



Guidance for Students

Work Experience and Industry Placements

As part of your full-time study programme, you will be required to take part in Work Experience in your chosen subject area.

The benefits of a work placement:

Whether you have a clear career plan already, or are considering all your options, a work placement is an invaluable opportunity to gain a better understanding of the world of work and different career paths by shadowing and working alongside industry professionals..



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The College of
Haringey, Enfield
and North East London



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 **Capital City
College Training**



Your work placement will provide you with many benefits that cannot be achieved in the classroom alone, these include:

- Gain an understanding of how a business works and get to know about different job roles that exist
- Develop transferrable skills which will make you more employable
- Help you to make an informed decision on what you would like to do in your future career
- Build your network and meet industry professionals
- Enhance your CV and obtain an employer reference

Many CCCG students' have progressed onto paid jobs, internships, and apprenticeships, as a direct result of their work placement

How does a work placement work?

Work placements are managed by a dedicated team of Work Placement Officers who will work closely with you before and during a placement.

Planning and preparation

You will have a designated Work Placement Officer who will provide support leading up to and during your placement. They will work closely with you to discuss your career aspirations and support you in sourcing a placement as closely related to your aspirations and your chosen study programme.

It is highly encouraged that all students find their own placement – through family, friends, and general networking.

For students who already have part-time jobs, we are able to sign it off as work experience, so long as it is related to your course. Where this applies, you are required to provide contact details of the employer so we can carry out appropriate Health and Safety assessment checks.

If you have found your own placement or if you would like your current place of work to be considered.

please see OWN FIND FORM attached

For more information, please visit

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

Duration

Depending on the course you are on, placements can take place in the format of:

- Work Experience which is usually 10 days
- Industry Placements which are a minimum of 45 days
- Industry insight opportunities
- Employer site visits

Financial Support for Students

Majority of work placements are unpaid, but in some cases your employer may choose to meet some of your travel costs. However, this isn't to be expected, and you should focus on the valuable experience you will be gaining.

What we expect from you:

- Provide the details of the placement that you have found to your Work Placement Officer with sufficient time for Health and Safety assessments to be completed
- Have a CV ready to be sent to employers – your Work Placement Officer will be able to support you with this
- Be fully committed and maintain professional standards and etiquette during your placement as if it was a paid job, with 100% attendance, punctuality, and behaviour. Non-attendance and any breach in the code of conduct will be dealt with through the college's disciplinary procedure
- Download Microsoft Teams as your Work Placement Officer will use this platform to communicate with you
- Complete an online logbook during your placement, reflecting on your learning and development
- Most importantly, enjoy the experience and make the most of the opportunity

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 career goals and aspirations?

The Work Placement Officers will work closely with you to gain an understanding of what your 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 you are able to develop transferable and professional skills which will have an invaluable impact on your future careers..

What if my child is unhappy with my 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.: