

# Work Placements at Shipley College

Student guide  
2024/25



## | Why do I need to do a work placement?

Work placement is an important part of your study programme and is a fantastic opportunity for you to develop knowledge, gain new skills, increase confidence and learn about work ready behaviours.

- It will help you see the links between the course you are studying in college, and the skills you will need in future employment
- It will provide the opportunity for you to experience the world of work and develop relevant skills
- It can support you to choose your career path for employment or University
- You will have the opportunity to meet and talk with other employees and ask them about their job role and responsibilities
- It will help you to discover more about your own skills and interests
- It will enable you to learn to become increasingly independent and take on responsibility
- It will benefit you to get a job in the future, provide a reference and will enhance your CV
- For all T Levels and a number of other courses, work placement is mandatory. If you do not complete the hours you will not achieve the qualification

## | How much work placement will I have to do?

The amount of hours you do will depend on the course you are studying. This will be discussed during the enrolment and induction processes.

## | Will I get paid?

You will not be paid for the work placement. A number of employers may choose to pay for travel or lunch but this is not a compulsory requirement for the employer. Successful work placements may lead to a paid job or an apprenticeship opportunity in the future.

## | Where will my work placement be located?

It is your responsibility to actively search for a work placement which is relevant to your course. The placement should be based within an organisation linked to your course or career choice.

You may choose to find a placement close to your home, as you will be responsible for your own travel arrangements. You may ask a parent/carer to support with transport or support you to ensure your placement is on a bus or train route.





## Will college support me to find a work placement?

Finding a suitable placement is a joint effort. It is better if you can find your own placement or ask family and friends for ideas. They may have business contacts that can support you.

It is normal practice for employers to request a CV. A good, up to date CV will support you to be successful in obtaining a placement and your Course Lead and the Industry Placement Officers can support you with this. There are also tips in the Careers section on the Student Portal. The Industry Placement Officers will support you to find a suitable placement if you are struggling to find one.



## Medical/health conditions

If you have any medical/health conditions then please inform the Industry Placement Officers and the employer before you start the placement.

## Illness and absence from placement

If you are ill and cannot attend your work placement on any day, you must inform the employer by telephone as soon as possible. You must also inform the college of your absence from placement by phoning the absence line as you would normally report a student absence on **01274 327293** or email **absence@shipley.ac.uk**

# REMEMBER...

If you have any problems with any aspect of your work placement or you have any questions you can discuss these with your Course Lead or Industry Placement Officer.

You can contact the Industry Placement Officers on:

✉ [workexperience@shipley.ac.uk](mailto:workexperience@shipley.ac.uk)

# Student success stories

98%

of students found their placement beneficial to their future careers

96%

of students really enjoyed their work placement

Source: Student Engagement & WEXP Report



I am really enjoying my Industry Placement. The office where I work is a great office and a nice working environment. I have been building a website and setting up a new computer system within the company so I am putting into practice what I am learning on my course. It has also helped me when applying for a university place.

Digital student



I did my work experience in a charity shop called British Heart Foundation. I think it was amazing and fun. I got to know regular customers and meet new people. Everybody was kind, caring and understanding. Working at this shop has helped increase my confidence and has given me skills that I need.

Care student







My work placement has helped me understand my job and what goes into it. Working on site is different from college, however you soon get used to it, your work colleagues help you feel comfortable working in a new environment.

I would definitely recommend a placement because it opens your eyes to the 'real world' so to speak. I'm happy I went and worked around the hospital. I am now waiting to see if I can get a job there.

Horticulture student



I completed my Industry Placement at Tecair, where I worked within the office on various projects. I attended my placement 2 days each week, for 2 years. The placement has helped me gain confidence and increase my knowledge and skills, and being able to evidence 2 years of industry experience helped me to get a place at university.

I also got a paid summer job with the company, so I really benefited from the work placement!

Business student



## | Before you start your placement

- **A placement check:** This will need to be carried out by the Industry Placement Officers and Health and Safety Manager before your placement to ensure we are health and safety compliant. You will not be able to start your placement until this has been completed
- **Insurance:** The placement must hold Employers Liability insurance and meet the college health and safety requirements. If they do not have insurance or meet the requirements then unfortunately you will not be able to attend this placement
- You may be required to attend a **pre-placement interview**, or make a **pre-placement telephone call** to the employer to confirm all the details. There are some tips to help you with these in the next section
- Once you are enrolled in the College you will receive log-in details for Navigate. This is where you will log all work placement details including confirming the hours completed and the journal entries
- A number of placements may require a **DBS check**, particularly within Childcare or Health & Social Care settings. If this applies to you, we will discuss this with you at Induction
- Once your placement is confirmed, the details will be uploaded into the Navigate system. You will be required to log the hours you have completed and complete journal entries in relation to the skills you have learnt on a weekly basis. If this is not completed we will not be able to confirm the logged hours for placement

## | Pre-placement phone call

Speaking on the telephone to an employer is different to phoning a friend, so work out what you want to say before you ring. Find a quiet place to make the call. Have a pen and some paper ready to make notes. When you call you will need to introduce yourself and say why you are calling. You can also ask questions such as:

- What day would be suitable to start? What do you need to wear?
- Where should you go on your first day? eg. reception or a particular entrance?
- What time should you arrive? What time will you finish work?
- Who should you ask for when you get there?
- What sort of things will you be doing?

## | Pre-placement interview

It is normal practice for employers to wish to interview potential students, particularly for mandatory or longer term placements such as T Level Industry Placements or Childcare placements. If you are asked to attend a visit/interview, you only get one chance to make a first impression, so make sure it is a good one.

**You may want to use the following checklist to help you:**

- Research the company or organisation
- Analyse the company's website, history, aims, objectives and mission statement
- Plan what you need to say, they might ask you, "why did you choose this work placement?"
- Work out your travel arrangements, leaving extra time in case there are delays. Arrive a few minutes early so you will not be flustered
- Dress smartly and appropriately
- Announce your arrival, state who you are and who you are there to meet
- Ensure you turn off your mobile phone or put it on silent and out of sight
- Be polite. Say "please" and "thank you" where appropriate, and smile
- Provide full answers to any questions, not just "yes" and "no" and be responsive
- Do not be afraid to ask questions. It is a good idea to have a couple of questions prepared that you can ask the interviewer at the end
- Write down and record any information you are given

# WHAT'S NEXT?

If your placement has been arranged through the Industry Placement Officers the Business Engagement Admin will upload your placement to Navigate. If you have found your own placement students are able to add their own work placement to Navigate and the Industry Placement Officers will approve. If you do not have a place in mind then speak to your Industry Placement Officer and they will support you. Once your placement is checked and a start date is agreed, you must track your hours on Navigate and complete the weekly journal entry to record the skills you have learnt.

# Information for parents and carers

## | Why do our students complete a work placement?

Work placement is an important part of every young person's education. It involves moving students from the classroom into the world of work and supporting them to develop the skills required so that they are work ready. Students will understand more about the workplace and their chosen careers but, more importantly, they will learn a lot about themselves as young adults.

## | Hours of work

The hours each student can expect to complete will vary depending on the course they are doing, this will be made clear at their induction. Some courses will have allocated placement days. Students should agree times that are suitable for them and the employer. This might involve an early start, a late finish or even working weekends.

## | Health & Safety

Students will receive information about health and safety in college and should complete an induction with their employers. All students are required to fully comply with all health and safety instructions of the organisation. Students must not start their work placement until the college has carried out the necessary health and safety checks and confirmed the employer is fully insured. If the employer does not meet the requirements the student will not be able to start their placement.

## | Illness and absence from placement

If your son or daughter is ill and cannot attend work placement on any day, the employer must be informed by telephone as soon as possible. The student must also inform the College of their absence from placement by telephoning the Absence line on **01274 327293** or emailing **absence@shipley.ac.uk**

## | Medical/health conditions

If your son or daughter has any medical/health conditions then they will need to inform the Industry Officers and the employer before they start the placement.





