

The City of Liverpool College



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Work Experience

A Guide for Students

2022/2023

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Work Experience & Placements Overview

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.
- ✓ Develop valuable and meaningful transferrable skills
- ✓ Increase confidence.
- ✓ The chance to use/demonstrate initiative.
- ✓ Build a network of appropriate industry contacts



Suggestions for sourcing work placements



If you have any family or friends working in your chosen industry sector, ask if they can host a placement for you.

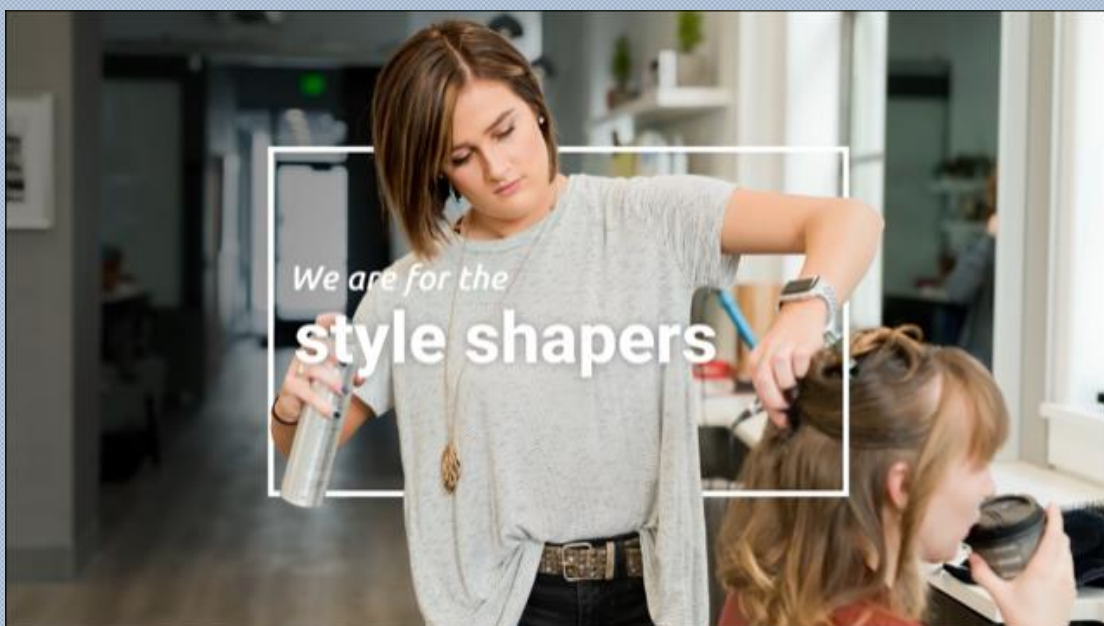
Alternatively:

- ✓ **Research** the top local organisations in your chosen area of work, related to study programme. Select at least 5-10 of the researched organisations to contact to enquire about placements.
- ✓ **Make contact** (email, phone, social media, pop in) and ask who to get in touch with, to discuss placement opportunities
- ✓ **Ensure** you have a good quality CV and covering lettering or alternatively a strong personal statement as this may be required as part of the application process. If you have a portfolio, ensure this is up to date and well presented to highlight your talent.
- ✓ **Consider** the best way to make first contact, depending on the nature of the business, this could be any of the following:
 - In person by popping into the business
 - Phone call to appropriate decision maker
 - Emailing the appropriate decision maker
 - DM through social media

Make sure you are work ready by participating in online virtual work experience that leads to a face-to-face placement, like Speakers for School and Springpod, or talking to your college Career Coach who will be able to advise and support you through this process. Please contact the Careers, Advice & Guidance team, for more details

How to make your work experience a success

- Let your Work Placement Coordinator know about your confirmed placement at least 2 weeks prior to starting, so they can ensure that everything is set up and ready to go. They will contact the organisation and confirm all the details and also ensure you are confident in using Grofar to track your placement progress.
- 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
- Build up your network of contacts at every opportunity
- If in doubt don't be afraid to ask!
- If you are unsure of any aspect of your work experience you can talk to your class tutor, the Work Placement 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.



Safeguarding

Parental Consent Forms - Aged 16-18 years old

You will need to have permission from a parent/carer/guardian and a Consent Form will need to be completed. Once this is submitted you will be able to attend college trips, visits, volunteering and work placements and work-related activities off site (away from college premises.)

Students 18+

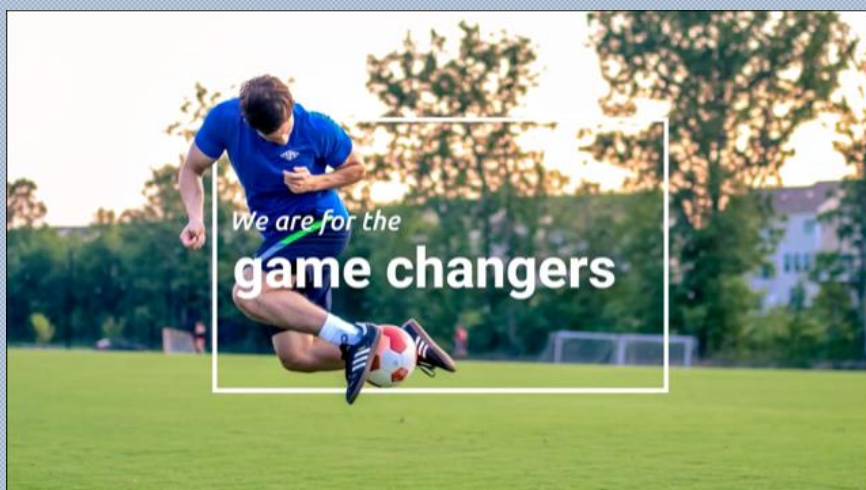
You will be asked to complete an 18+ consent form so that all emergency contact details are given to the college, to enable us to successfully support you whilst on placement, ensuring safeguarding and due diligence.

Safeguarding & Health and Safety in the workplace

All organisations that offer work placements to students will need to be contacted to ensure they meet the college's requirements for safeguarding and health & safety provision. The Work Placement Team must facilitate these checks prior to your placement starting. If you already have work that is related to your course of study, please contact the Work Placement 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 Placement Coordinator to ensure that all necessary arrangements are put in place prior to your placement starting.



Part-time employment/voluntary work

If you are currently working within an industry that is related to your course please speak with the Work Placement Team who will arrange to talk to your employer, as these hours could be used towards your work placement 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 minimum required hours of work placement vary dependant on the course you are enrolled on.

Industry Placements

Are you an ambitious student who is ready to learn new relevant technical skills, and are looking to kick-start your career. Then an Industry Placement is the perfect opportunity.

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



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).
- ✓ 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



The Work Placement Team also organise and host work placement recruitment events for students to attend.

Recording, managing, and tracking your work placements

Before you start a placement, it is vital that you inform the Work Placement Team, giving at least 2 weeks notice, so we can set up the placement, contact the organisation, and get the .

During your induction period at college, you will be introduced to the Grofar Work Placement Student platform which will demonstrate how you:

Prior to placement:

- ✓ View placement opportunities sourced by the Placement Team
- ✓ Or if you have found your own placement, how to enter the business details, name, address, contact, email & telephone number.
- ✓ Complete your skills & work readiness assessment
- ✓ Select your 3 soft skills targets, based on your assessment
- ✓ View the 5 placement targets set by your tutor

Whilst on placement:

- ✓ Upload evidence (and photos) of working towards these targets
- ✓ Log placement hours
- ✓ Complete assessments and reviews

End of placement

- ✓ Provide placement feedback
- ✓ Gain an Industry Placement Certificate



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

- The team will post various opportunities that are relevant to you via the following channels:
 - Grofar notifications and posts
 - College noticeboards
 - Microsoft Teams
 - Student email
- Register and sign up with Speakers for Schools
- Register and sign up with Springpod
- Careers Fairs
- Recruitment Events
- Business Open Days

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

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 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 labour market 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 contact the Careers,
Advice & Guidance team:



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 Work Placement.

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 for a minimum of 315 hours (approx. 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 participating in an active role?

You will work on projects that help you gain the experience you need to start your career.

Will this compliment my studies?

Yes — 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, to fit around your studies and any part time work.

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 Placement Manager – Learning Exchange

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.

