

The City of Liverpool College



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Work Experience

A Guide for Students and Parents/Carers

2020/2021

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Welcome

Welcome to The City of Liverpool College's Guide to Work Experience.

Congratulations on enrolling onto your full-time study programme. Work experience is a fundamental, valuable part of your course.

Learning through work-focused activities is an essential part of your career development and helpful in guiding you into the world of work, and future progression prospects. Work-focused experience includes all activities that directly develop your understanding of, and abilities in the world of work.

Work experience can benefit you by:

- ✓ Giving you a chance to find out what being at work is like and to experience a real-life working environment.
- ✓ Gain a better understanding of careers within your chosen sector.
- ✓ Increasing confidence and team working skills.
- ✓ Boosting your CV and future career prospects.

Work experience will allow you to:

- ✓ It will give you an insight into the industry you are hoping to go into after college.
- ✓ It will help you to develop valuable and meaningful transferrable employability and life skills whilst increasing your confidence.
- ✓ The chance to use/demonstrate your initiative.



How to make your work experience a success

- Attend all tutorials and actively participate in any employability workshops/activities.
- Ensure you have a good quality CV & covering letter bespoke to your chosen industry sector.
- Approach local employers to seek an opportunity for a placement.
- Keep the Work Experience Team informed of any placement offers, we can support your placement and liaise with your chosen organisation.
- Prior to starting, confirm who you report to on day one, placement address, the start date, start time, working pattern and dress code with the organisation.
- Be committed to, and self-motivated with a 'can do' attitude while on your work placement.
- Be professional, polite and punctual.
- Be enthusiastic, ask relevant questions, and keep a detailed log of your activities and experiences.
- Adhere to all the company's policies and procedures. Be mindful of any health & safety requirements within the workplace. These will be made clear to you during your induction on day one.
- If you are unsure of any aspect of your work experience you can talk to your class tutor, the Work Experience Team or your Progress Leader – we are all here to support you and help you to make your placement a success.



Why employers offer work related opportunities/placements

All employers collaborating with The City of Liverpool College to offer work experience opportunities and placements are doing so voluntarily, because they want to give students the chance to gain an insight into the world of work and help develop the workforce of tomorrow.

Students can provide employers with the following benefits:

- An opportunity for employers to spot rising stars within the industry.
- An opportunity to strengthen their recruiting pipeline and increase diversity within their workforce. Many successful placements can lead to the offer of an apprenticeship or permanent employment.
- Extra resources to manage projects and day to day operations.
- Bring a fresh perspective to their business.
- Give their own employees the opportunity to develop their own skills through mentoring students.
- Raise the company's profile in the community.
- The majority of employers' rate work experience as being of significant or critical value to young entrants to the labour market.
- To help address the current and future skills shortages within their industry.
- To inspire the next generation to work in their industry.



How Parent/Carers can support your success

Parents/carers can be extremely helpful and supportive in several ways.

- Discuss the range of job choices within the students chosen industry sector, and potential employers to approach for a placement.
- If you or any friends/family can offer a placement, please contact the Work Experience Team to discuss in more detail.
- Empower the student to take ownership of their placement by supporting them to take their own actions to secure an opportunity. The more involved the student is in the process the more they are likely to gain from the experience.
- Ensure the student knows where their placement is and how they are going to get there. If using public transport make sure that they know which buses are required, if cycling find the safest route to the workplace.
- Help encourage the student to develop a strong work ethic by adopting good work habits - for example: punctuality, appropriate dress code, positive behaviour and an enthusiastic professional approach.
- Sympathise if things are not going as expected but without being too protective. Empower the student to find positive solutions by supporting them to contact the employer, the Work Experience Team and their personal tutor to work together towards a positive resolution.
- If you have any family or friends who work in the students chosen industry you could discuss whether they can offer a work experience placement.



Safeguarding

Parental Consent Forms - Aged 16-18 years old

You will need to have permission from a parent/carer/guardian and The Consent Form will need to be completed and returned to your course tutor. Once you have returned your consent form you will be able to attend college trips, visits, volunteering and work experience and work-related activities off site from the college premises.

Students 18+

You will be asked to complete an 18+ consent form so that all emergency contact details are given to the college, to enable us to successfully support you whilst on placement, ensuring safeguarding and due diligence.

Safeguarding & Health and Safety in the workplace

All organisations that offer work experience to students will need to be contacted either in person or over the telephone by the college's work experience team. All the employers offering placements must meet the college's requirements for safeguarding and health & safety provision. The Work Experience Team will facilitate these checks prior to your placement. If you already have work that is related to your course of study, please contact the Work Experience Team as soon as possible.

Additional Needs or support whilst on placement

If you are currently supported on your course at college and may need continuous support whilst on placement, please speak with your Work Experience Officer to ensure that all necessary arrangements are put in place prior to your placement.



Part-time employment/voluntary work

If you are currently working within an industry that is related to your course please speak with the Work Experience Team who can advise you more about the experience that you are gaining in your part-time/voluntary role, as these hours could be used towards work experience for your course.

Hours and days of work placement

The hours for your work placement will be discussed with you during your course induction programme. The hours can vary according to each course and could either be in a block placement of 1-2 weeks.

Industry Placements

Alternatively, you may be given an exciting opportunity to complete an innovative Industry Placement, within your chosen industry sector, which will be for a minimum of 315 hours (between 45-60 days) across the academic year.

Industry Placements are for ambitious students who are looking to gain a good insight into the chosen industry sector, learn relevant technical skills, and are looking for a potential progression route into either an apprenticeship or employment.

Recording evidence of work experience

During your induction period at college you will be introduced to the Grofar Work Placement Student App. This will enable you to track and log your work whilst on placement. This will include uploading evidence to demonstrate you working towards your placement objectives, recording achievements, and confirming your hours on placement.

In addition to recording your placement details on Grofar, dependant on your course you may be required to complete a personal logbook, please speak to your tutor for clarification.

The college will contact students and organisations to gather evidence and feedback about the placement.

How can the Work Experience Team support you whilst you are at college?

- 1-2-1 advice and guidance on work experience.
- Support to help source work experience opportunities with local organisations and employers.
- Request compliance documentation from employers prior to placements (Health & Safety Risk Assessment, Placement Agreement).
- Support prior to, and throughout, the duration of a work placement, with regular reviews to ensure you are on track to reach your placement objectives.
- Central point of contact for students and employers whilst on placement.
- Signpost to Student Engagement teams for enrichment and volunteering work
- Signpost to Careers Advice and Guidance for progression and advice about applying for University
- Signpost to the college Apprenticeship Team for progression onto apprenticeships



How can you find out more about work experience and work-related activities opportunities?

The team will post any opportunities that are relevant to you via the following channels:

- College VLE
- College noticeboards
- The Work Experience Team will be based in Campus Student Hubs, 3 days per week, you can book a 1-2-1 session or just pop in for a chat.
- Start career planning platform

Where you can download further information and guides?

You can visit the colleges VLE pages where you can find further information relating to work experience.

These include:

- Work experience placement opportunities
- Links to employability skills for CV's, covering letters, and interview preparation
- Volunteering Services
- National Careers Service





START is a free, online careers platform designed to connect students with their future career potential. It combines the most comprehensive source of information with a personalised experience and career planning tools, helping our students to make more informed decisions, about their future study and career options, as well as developing their employability.



START includes:

- A student profile: students build their profile and access personalised study and career information.
- Modules: activities to guide students through the information on Start at the right time.
- Up to date information: engaging content on what to study, where to learn and the world of work.
- Locker: an online record of achievement to evidence skills for future applications and CVs.
- Employability action plan: Students can set goals and stay in control of their career planning.

To get your unique log on details for Start go to:

<https://my.liv-stu.co.uk/information-for-students/support/start/>

Student Benefits



- Engage with an intuitive mobile student app.
- Access to available local placement opportunities.
- Create action plans and targets to achieve on placement.
- Easy access to all key placement details at any time.
- Can log hours, experience and photoevidence.
- Can complete skills assessments and track their skills development whilst on placement.
- Receive a personalised placement completion certificate.
- Full report for each WorkPlacement.

Employer Benefits

- Receive clear communications and directions for delivering work placements.
- Save time by responding to college requests for information through simple e-forms.
- Submit all applications and supply H&S and relevant documents online.
- Validate all student hours weekly using a simple online form.
- Have full control over the opportunities they provide.
- Engage more with the work placement process.



Frequently Asked Questions - FAQ

I haven't had good experience with work placements in the past - why would industry placements be any different?

Traditional work experience usually involves students working for just one or two weeks, often placed in a role or business that is not very relevant to their studies and interest. The new industry placements will last a minimum of 45 days, and you will be placed within a business relevant to your course, meaning you will develop the skills you really need.

Will I be making the tea and photocopying?

No! Industry placements are a big step above work experience. You will work on projects that help you gain the experience you need to start your career.

But won't this take me away from my studies?

No — the industry placement is designed to be an integral part of your course. Your studies will prepare you for the placement, and the placement will add real value to your course. Our senior managers, curriculum leaders and tutors will work closely with each other to ensure this is the case.

What about my part-time job?

If your job is related to your course, we can work with you to see whether it would be appropriate to consider this as your work experience placement. If it is not relevant, we can work with you to find an alternative more appropriate placement.

Will I be paid for my work experience?

Employers do not have to pay you as they are investing time into your development whilst on placement, therefore payment is optional. We ask all employers to cover students travel and lunchtime meal expenses. This is in line with the Dept of Educations guidelines regarding industry placements.

Work Experience Team

To make an appointment please use the following contact details.
Alternatively, pop into the Student Hub on your Campus for a chat.

Work Experience Team Email: workexperience@liv-coll.ac.uk

Nikki Smith

Work Experience Placement Manager

Email: nikki.smith@liv-coll.ac.uk

Tel: 0151 252 3163

Sarah Mostyn

Work Experience Placement Officer

Email: sarah.mostyn@liv-coll.ac.uk

Tel: 0151 252 4110

Josie Jones

Work Experience Placement Officer

Email: josie.jones@liv-coll.ac.uk

Tel: 0151 252 4751

Sarah Taylor Potts

Work Experience Placement Officer

Email: sarah.taylor-potts@liv-coll.ac.uk

Tel: 0151 252 3761

Website: www.liv-coll.ac.uk for more information about the college and the full range of courses and services available.

