



Extra support needs

As a workplace trainer, you play an important role in guiding a student with extra support needs. By observing, listening and consulting, you help the student get the most out of the work placement.



Anyone can learn anything; it just takes practice.



When guiding a student with extra support needs, pay attention to this:

Expectations

- Agree in advance on what the student needs and what you can offer.

Trust

- Clear agreements and positive feedback build trust.

Safety

- Prepare colleagues well and offer a socially safe learning environment.
- Think in terms of possibilities. Are you stuck? Ask for help. Others sometimes see solutions you haven't thought of yet.

What works

- Agree on expectations with the student and the school.
- Ask questions if something is not clear.
- Connect to the student's world and experience.
- Give time to get used to the work and to learn.
- Use language that the student understands.
- Make a realistic plan and clear structure.
- Be available and offer support if things go wrong.
- Involve colleagues and explain the adjusted tasks.

What doesn't work

- Being unprepared on the first day of the work placement.
- Expecting the student to manage on their own.
- Letting go too quickly after giving instructions.
- Avoiding or postponing conversations.
- Comparing the student with others.

More tools

SBB supports workplace trainers in guiding students with different tools. Discover our full range of tools [here](#) or contact your work placement advisor.