

WORKING >>>> WITH STUDENTS *EMPLOYERS GUIDE*





HOW WORKING WITH SHIPLEY COLLEGE CAN HELP YOUR BUSINESS

There are many advantages for employers to getting involved with Shipley College. Working with the College can help:

- > Promote your business to the next generation of workers
- > Develop a talent pipeline to fill skills gaps in your business
- > Improve employment in hard-to-recruit areas within your sector, by being able to demonstrate the benefits of the role directly with the students
- > Boost your company's profile by helping develop employability opportunities within the Bradford District, which in turn, keeps talent in the area
- > Support your corporate social responsibility agenda
- > Increase diversity in the workforce so your organisation is a true representation of Bradford's varied culture
- > Influence the development of our curriculum and staff - you can be confident that the College is teaching the skills your business, sector and district needs
- > Free training available to your staff in areas such as equality and diversity, customer service and mental health first aid
- > You can also apply to be a Governor to develop and capitalise on your professional skills, gain Board experience and develop networks

WHAT OUR STUDENTS BRING TO YOUR BUSINESS

Our students bring a wealth of skills and qualities that add value to your business. By working in partnership with us you will help them to develop the expert knowledge needed in your industry:



COMMUNICATION AND COLLABORATION

Uses different form, shared responsibility, works in diverse team with success



LEADERSHIP AND RESPONSIBILITY

Self-regulation, planning and organisation, working memory and critical thinking



CREATIVITY AND INNOVATION

Testing thinking, approaches, new ideas and concepts



CRITICAL THINKING AND PROBLEM SOLVING

Using logic and reasoning to generate solutions to problems, to achieve a goal



PRODUCTIVITY AND ACCOUNTABILITY

Focus, attention and task completion, greater independence and decreased adult guidance



SOCIAL AND CROSS-CULTURAL SKILLS

Developing empathy, learning consequences of behaviours



FLEXIBILITY AND ADAPTABILITY

Handle transition, meet new students, shift strategies and adapt to a new environment



INITIATIVE AND SELF-DIRECTION

Building skills of initiative and self-direction helps to strengthen student's self-esteem

STUDENT PLACEMENTS

ShIPLEY College works with local employers to create work placement opportunities for young people across a wide range of sectors, including business, IT, health and social care, childcare, education, sport, travel, horticulture, media, art and design. Placements bring new talent into businesses and are a great way for employers to grow their team.

Work placements provide an opportunity for employers to make sure that young people in

Bradford are aware of your business or sector and the employment opportunities it offers. This can help create a talent pipeline and support recruitment that will enable your business to thrive.

Placement options are flexible and can range from one-off one week arrangements to regular days over one or two years, according to the needs and preferences of the employer and the qualification the student is working towards.

What we ask from you:

- > You provide the student with all the necessary training and information that will help them to settle in quickly
- > You arrange for appropriate supervision of the student
- > You work with the College and the student to agree clear expectations, roles and responsibilities
- > You provide honest, constructive feedback to the student and College

What you can expect from the student:

- > They approach their role in a professional manner
- > They attend regularly and punctually
- > They reflect on their progress daily through their placement journal
- > They come with a positive attitude and add value to your business

What you can expect from the College:

- > We prepare the student so they understand what is expected during their placement
- > We agree placement objectives with yourself and the student and monitor their progress against these
- > We provide ongoing support throughout the placement and are on-hand to answer any questions



“Will started his apprenticeship course in August 2020, as a Digital Marketing Apprentice and since then has gone from strength to strength in his role here at Keelham. The course has given Will strong groundwork for carrying out practical experience in his day-to-day job role. As an employer, we have felt supported throughout the course with great communication from his tutor and a clear understanding of what is expected from the course. We would recommend Shipley College for apprenticeship courses to strengthen our team in the future.”

Sally Sneddon, Keelham Farm Shop



WHAT ARE THE PLACEMENT OPTIONS?

Short Term Work Placement

Students on a Level 1 or 2 course complete a work placement each year. This will usually be for a week in the Spring term and students will go into a general work placement for up to 5 days to develop their employability skills.

Where possible, this placement will be in an area linked to the student's course and/or career plans.

Where this is a compulsory part of the course, such as in Childcare, the placement will provide opportunities for students to put into practice the skills they are learning on their course.

Long Term/Substantial Work Placement

Students on a Level 3 programme may undertake a more substantial placement. For some students, including those on Care programmes and T Levels, this is a compulsory part of their course and is in a sector or role directly related to the course.

For the majority of students doing a substantial placement, they will attend one/two days per week throughout their course but there is flexibility and some students or employers also like to opt for a block placement.

With T Levels, the industry placement is at least 45 days over two years with no more than 2 employers. This means the student has the opportunity to learn a role and often becomes a valued member of the team.

Some employers like to have a student on placement to work alongside an apprentice so that when the apprentice is on their College-based day, the student on placement can pick up elements of their role. This is a great opportunity for them to gain some confidence and responsibility, and alleviates those tasks from your other team members.

Supported Internships

Supported Internships are a structured work-based study programme for those of our students with additional needs who are ready and keen to work.

Jobs are brokered between the College and each employer to ensure a good match between the skills and abilities of the intern, and the demands of the role. The hours worked depends on the needs of the employer and the skills and abilities of the intern.

A Job Coach is provided by the College to support both the student and the employer in the workplace. The internship will last for a minimum of 6 months and at the end, you have the potential to secure a trained, reliable and committed student who, through the support received from their Job Coach, will be ready to take on a paid role with your company.

Apprenticeships

Unlike a student completing a work placement, an apprentice earns a wage and is employed by you, with the chance to be moulded to fulfil the needs of your business. Taking on an apprentice can help with succession planning within your organisation, as well as reducing your recruitment and training costs.

We run our apprenticeships with an 80/20 split, meaning generally that the apprentice spends 4 days a week with you on-site and 1 day a week in College.

During their time with you, they should gain valuable training through;

- > shadowing and mentoring sessions
- > simulation and in-house training
- > visits to other parts of the company



Exa Networks is a Bradford-based internet service provider that provides broadband and other IT services to schools and businesses - exa.net.uk

Lewis, Technical Support Manager from Exa Networks, has been working with Shipley College to provide placements for our T Level students who are studying Digital courses.



"Exa Networks has been going since 2003. We are always looking for new talent and have even set up the Exa Foundation to inspire digital learners and future IT employees, so it follows that we wanted to take Shipley College students on placement for their T-Level."

After being contacted by Shipley College, Lewis found out more about our new T Level programmes and how they can be involved as an employer:

"The College got in contact with us about their new T Level programme and we were quite excited about the prospect of it. That's when I met their students and then took them on as T Level student placements with my Support Team."

Speaking about the valuable work the students did on their placement, and their experience at Exa:

"On a day-to-day basis, the students configured hardware, such as routers and firewalls, they answered support tickets and also did first-line support calls. To get the students up to speed, we have a training plan that we use for all new starters at the business. They also worked through a 9-day plan which we had made for them, and then the full training plan after that - the students excelled at both of them!"

On what's next for the placement students and Exa Networks:

"There's definitely a chance of employment after a placement with us. I said to both students that after their course I'd be more than happy to take them on as employees!"



"I believe taking on T Level students will become almost second nature here at Exa Networks, because it has worked so well. We've already taken on another new T Level student and we plan to take on more in the years to come."

Lewis, Technical Support Manager at Exa Networks

As well as offering work placements, there are a host of other ways employers can get involved with the College, such as offering your time through workshops, presentations and much more.

With our students:

- > Supporting students who are preparing for employment - giving feedback on CVs and conducting practise interviews
- > Mentoring students through their journey into employment
- > Speaking to individuals/groups of students about your business and the different roles within it to raise awareness
- > Providing real-life/simulated work briefs for students to work on, watch their pitches and give feedback
- > Inviting students to tour your premises to mock recruitment events and assessment centres at your business

Our tutors will be on-hand throughout the whole process, working with you to plan an activity that can be broken down into manageable chunks for the students. They will work with you to decide the role you wish to play in the session, and will be present to facilitate the session to ensure you feel supported and that it runs smoothly.

In preparation for your visit, the tutor will have some background information on your business and will make sure they have briefed the students in advance.



With our staff:

- > Advise staff on current skills gaps in your business and sector
- > Support staff to plan courses and course content that reflects the needs of your business/sector
- > Provide staff with example/real-life briefs for students to work on
- > Offer work placement opportunities to staff to ensure the skills, knowledge and experience that inform their teaching remains current
- > Attend employer forums to provide updates about your business, your current needs and emerging opportunities/significant changes

FLEXIBLE INVOLVEMENT

We know that everyone is busy and has limited availability, especially in the current climate, so at Shipley College we make involvement incredibly flexible.

- > We can facilitate remote/in-person opportunities, either on your site or ours
- > We appreciate employer involvement, no matter how much time you can offer. Whether it's an hour long workshop, regular student visits or longer term commitments, you can really make a difference to the future of the young people of Bradford
- > You can work with students or staff across your preferred sector in College with upskilling or curriculum development, to ensure we're offering courses that are filling the necessary skills gaps
- > You can use your expertise to work with a specific group/sector or get involved across the College



ACS is a business based in Shipley, who work with other companies to provide them with the tools and technologies they need to work productively – acsgroup.co.uk

Sacha and Leon from ACS came into College to do mock interviews with students, and give them employer feedback on their CVs. Dannii, one of the students, is now working at ACS.



"I wanted to help young people from my community - it's important to give young people opportunities for real life work experience. Plus I wanted to see who was out there - what skills they have." - Sacha, ACS

Leon and Sacha from ACS were impressed by one of our students, Dannii, during one of their sessions at College.

"Dannii stood out - she was a chatterbox, confident, honest, fun, clever and she had done her CV, she was prepared. We wouldn't have got Dannii if we hadn't come into College to work with the students."

A Shipley College tutor welcomed Leon and Sacha to come and meet her class, spending some valuable time giving an insight into entering a professional

"The tutor had prepared the students so well - she had set them up to come in the right frame of mind, they'd researched the company and they had their CVs ready, she cared."

ACS also welcomed one of our College tutors for a day of industrial updating. Leon from ACS told us:

"She asked loads of questions which made me think about what we do and why we're doing things the way we do... We discussed my role and the multiple hats I juggle and the differences between public and tertiary business. She was absolutely ace!"

ACS are now a WorldHost Registered Businesses, following their WorldHost training delivered by Shipley College.



"I didn't know what I wanted to do next. So I was very excited about ACS coming to visit - I wondered if this might be something I might do next. I got along with Sacha and Leon - I really liked their energy. After their visit I got in touch and Sacha invited me to visit the company. Now I work at ACS in the purchasing department. I love it!"

Dannii, former Shipley College student



BECOME A SHIPLEY COLLEGE GOVERNOR

Becoming a Governor is a chance to develop and capitalise on your professional skills, get Board experience and develop networks. Being a Governor is hugely rewarding and is an opportunity to make a real difference to the communities served by the College. You may want to give something back to the local community after a successful career by getting involved in helping people get better vocational qualifications or to work closely with fellow professionals.

Our Board consists of people with a whole range of backgrounds and experience from Accountancy to Higher Education to IT Consultancy. We meet as a full Board, on Tuesday evenings, five or six times a year plus there is an expectation that Governors will join one of the sub-committees which adds another three or four meetings a year. The sub-committees cover Finance, Audit, Curriculum & Quality and Search.

What we are looking for:

- > A desire to contribute to the effective running of our College
- > A set of skills or professional experience you can share with us
- > The ability to spare 20-25 hours per year to attend evening meetings, usually held on a Tuesday

In particular, we are looking to recruit new Governors to join the Corporation Board of Shipley College, ideally with people who have experience of:

- > Working in an education environment e.g. a high school, university, further education or working with apprentices
- > Finance/accountancy/audit
- > Working with a large local employer

But we would still be very interested to hear from you if you have a different skills mix to offer. Full support and advice will be provided to new Governors.

If you're interested in becoming a Governor, get in touch with our Clerk to the Corporation, Danielle Carter:

✉ dcarter@shiple.ac.uk



ENDORSE A COURSE AT SHIPLEY COLLEGE

We are excited to announce our new Employer Endorsement Scheme (EES). This is a fantastic new opportunity for organisations to successfully work with Shipley College - for example through placements, work experience, supported internships or apprenticeships - to recognise the relationship and promote your business to our wide network of stakeholders, while celebrating working with young people from the local community.

The EES will enable prospective local people to see the fantastic business connections they could have access to as a Shipley College student, while providing a steady stream of new talent to your organisation.

If you are interested in this opportunity, please get in touch with us:

✉ marketing@shiple.ac.uk
☎ 01274 327269

What we need from you:

- > Quotes about your time working with a student from Shipley College
- > Images/video content of a company representative (and the student where applicable)
- > Your company logo

What we will do:

- > Share your affiliation with us across our course guides and website
- > Potentially film and photograph you in your premises
- > Use your case studies and quotes on our social media accounts



Contact our Business Development Team
to find out more:

🖱️ shipley.ac.uk/employers

✉️ employers@shipley.ac.uk

☎️ 01274 327390