



WORK PLACEMENT

Best Practice - Student Guide



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h Highlands
College

What is a work placement?

Work placements are an unpaid opportunity that allow you to experience working life while you are still at college. You will learn and use a range of transferable employability skills, personal qualities, and develop technical knowledge and competencies that will contribute towards your future employment.

What are the benefits of a work placement?

Work placements can increase your confidence, develop skills and create opportunities. Challenging stereotypes in relation to career aspirations and giving an insight into different industries and progression. Work placement experience is a vital part of your development and can assist you with choosing the right career path. This is why Highlands College are committed to ensuring our students are provided with the opportunity to undertake experiences of work as part of their college curriculum.

Are all students required to undertake a work placement?

No, some courses will offer students a substantial realistic experience of work project or work-related activities where the industry placements are unavailable. Industry placements are expected to be a minimum of 5 days. All industry placements will be timetabled in accordance with our timetable protocols.

Are there any criteria for work placement?

There may be some circumstances where it's not appropriate or possible for you to undertake a requested work placement, each placement will be reviewed on a case-by-case basis.

- All employers must have suitable health and safety procedures, agree to follow safeguarding protocols and hold employer liability insurance.
- Placements for students under 18 will need **parental consent**.
- All placements must be logged onto the college system **Navigate** and students must record their attendance in a timely manner.
- Placements must not commence without prior college approval.



WHAT SUPPORT WOULD I BE OFFERED IN COLLEGE?

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Before the placement:

- › You will be asked to research available career options in the industry you are intending to have your work placement in and make a placement top choice. Your personal tutor or progress coach will help and support you with your work placement plan in tutorials.
 - › Your personal tutor or progress coach will assist you with allocating suitable work placement based on your course subject and your interests. If needed, they can also assist you with setting up an interview with your employer.
 - › You will be required to make contact with your placement prior to starting to ensure you have everything you need in order to be successful on placement.
 - › The college has a dedicated Careers & Employability Team, who can offer support and guidance regarding work placement. We have links with local employers who offer work placement and work-related opportunities.
 - › You will be asked to complete the work placement contract and include any health conditions, medications taken, and the pre-placement check list on Navigate.
 - › You will attend a pre-placement briefing that will include any Health & Safety requirements and college and employer expectations while you are on work placement. Employer must provide you with an adequate PPE.
 - › All placement details will be available to you on your Navigate Profile > My Placements.
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During the placement:

- › A member of the college staff will be available during your working hours should you have any concerns regarding your safety or wellbeing on work placement.
- › Your personal tutor or a team member will visit you during the placement to discuss your progress towards the placement objectives.
- › You will be expected to record your attendance daily and complete the placement journal timely.
- › We may contact your parent / guardian if there are concerns about your placement attendance.

After placement:

- › Your personal tutor or progress coach will help you to reflect on your work placement and discuss your next steps e.g. apprenticeship, extended work placement, summer work.
 - › You will complete the placement feedback on Navigate and add any transferable skills you have developed onto your Navigate profile.
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How to get most out of your work experience?

To really get the most out of work experience, you will need to be proactive!

1. Make a good first impression

First impressions really do count. Make sure you turn up on time, are suitably dressed (if in doubt, better to go smarter), and are raring to go. If you show you're friendly, reliable, and competent from the get-go, chances are more opportunities will come your way.

2. Get to know people

Greet everyone you meet with a smile and try and introduce yourself to everybody you'll be working with. Don't be afraid to ask people about their roles and how they got to where they are now – they'll be flattered!

3. Be organised

While you'll have guidance during your placement, you can't expect to be spoon-fed the whole time. Listen carefully to instructions and note down important meetings, dates, and deadlines to help manage your time effectively.

4. Get involved

It might sound obvious, but the more you get stuck in, the more experience you'll gain. Be enthusiastic about any task – big or small – and use your initiative to go above and beyond what's asked of you. If you finish a job, be proactive in finding something else to do.



5. Ask questions

There's no shame in asking for clarification if you're not sure what you're doing – in fact, employers will respect that you have the guts to ask. But be resourceful – think twice about asking a question that could be answered with a quick search online.

6. Make suggestions

If you think you've got a valuable comment to add, don't be afraid to speak up. Employers love people with ideas, and your contribution – whether your idea is taken up or not – will be appreciated.

7. Offer to help

When you speak to people, ask about their current projects and emphasise that you'd like to get involved. Showing you're approachable and keen will ensure they think of you when they need an extra pair of hands.

8. Make notes

Write down any useful information about tasks you've worked on and skills you've picked up. That way you'll have a record of everything you need to take away from your time there – handy for future job applications! Use Navigate to do that.

9. Ask for feedback

Try and gather informal feedback from your supervisor as you go along, rather than just waiting for a report at the end – it gives you a chance to improve throughout your time there and shows that you care that you're doing a good job.

10. Reflect on your work experience

It's important to be honest with yourself when reflecting on your placement. If you didn't particularly enjoy it, doesn't mean it's been a massive waste of your time. Even if the only thing you take away from the experience is knowing you don't want to work in that industry, it's been useful!

Useful contacts:

Designated Safeguarding Lead (DSL):
Sarah Walker - 07797820027

Work Placement Coordinator:
Alex Stryzowska - 01534 608534

Highlands College Reception – 01534 608534

YOUR WORK PLACEMENT JOURNEY ON NAVIGATE

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1. Check placement details

You can view your placement on your Navigate profile or check our college email for details.

2. Complete pre-placement check list

Log in to Navigate, find your placement and complete your check list.

3. Confirm attendance and write a journal entry daily

You must confirm your placement hours daily and make sure you write about your experience. Don't let your hard work go unnoticed!

4. Give feedback

We want to know all about your experience. Your opinion counts.

5. Submit placement as complete

Placement coordinator will now review and mark your placement as complete or incomplete - which would require more input from you.

NAVIGATE
Log in

