



Guidance for Parents and Carers

Work Experience and Industry Placements

At Capital City College Group we believe in providing students with the key employability skills which will help prepare them to begin their journey to a successful career.

CCCG focuses not just on learners attainment of a qualification, but also on the importance of personal and professional development through encounters with employers, experiences of the workplace and every opportunity to build a professional network.

To achieve this, all students undertaking a full-time study programme must complete a mandatory Work Placement as part of their course. We will aim to ensure students spend time in a real-life working environment that relates to their course, as well as taking part in many other employability activities. Where on-site placements are not possible, students will be given virtual work experience opportunities that match their career aspirations.

The Health and Safety of our learners is our priority, and all employers need to complete a Health and Safety Risk Assessment before a placement can begin.

Benefits of work placement

Working alongside an employer in their place of work will offer students with an invaluable insight into the world of work. These experiences often help students to get a step ahead in their future, boost their confidence, and develop their knowledge as well as bringing several benefits such as:

- Developing key interpersonal and transferable skills
- Receiving coaching and mentoring from an experienced line manager
- Developing a greater understanding of the world of work
- Developing their knowledge and skills relevant to their course and future career
- Developing their professional network
- Enhancing future employment opportunities through relevant experience to add to a CV
- Receiving an employer reference for future job applications

Participating in a work placement has resulted in many of our students being offered paid part-time positions or being offered internships and/or apprenticeships

How Placements Work

At Capital City College Group, we have a Work Experience department designated to supporting learners throughout their work placements. We encourage students to find their own work placement within a field they are interested in exploring, related to their course, as this is a valuable learning experience. An 'Own Find Form' can be found at the bottom of the document.

Many students can use part-time jobs as their work experience, as long as it is related to their course. Where this applies, students are required to provide contact details of the employer to their Work Placement Officer so Health and Safety checks can be completed.

Work Experience can take place in different forms, depending on which course a student is studying. This may include an internship, 10-day placement or a 45-day Industry Placement. Students can check with their tutor, or Work Placement Officer if they are unsure.

All work experience placements are unpaid, but in some cases, employers may choose to offer payments to a learner, although this is not a requirement. Employers will inform the college if they intend to pay a student.

For more information, please visit

www.capitalccg.ac.uk or email us on **partnerships@capitalccg.ac.uk**

Our Standards

- Attendance to placement is compulsory. Non-attendance will be dealt with through the college's disciplinary procedure
- Students will be accountable to a supervisor at the business who will expect them to meet standards in areas such as professionalism, time management, communication, and teamwork
- Students must adhere to all health and safety rules of the company
- Students will need to complete an online logbook during their placement, reflecting on their learning and development

How can you help?

Provide support: Encourage students to attend their placement and maintain a professional standard by ensuring that they are prepared and punctual and understand the benefits

Facilitate a placement: As a parent or carer, you may be able to offer a student a placement at your place of work or have other professional contacts which may be interested in supporting WKC's work experience programme.

please see OWN FIND FORM attached

For more information, please visit

www.capitalccg.ac.uk or email us on partnerships@capitalccg.ac.uk

FAQs

What if the work placement doesn't match my child's career goals and aspirations?

The Work Placement Officers will work closely with learners to gain an understanding of what their career aspirations are and focus on securing a relevant placement. Certain industries are more difficult to secure a placement in and the focus will then be to place students in an environment where they are able to develop transferable and professional skills which will have an invaluable impact on their future careers.

What if my child is unhappy with their work placement?

Work Experience is often a new environment for learners, and it can be uncomfortable. All learners will be told to contact their Work Placement Officer to discuss their concerns and work on a solution to improve their time on placement. The Work Placement Officers can offer advice to the learners or make contact with the employers to see if any reasonable adjustments can be made to the workload or environment at the placement.

Why is work experience unpaid?

Work Experience is unpaid as it forms part of a full-time study programme and is required to be a learning process. This falls under the Education (Work Experience) Act of 1973.

In some cases, the employer may offer to cover travel or meal expenses, or may offer a gratuity to the student, however, this is entirely at the employer's discretion.

What about health issues?

The college will make reasonable checks to ensure that Education Health Care plans and/or any known disabilities are taken into consideration when sourcing work experience placements. Providing us with any medical, mental health or other issues that you may have, will help the Work Placement Officer's in making any reasonable adjustments to work placements.

For more information, please visit

www.capitalccg.ac.uk or email us on partnerships@capitalccg.ac.uk

Placement own find form

If you have found your own work experience or Industry Placement you are required to get this form completed by the company/organisation.

Please then hand this to your Work Placement Officer.

Student details (to be completed by the student)

Student name:
Student number:
Placement dates:

Employers details (to be completed by the employer)

Name of company/organisation:	
Name of contact/manager/supervisor:	
Tel number:	email:
Address:	
Position Offered:	
Who will be supervising the student (if different from above):	
Tel number:	email:

As a representative of the above company, I agree to the student named above, working on the premises. A Work Placement Officer from Capital City College Group will be in contact to discuss the next steps.

For and on behalf of (company and organisation)

Signed:
Date:
What is the relationship between the student and employer e.g. family, friend, relative etc.: