



KIRKLEES
COLLEGE



Students' guide
to Industry
placements

Students' guide to work placements

At Kirklees College we are committed to providing our students with the best education experience. An industry placement supports and challenges our students to put their academic learning from the classroom into practice, developing their technical skills and become more employable.

From September 2019 industry placements will be included in selected programmes to give students a wider experience of the industry they are studying. Students on these programmes will spend a minimum of 315 hours on their industry placement, working with an external employer to build their skills and gain experience in a real work environment.

Industry placements take place in the college's main operating hours but will be additional to the timetabled lessons. Students are expected to be available to complete these hours.

This booklet offers general guidance on what is involved with planning an industry placement and practical advice on what to expect when on placement.

Dedicated Industry Placement Officers are allocated to each student to help them find and plan their placements and make the most of the opportunity.



Benefits of an industry placement:

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- Provides valuable 'real life' industry experience, giving the opportunity to put in to practice the skills learned in college and develop new technical skills in industry.
- Relevant experience adds value to a CV or UCAS application, helping it to stand out from the crowd
- Receiving quality employer feedback can help to consider future career options and with applying for future job roles
- Helps develops skills valued by employers such as communicating, adapting to change, teamwork and problem solving.
- Supports with building confidence, especially when dealing with new people and learning new tasks
- Promotes personal growth, this can develop self-reliance, nurture resilience, build confidence and help identify new individual strengths and skills.
- Some students have been offered part time paid work or an apprenticeship on completion of their placement

Planning your placement:

You are expected to:

- Be available to complete your industry placement during the college year.
- Attend the agreed hours, arrive on time and make the most of your opportunity.
- Work in line with the company's policies and Health and Safety requirements.
- Dress appropriately, keeping language polite and mobile phones switched off.
- Behave in a professional manner and treat everyone with dignity and respect.
- Maintain confidentiality of information both during and after the industry placement.
- Adhere to the college's Behaviour Code, informing both the employer and your Industry Placement Officer if you cannot attend.
- Complete placement reviews and maintain a placement learning log.

Your Industry Placement Officer is responsible for:

- Helping you to finding an industry placement opportunity relevant to your course
- Checking companies are compliant with H&S before you start
- Helping to prepare for your placement and provide ongoing support to ensure you complete it.
- Guiding you in using the online system to record your placement learning log.
- Completing your placement reviews and checking you get quality feedback from your employer.

Industry Placement FAQs

When will I complete my industry placement?

Industry placements will be arranged during college main hours of 9am – 5pm, Monday to Friday. Any placements planned outside of these hours or in college holidays will be agreed with students and their parents or guardian prior to planning.

How long will my industry placement last?

Placements will be for a minimum of 315 hours. It is anticipated that placements will run from October through to June.

Can I find my own Industry placement?

Students are actively encouraged to look for an employer to complete their industry placement with as this builds their recruitment skills. Industry Placement Officers will work with students to find the right placement linked to their qualification. Students can only start an industry placement once the Industry Placement Officer has confirmed the placement details and checked Health & Safety compliance.

How will I get there?

Students are responsible for making their own way to their industry placement. Being willing to travel further could increase the number and type of placements available. Support with travel costs may be available, ask your Industry Placement Officer for information.

Can I be paid?

There is no requirement for employers to pay students on an industry placement as they are supporting student learning. However, some employers may choose to pay students or reimburse expenses. Some part time jobs may qualify to be used for an industry placement, ask your Industry Placement Officer for information.

Can my expenses be paid?

There is some funding to support eligible students with travel costs, uniform, PPE and other associated costs that might support students with completing an industry placement. Some expenses may be eligible for funding, ask your Industry Placement Officer for information.

What do I do if I can't attend my placement?

If students are not able to attend their placement they must contact both the employer and their Industry Placement Officer before they are due to start. If students are unable to attend they may be required to make up the hours missed at the end of their placement.

What do I do if I don't like my industry placement?

If something goes wrong or you don't like your placement, contact your Industry Placement Officer as soon as you can and explain your concerns. They will be able to provide support and help resolve any problems, but don't just give up.

Being successful on your industry placement

1. Before your placement

Find the right opportunity - Workshop sessions will be timetabled with Industry Placement Officers to support you with finding and securing a placement which links to your course. These sessions will continue throughout the year to help with recording placement activity and completing your reviews.

Build your application skills - Researching placement opportunities will help you gain skills which can help with future job searching. You will be supported through writing a CV and given interview practice to help you successfully secure an industry placement.

Know what to expect - Developing your knowledge on what to expect when entering the workplace for the first time can help you respond more positively to new situations. Workshop sessions will help you develop skills related to attitudes and behaviours, managing anxiety, building communication, and financial planning.

Plan for starting - Targets and learning aims will be agreed at the beginning of the industry placement and reviewed at key times throughout. Make sure you have completed your preplacement check list, have all your placement information to hand and have planned your route beforehand. Prepare the night before and make sure you dress appropriately – check their dress code.

2. During your placement

Be professional - Arrive on time and be ready to work, this including returning from breaks. Turn off your mobile phone and always use appropriate language. Have a positive attitude, be flexible and be aware that you are in a proper working environment where people have to complete their full time jobs alongside you.

Make the most of it - This is a great learning experience, ask for additional tasks or offer to help where you feel you can. Keeping busy will give you a more interesting placement and asking questions about the company and roles will build your knowledge of career options in that industry. It's a chance to learn as much as you can, so grasp every opportunity that comes your way.

Stay safe - On your first day the employer will provide you with an induction giving you details about first aiders, fire safety and general health and safety information. You must follow any instruction given to you and report any potential concerns to college.

Record your progress – Track your progress by completing an online learning log, attending regular reviews with your employer and Industry Placement officer, and completing a final evaluation to assess your progress against your targets.

Keep us informed - If you are ill then make sure you phone both college and the employer first thing in the morning to let them know you are not coming in. If you have any concerns about what you are doing on placement or if there are any incidents contact your Industry Placement Officer immediately.

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3. At the end

Complete your review – You need to complete a review with your employer before you finish to get feedback on your strengths and areas for development, and identify how well you have achieved your planned targets. You can also provide feedback on how you have enjoyed the placement.

Say thank you - Employers are giving up their time to support your Industry placement, it's important to tell them how much you appreciated the opportunity and leave a good impression. Even if you decide that this is not the industry for you, you will have gained skills and knowledge which may be invaluable in your future career.

Take time to reflect - Think about what you've learned during your placement and reflect on the feedback from the employer. Update your CV with this information, focusing on the new skills you have learnt.

Parents and Guardians

Parents and guardians play a huge role in helping to make industry placements a success, from helping students to plan how to get there, to talking through concerns about what to expect. Explaining the benefits and highlighting the transferable skills a student could gain can help to encourage them to make the most of the opportunity.

We will inform parents or guardians of the planned industry placement details, and provide contact information for their dedicated Industry Placement Officer should they have any questions or concerns.

Some placements may limit the tasks a student can complete; this could be due to Health & Safety or confidentiality concerns. However, students can still gain valuable experience. Placements could lead to paid employment, or an apprenticeship opportunity when students have passed their course.

We value the support of parents and guardians with encouraging students to fully participate and complete their industry placements.

Safeguarding

At Kirklees College we have a duty of care to safeguard all our students and support the Government's Prevent strategy. Safeguarding covers many areas, one of which is identifying, responding to, and supporting students who may be at risk to abuse, neglect, radicalisation or bullying.

We have procedures in place to protect our students and a dedicated team to respond any concerns raised around their safety or welfare needs. If you have any concerns about your son or daughter whilst on placement or have any reason to suspect they may be at risk, please contact;

Jude Flatley Placement Manager
01484 437115

Nathan Shaw Deputy Designated Safeguarding Lead,
Huddersfield
01484 437000 Ext: 7372 or **07969 504415**

Rory Hillas Deputy Designated Safeguarding Lead,
Dewsbury
01484 437000 Ext: 2409 or **07500 104155**

Other useful contacts

Reception: **01484 437000**
Information: **01484 437070**
info@kirkleescollege.ac.uk
www.kirkleescollege.ac.uk