

The City of Liverpool College



The City of Liverpool College
Work Experience
A Guide for Employers
2022/2023

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Introduction

The City of Liverpool College is the largest further education provider in the Liverpool City Region, delivering an extensive and diverse range of both technical and vocational qualifications.

Our ethos is 'Careers not Courses' Our curriculum is developed hand-in-hand with employers and industry experts, ensuring that our students progress with both a solid foundation and the skills they need to get ahead, adapt and respond to the changing nature of industry.

There are many ways in which organisations can play their part in shaping this talent pool, to be ready for the world of work and to fill the current skills shortages many businesses are facing. This can range from guest speaker talks, discussing industry insights, to project setting, and offering work placements. If you would like to discuss how you can get involved, please get in touch for a chat.



To find out how work placements have benefited both our students and employers please watch this video:

<https://www.youtube.com/watch?v=6nEAP3v5y54>

Do you want to help shape the future of your industry?

Do you want to be part of the skills shortage solution?

Do you want to future proof your recruitment?

Our talent pool of students can support businesses by offering a new perspective, fresh pair of eyes and potentially innovative new ideas to streamline or enhance existing business processes. They can support either the day to day running of a business or assist on development projects whilst on placement. Most employers have benefitted from placements, by molding students to the needs of their business. This has resulted in many students being offered permanent employment or apprenticeship opportunities, and organisations find this an effective recruitment solution.

Our students are the workforce of tomorrow and they want to upskill and progress swiftly and successfully into employment. Students will need the opportunity to hone their skills, learn from real employers and prepare their future career. Work experience is a chance for learners to gain the skills employers value, whilst getting a clearer insight into their chosen industry. Work experience helps to bridge the gap between education and employment.

At the City of Liverpool College our students benefit from a range of opportunities in simulated working environments to develop their skills, the final step is completing a work placement. The college has a great network of local employers, in a range of sectors, who open their doors to our students and offer them valuable placements and work experience.

Our students have a wealth of untapped potential and are the talent pool of tomorrow.

We are always looking to diversify the range of opportunities available to our students and support the ever-growing local economy. We are open to new ways of doing things and to adapting how we work, to support your business, for you to be able to provide our students with industry insights and work placements. Whatever the sector, regardless of the size of your organisation, our students would benefit from your expertise, and opportunities.



The Work Placement Team would like to take this opportunity to thank you for considering supporting our students and becoming part of our partner network.



Why should my business get involved with work experience?

Students can provide employers with the following benefits:

- An opportunity for employers to spot rising stars within the industry.
- An opportunity to strengthen your recruitment pipeline and increase diversity within your 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 your business.
- Give your own employees the opportunity to develop their own skills through mentoring students.
- Raise your company's profile in the community.
- To help address the current and future skills shortages within your industry.
- To inspire the next generation to work in your industry.
- The majority of employers' rate work experience as being of significant or critical value to young entrants to the labour market.



What is Work Experience?

Work experience is designed to bridge the gap between education and the world of work.

Learning through work-focused activities is an essential part of our careers not courses ethos, and the world of work. Work-focused experience includes all activities that directly equip learners in their understanding of and competence in the world of work. This includes work placements.

The main purpose of work-focused experiences is to enhance students' future employability and level of competence in the world of work. Employability skills are vital for students to be able to thrive in their future working lives - a mixture of skills, knowledge, attitude and understanding.



As an employer, we appreciate the demands facing businesses and will ensure that our placements are arranged to suit your needs and the needs of the student. Our aim is to provide students with a meaningful placement that will help develop their knowledge of industry, employability skills and ultimately help them find employment or further training following their college course.

For many young people this will be their first experience of being part of an organisation outside of college. The Work Placement Team will be on hand to support both your organisation and our students throughout the placement.

Work Experience Placements

The college currently supports a range of work experience placements and opportunities tailored to suit the needs of each organisation.

Traditional work experience is normally for a 1 or 2 week block.

We are very excited to announce that we are currently piloting **Industry Placements**, alongside the new T Level qualifications being introduced. This **innovative** type of placement is being implemented as a direct result of feedback from employers and industry experts, addressing skills shortages. **Industry Placements** will be for a minimum of 315 hours (between 45-60 days) across the academic year. There is flexibility for block weeks or one to two days a week, or a combination of both, whichever is more beneficial to your business.

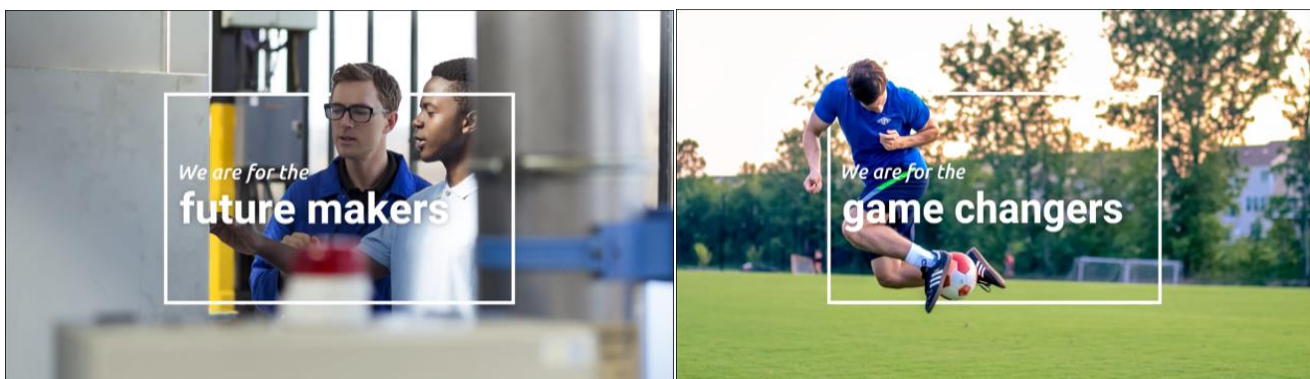
Industry Placements are for our ambitious, hardworking students, who are looking to gain a stronger insight and advantage in their chosen industry sector, learn relevant technical skills, and are looking for a potential progression route into either an apprenticeship or employment.

How to get involved and help shape the future?

- ✓ Work placements
- ✓ Employer industry insight talks/presentations
- ✓ Mock Interviews
- ✓ Site visits
- ✓ Industry workshops/project briefs
- ✓ Networking events
- ✓ Taster sessions

How do I prepare for a placement?

- Liaising with colleagues to see which departments can offer suitable activities. It can be beneficial for students to have a mentor, as a first point of contact for the duration of placements.
- Plan a programme of activities for the placement – this helps you and the student to prepare. The more detailed this can be, the better. Some employers set ‘mini-projects’, which allow students to develop a range of skills including research and communication. Projects are also a way for an organisation to trial new innovations that may be of future benefit.
- Carry out a company induction on the first day, the induction is an opportunity to get to know the student and establish objectives and expectations for their placement.
- Ensure there is a safe working environment and opportunities for the student to develop their technical skills within your industry.
- Allocate time for the students to complete their Work Experience Log each day so that they can reflect on their learning and experience.
- Liaise with the Work Placement Team throughout placements. We will support you to ensure all the relevant steps are in place to facilitate successful outcomes.



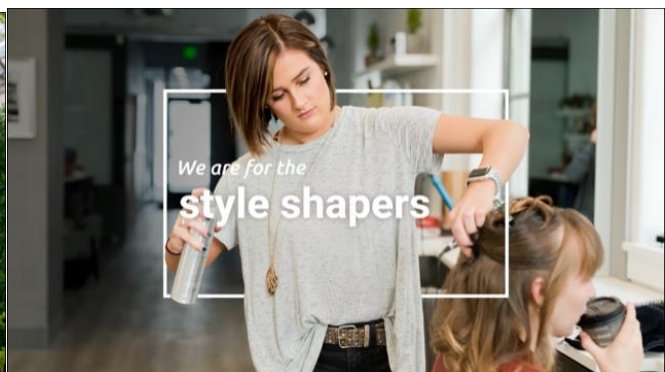
What can students do on placement?

It is beneficial to the student if their programme is varied, and they are actively involved in tasks where possible. Students can benefit from observing staff and hands on experience, by getting involved in the day-to-day activities within the workplace.

The students can undertake any reasonable activities if they are assessed as appropriate to the student's capabilities.

Our students are currently studying in the following areas and looking to gain experience with related placements:

- Fashion, Art & Design
- Media, Journalism & Production
- Music & Performing Arts
- ICT, Computer Sciences & Digital
- Games Design
- Business Professional Enterprise
- Construction & Built Environment
- Engineering & Logistics
- Environmental Technologies & Building Services
- Hair & Beauty
- Hospitality, Travel & Tourism, Retail
- Sport & Public Services
- Health & Social Care
- GCSE & A Level
- Access to Higher Education Programmes to Degree Level



How much paperwork is involved in work experience placements?

The college have invested in Grofar software to support managing work placements, minimizing the amount of paperwork involved. This software has the functionality to track placements:

[For employers](#) it reduces the amount of paperwork required and creates templates for compliance, assessment and review purposes.

[For students](#) the Grofar student App is a platform to be able to record their placement activities, track hours and evidence they are working towards their agreed objectives.

The following are safeguarding and compliance requirements for placements

- ✓ Employer Health & Safety document
(Employer to complete form – via Grofar)
- ✓ Placement Agreement including Placement Objectives
(College to populate agreement form and confirm objectives; employer and student sign off via Grofar)
- ✓ Placement reviews and feedback (via Grofar)
- ✓ Confirmation of hours on placement (weekly via Grofar)



Frequently Asked Questions

What support will I receive?

The Work Placement Team will support you to set up placements, from dealing with administration to helping you find the right student. Once a placement begins, the team will continue to provide support to both the learner and line manager.

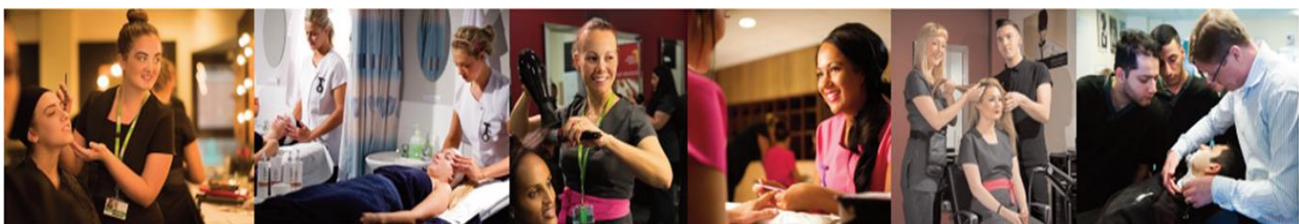
How can I make sure I get suitable students?

All students will be joining you from a course relevant to your industry sector and will have received relevant employability training. The Work Placement Team will support you to find the best student for your organisation. Various recent successful recruitment drives include:

- Speed recruitment events
- 1-2-1 interviews
- Work trials
- Taster sessions
- Site visits
- Employer presentations/workshops

Do I have to pay students whilst on placement?

No - There is no legal obligation to pay students whilst on work experience placements. Most employers are happy to cover a daily cost of £10:00 towards travel and subsistence for Industry Placement students.



If you're able to offer placements to any of our work ready students, would like to offer support in any other way, or require any further information, please contact:

Nikki Smith
Work Placement Manager
on 0151 252 3163
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Website: www.liv-coll.ac.uk

For more information about the college and the full range of courses and services available.