

The City of Liverpool College



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Work Experience

A Guide for Parents and Carers

2022/2023

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Work Experience & Placements Overview

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

Work experience benefits:

- ✓ Giving an individual the 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 their chosen sector.
- ✓ Increasing confidence and team working skills.
- ✓ Boosting their CV and future career prospects.
- ✓ Develop valuable and meaningful transferrable skills.
- ✓ Increase confidence.
- ✓ The chance to use/demonstrate initiative.



How Parent & Carers can support success

Parents & Carers can help and support in several ways:

- Discuss the range of job choices within the students chosen industry sector, and potential employers to approach for a placement.
- 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, and the more likely there are to consider the placement a success.
- 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 Placement Team and their tutor/progress leader 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.



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.



Recording evidence of work experience

During the college induction period students will be introduced to the Grofar Work Placement App. This will enable students to track and log their progress and work, whilst on placement. This will include uploading evidence to demonstrate they are working towards their placement objectives, recording achievements, and confirming their hours completed on placement.

In addition to recording their placement details on Grofar, dependant on their course, they may be required to complete a personal logbook, they can speak to their tutor for clarification.

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



<https://auth.grofar.com/?externallogin=1>



To access Grofar students use their college username and password.

Safeguarding

Parental Consent Forms - Aged 16-18 years old

Parents/Carers/Guardian will be contacted for students aged under 18 with a request to complete a consent form on behalf of their student. This will include emergency contact details and any medical conditions. Once the consent form is completed, your student will be able to attend college trips, visits, volunteering and work placements and work-related activities off site from the college premises. Students 18+ will be asked to complete their own consent form.

The college use a platform called Evolve to email the online consent form.

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 Placement Team. All the employers offering placements must meet the college's requirements for safeguarding and health & safety provision. The Work Placement Team need to facilitate these checks prior to placements starting. If you student already has any part time or voluntary, or participates in any clubs, please ask them to inform Work Placement Team as soon as possible.

Additional needs or support whilst on placement

If your student is currently supported on their course at college and may need continuous support whilst on placement, please ask them to speak to their Work Placement Coordinator, to ensure that all necessary arrangements are put in place prior to their placement starting.



Part-time employment/voluntary work

If they are currently working within an industry that is related to their course please ask them to notify the Work Placement Team, who will then contact their employer and discuss whether this can be used for their placement.

Industry Placements

Level 2 and 3 students are given an exciting opportunity to complete an Industry Placement, within their chosen industry sector, which will be for a minimum of 315 hours (between 45-60 days) across the academic year.

Industry Placements are for career focused students who are ready to learn relevant technical skills, and are looking for a potential progression route into either higher education, an apprenticeship or employment.

How can the Work Placement Team support:

- ✓ 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 etc).
- ✓ Support prior to, and throughout, the duration of a work placement, to ensure they are on track.
- ✓ 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 students find out more about work placements and work-related activities opportunities?

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

- Grofar Work Placement Platform
- College noticeboards
- Teams
- The Work Placement 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
- Speakers for Schools
- Springpod

For more information visit:

<https://www.liv-coll.ac.uk/life-at-the-college/work-experience/>





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.

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

What is the difference between standard work experience and Industry Placements?

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 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 they be participating in an active role?

Yes! Industry placements are more structured than standard work experience. Students will work on projects that help them gain the experience they need to start their career.

Will this compliment their studies?

Yes! The industry placement is designed to be an integral part of their course. The studies will prepare them for their placement, and the placement will add real value to their course. Our senior managers, curriculum leaders and tutors will work closely with each other to ensure this is the case.

What about their part-time job?

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

Will they be paid for their work placement?

Employers do not have to pay students as they are investing time into their development whilst on placement, therefore payment is optional. We ask all employers to cover student's 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 Placement Team Email: workexperience@liv-coll.ac.uk

Nikki Smith

Work Placement Manager - LEX

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

Tel: 0151 252 3163

Sarah Mostyn

Work Placement Coordinator - Duke Street & Clarence Street

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

Tel: 0151 252 4110

Erin Leonard

Work Placement Coordinator – Arts Centre

Email: erin.leonard@liv-coll.ac.uk

Tel: 0151 252 3077

Jan Hughes

Work Placement Coordinator – Vauxhall Road

Email: jan.hughes@liv-coll.ac.uk

Tel: 0151 252 4969

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

