



**KIRKLEES**  
COLLEGE



# Students' Guide to Work Placements

## Students' guide to work placements

At Kirklees College we are dedicated to providing our students with the best education experience available. In addition to supporting and challenging you to develop your skills and knowledge in the classroom, we want to give you the opportunity to put these skills into practice and gain valuable experience in the workplace.

Work placements are a great opportunity to gain these skills and experience; you will have one planned as part of your study programme

This booklet offers general guidance on what is involved with planning a work placement and practical advice on what to expect when you start.

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

Dedicated Work Placement Officers are allocated to each curriculum area to help you to find and plan your placements and make the most of the opportunity.



## Work placements

### **Benefits of a work placement:**

- An opportunity to put in to practice what you have learned in college.
- You gain 'real life' work experience in an industry you are interested in.
- Relevant experience can help your CV or UCAS application stand out from the crowd.
- Provides you with employer feedback to support you with future job applications.
- Builds skills valued by employers such as teamwork, communication and adaptability.
- Gain confidence when dealing with new people and learning new tasks.
- Some students have been offered part time work on completion of their placement.

### **Planning your placement**

#### **You are expected to:**

- Be available to complete a work placement during the college year.
- Attend the agreed hours, arrive on time and make the most of your placement.
- Work in line with the company's policies and Health and Safety requirements.
- Dress appropriately, keep 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 work placement.
- Adhere to the college's Behaviour Code and MIMO process, informing both the employer and your work placement officer if you cannot attend.
- Complete all steps of the VLE Work Experience course.

**Your Work Placement Officer is responsible for:**

- Finding an external work placement relevant to your course, or helping you to find one.
- Checking companies are safe before you start your placement.
- Providing you with details of your placement, who to contact and expectations when you are there.
- Guiding you in using the VLE to plan and record your placement.
- Support you with preparing for your placement and providing additional resources, such as Additional Learning Support, if required.
- Making sure you complete your placement review and upload it to the VLE to complete your course.

## Work placement FAQs

### **When will I complete my work placement?**

Work 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 placement last?**

Placements will be for a minimum of 30 hours. Some courses require students to complete additional hours to achieve their qualification. If this is a requirement it will be discussed with you during the application process.

### **Can I find my own work placement?**

You are actively encouraged to look for an employer to complete your placement with as this builds your recruitment skills. College can support you with finding the right placement through our employer links.

You must provide details of your work placement at least three weeks before you plan to start. You can only start a placement once the Work Placement Officer confirms the placement details and completes a health and safety check.

### **How will I get there?**

You are responsible for making your own way to your placement. Placements will ideally be within five miles of your home. However, being willing to travel further could increase the number and type of placements available to you.

### **Can I be paid?**

Work placements are part of your learning and are not paid employment.

**Do I need to have a Disclosure and Barring (DBS) Check?**

All students who wish to enrol on a course involving work placement with access to children or vulnerable adults (childcare and health and social care) are required to have an 'enhanced disclosure' on commencement of the course. Other placements may be offered on condition of a DBS but it is your decision as to whether you want to undertake the process.

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

If you are not able to attend your placement you must contact both the employer and your work placement officer before you are due to start.

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

If something goes wrong or you don't like your placement contact your Work 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 after one day.



# Creating a successful placement

## 1. Before you go

**Be prepared** - Make sure you have your Planned Placement Hours form with all your placement details and your Work Placement Officer's telephone number so you can contact them if you need to. Researching the company before you go can help you with knowing the right questions to ask when you are there.

**Plan your route** - Plan your journey in advance, it is important to be on time.

**Know your contact** - You need to know who to ask for when you get there. It's also helpful to have a phone number in case you need to get in touch if you're running late.

**Look the part** - You'll feel more confident if you look the part so check the dress code.

**Make the most of the opportunity** - You're only there for a short period of time so be prepared for shadowing other employees and doing routine tasks.

## 2. During your placement

**Be professional** - Be on time, 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 area. 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 instructions given to you and report any potential concerns to college.

**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 or incidents whilst on placement contact your Work Placement Officer immediately.

### 3. At the end

**Say thank you** - Employers are giving up their time to support your work placement, it's important to tell them how much you appreciate you are and leave a good impression.

**Get your feedback** - Ask the employer to sign you Placement Hours form and give you feedback on how well you have done. This can help you to develop your work skills and is required to complete Step 3 on the VLE.

**Take time to reflect** - Think about what you've learned during your placement and reflect on the feedback from the employer. You need to complete this on the VLE Step 3 to complete your Work Placement.

## Information for Parents and Guardians

Parents and guardians play a huge role in helping to make work placement a success, from helping to plan how to get there to encouraging students to make the most of the opportunity.

College will inform you of the details when a placement has been planned for your son or daughter. Contact details of the dedicated Work Placement Officer will be provided should there be any issues or concerns either prior to or during the placement.

Talking about the benefits of work experience and highlighting the transferable skills your son or daughter will develop can encourage them to engage fully on their placement.

Some placements may not offer the hands on experience that students want, possibly due to health and safety or confidentiality concerns, however students can still gain experience that can be valuable for their future progression if they make the most of it.

Placements are part of the student's study programme and must be attended to complete their course of study. The college really values the support of parents and guardians with this.

## Safeguarding

### Placement providers include:

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** Work 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**

## HEALTH AND SOCIAL CARE

/// *Monica is doing brilliantly, she is a very happy, positive, hard-working student and we look forward to her coming, she is a lovely girl and a credit to the college. ///*

**Dawn McCormack, Cooper House Care Home**

/// *I really enjoyed my placement at Cooper House Care Home. I was included in activities, and they have asked me if I would do bank hours with them when they are available. I always wanted to work in social care and talking to the residents has helped me decide this is the right career for me. ///*

**Monica, Level 3 Health and Social Care**

## BUSINESS

/// *Tanisha was a pleasure to work with and I would not hesitate to offer her a position within the shop should she ever want one. ///*

**Rick Beeson, Hawkin's Bazaar**

/// *I have enjoyed my placement at Hawkins Bazaar, the staff are really friendly and helpful. I have learnt about KPI'S, how to do rotas, and how the business works. I'd like to thank them all for their time, help and experience. ///*

**Tanisha, Level 3 Business**

## CATERING

/// *I really enjoyed my work placement at The Square Chapel Theatre in Halifax. The atmosphere was amazing and everybody was so friendly and the head chef offered me a part-time job in the end! ///*

**Camryn, VRQ2 Professional Cookery and Hospitality**

## SCIENCE

/// *I really enjoyed my work placement at Fairfield School, Batley. It was great, I gained lots of experience and it was eye opening too. ///*

**Asiya, Level 3 Applied Science**