Groundworks observed (foundations, drainage)
- ☐ Day 3 – Superstructure (brickwork, roofing)
- ☐ Day 4 – First fix trades (plumbing, electrics)
- ☐ Day 5 – Second fix and finishes

Week 2: Roles and wider functions

- ☐ Day 6 – Shadow Site Manager
- ☐ Day 7 – Quantity Surveyor/commercial role
- ☐ Day 8 – Technical/planning session
- ☐ Day 9 – Sales & customer journey
- ☐ Day 10 – Final review/presentation

Learning experience

Student has experienced or observed:

- ☐ Site compound and logistics
- ☐ At least 3 build stages (early, mid, near-complete)
- ☐ Health & safety briefing / toolbox talk
- ☐ Site meeting or progress review
- ☐ Show home or completed property
- ☐ Interaction between trades and management

Roles exposure

- ☐ Site Manager
- ☐ Site Supervisor
- ☐ Trades (e.g. bricklayers, carpenters, groundworkers)
- ☐ Quantity Surveyor
- ☐ Technical/Design team
- ☐ Sales Advisor/Customer Care

Final review (end of placement)

Student completes reflection exercises that includes

- ☐ Key build stages
- ☐ Roles involved
- ☐ Personal interests
- ☐ Skills identified
- ☐ Presentation or written summary completed

Sign-off

- ☐ Employer evaluation form complete
- ☐ Student evaluation form complete
- ☐ Placement formally signed off

Find more resources to support a successful site visit at hbf.co.uk/Partner-a-college