

Industry Placements Guide for Students



Contents

Guide for Students



Section 1:

An introduction to your work placement

- Introduction
- Aims of work placement
- Your work placement details
- Your responsibilities

Section 2:

Safety in the workplace

- A work placement guide to safety for the student
- Induction check list

Section 3:

Your work placement learning objectives

- Learning objectives
- A guide to completing your student logbook
- Employer evaluation and feedback

Section 1: An introduction to your work placement

Your work placement is an integral part of your course at Reaseheath College, it is an excellent way to get an understanding of the expectations of employers. It also enables you to improve your 'work readiness', and along with your qualifications you will be in a favorable position when you are applying for a job. Many former students have been offered employment as a direct result of their work placement with the employer.

The success of your work placement depends very much on your attitude towards it and on the goodwill and cooperation of employers. It is hoped that parents/carers can provide support and encouragement, so every student makes the most of the opportunity.

There is no requirement for your work placement provider to pay you during this period, however some may wish to do so at their discretion.



Aims of work placement

The core aim of your work placement is to prepare students for employment and to help them become 'work ready' on completion of their studies at Reaseheath.

To help students achieve this and their individual objectives, the college and the work placement provider will liaise to ensure that:

- Learning objectives are agreed before the placement commences
- A realistic insight into the job is provided
- Opportunities to put into practice the skills that have been learned at college
- Confidence and transferrable skills are developed to enhance employability
- A network of useful professional contacts is developed
- Experiences and time worked are recorded
- English and Mathematics skills for the workplace are developed
- Opportunities are provided to gain an insight into running the business



Student roles and responsibilities

Industry placement aims and objectives	
1	You understand the industry placement is an important part of the T Level/ Study programme and that you must demonstrate sufficient progress towards your learning objectives; work directly to an external employer; and complete the minimum number of placements hours in order to complete your placement
2	You agree to the set of learning objectives that you will work towards during your placement
3	You understand that your progress will be reviewed against the technical and employability standards outlined in the progress indicators
4	You understand that it is important to complete your industry placement alongside all other T Level / Study Programme components to pass the course (NB: Some exemptions apply)
5	You will ensure that your behaviour and attitude whilst on placement always meets the expected standards (see below)
6	You will endeavour to complete all tasks and activities to the best of your ability
7	You will maintain a positive attitude, be open to learning and feedback and make the most of the placement opportunity
8	You are aware of the repercussions if you do not meet the roles and responsibilities in this form and demonstrate appropriate the behaviour and work ethic whilst on your placement

Professional behaviour and attitudes

Display professionalism	
1	Are courteous and respectful to other staff and members of the public
2	Have good attendance and time keeping
3	Are calm under pressure
4	Are reliable, and contact your manager immediately and directly if you are unable to attend work due to illness or another reason
5	Are enthusiastic and interested in your work
6	Do not get distracted by personal issues or your mobile phone whilst at work, and only use your phone during formally recognised breaks or in an emergency
7	Always adhere to organisation policy and procedures, including around health and safety, equal opportunities, equality and diversity, appropriate IT use, disciplinary procedures, and acceptable behaviour
8	Maintain confidentiality regarding any of the information you access whilst on your placement. This includes not gossiping and keeping confidential any personal information that work colleagues share with you
9	Do not do anything which may bring you and/or the education provider into disrepute i.e. which would negatively affect the reputation of you or your education provider
10	Dress appropriately for the employer's work environment

Professional behaviour and attitudes continued...

Produce results	
11	Complete your work to an agreed standard, with very few or no errors
12	Are organised, plan your work effectively, prioritise tasks, work independently as needed and meet deadlines
13	Always ask for support or clarity if you are unsure of what you need to do
14	Want to learn and develop your skills
15	Want to receive feedback and act on any feedback given

Work well as part of a team	
16	Build good relationships with your colleagues, understand what your role in the team is and show a positive attitude to working as part of a team
17	Treat all colleagues with respect
18	Listen effectively to different points of view and respond in a professional way
19	Are a supportive team member, proactively offering help and support

Communicate appropriately	
20	Use a polite and professional tone and language when communicating with colleagues and customers
21	Produce clear, well written work which uses the right tone for the audience, and has very few or no mistakes
22	Share your thoughts and present your ideas clearly
23	Follow instructions and listen carefully to what you need to do
24	Use positive and open body language, including maintaining eye contact, to show that you are approachable and ready to listen
25	Are confident to check your understanding of tasks you've been asked to do, and ask for clarification as needed

Take responsibility for your actions	
26	Are open to feedback and act on feedback given
27	Are honest if you make a mistake and seek to learn from them, so it doesn't happen again

Health and Safety conduct

1	Complete the employer's induction programme and any important training they ask you to do
2	Act in accordance with all the employer's health and safety rules, policies and procedures
3	Report any accident or injury immediately and recording the details in the accident/incident book
4	Keep your provider informed of any changes, issues or incidents which arise in connection to your placement

It is imperative that both you and the employer promptly report any workplace accidents or near misses directly to the college, if they involve you on 01270 625131.

Time keeping, student logbook and keeping in touch

1	Attend the workplace at the times stated in the agreed working pattern, and take the agreed duration for lunch
2	Contact your manager directly if you are unable to attend work due to illness or another reason
3	Keep your timesheets up to date and get them signed off by the employer to ensure they are an accurate reflection of your time spent in the workplace
4	Arrange appointments such as doctor/dentist appointments, outside of the placement, wherever possible, and will agree in advance with the employer and your education provider if you need to attend any appointments for anything unforeseen during your placement
5	Complete your logbook regularly to track your placement activities and progress towards your learning goals and share it with the employer and your provider for them to sign off
6	Attend regular one-to-one meetings with your line manager or supervisor at the employer, and will attend regular catch-up calls or meetings with your contact at the education provider, to discuss your placement experience and will keep them informed of any changes, concerns, issues or incidents that arise in relation to your placement
7	Attend all the formal review meetings whilst on the placement and know that at the end of the placement, as part of the final review meeting, you will need to reflect on your progress against your learning objectives

Section 2: Safety in the workplace

A work placement guide to safety for the student

Work placement is vital to your understanding of your chosen industry; it allows you to try a new field or extend your knowledge and gain a vital reference. It does however come with its risks. You will be entering a 'real world' situation which may be very different from the working environment at college. The College will contact your work placement provider to ensure that they are aware of their health and safety obligations. However, you can make your time in the workplace as safe as possible by using the skills learnt at Reaseheath.



Understanding Health and Safety responsibilities as a student

- Co-operate with your provider for reasons of health, safety and welfare
- Follow the health, safety and welfare rules or procedures
- Follow the information, instructions and training that are provided
- Do not do anything that would put you or other persons at risk
- Contribute to health, safety and welfare by reporting defects, dangerous situations or where you think health and safety can be improved
- Observe any prohibitions or restrictions that apply to you
- Report any bullying or harassment to you
- Wear when required any necessary PPE
- Do not damage or misuse anything provided for purposes of health, safety and welfare
- Keep your work area clean and tidy
- Participate in any necessary health, safety and welfare training e.g. fire drills.
- Follow any health, safety and welfare training plan

Many other hazards exist in your chosen industry, open your eyes, think before you act and stay safe.

On the spot risk assessment

Although the College and your employer will have done some risk assessments relating to your work placement, you are able to keep yourself as safe as possible by doing a continuous on the spot risk assessment using the Hierarchy of Risk Control. This can be applied to any situation you might find yourself in, whether in the workplace, at home or whilst doing other activities.

Risk control

- **Eliminate the hazard**
This is the most effective way of controlling risk, find a way to do the job that removes the risk completely.
- **Reduce the risk**
If you can't remove the risk then try to reduce it. Alter the way a job is done to reduce the risk.
- **Isolate people from the hazard**
The fewer people near a hazard the less likely it is someone will be harmed, keep people away from hazards if you can.
- **Control the hazard**
Doing the job a certain way via safe systems of work, ensuring guards are in place and shutting doors/gates are all examples of controlling a hazard.
- **PPE use**
Overalls, boots and safety glasses are standard PPE. Use them and any additional PPE every time they are required.

It is imperative that both you and the employer promptly report any workplace accidents or near misses directly to the college, if they involve you on 01270 625131.



Section 3: Learning objectives

Safeguarding

Reaseheath College seeks to protect young people who are on programmes of study associated with the College.

It is the responsibility of all who are working with young people engaged in work experience programmes to prevent the physical, sexual or emotional abuse of young people.

It is the duty of everyone working with young people to report any abuse discovered, suspected or disclosed. Work experience providers are required to co-operate with these arrangements and to adhere to the advice and guidelines on safeguarding young people issued by the College and found below.

Types of abuse:

- **Physical**
Includes hitting, use of excessive force, shaking, squeezing, burning, biting, administering poisonous substances.
- **Emotional**
Threats, verbal attacks, shouting, taunting.
- **Sexual**
Activity which the young person is unable to give informed consent or does not fully comprehend.
- **Neglect**
Inappropriate or dirty clothing, not getting medical, dental, or mental health care, eating more than usual or saving food for later.

Protection against Extremism and Radicalisation

The 'Prevent' and 'Channel' strategy

It is also the duty of everyone working with young people to report any signs of the development of extremist views or uncharacteristic behaviours in young people.

What is Prevent?

Prevent forms part of the government's Counter Terrorism strategy called Channel. The aim of Prevent is to stop people becoming or supporting terrorists, by challenging the spread of terrorist ideology, supporting vulnerable individuals, and working in key sectors and institutions.

How can I learn more about Prevent and Channel?

The below hyperlinks will direct you to a full publication of the Prevent Strategy and Channel Guidance document:

- **Prevent Duty Guidance**
- **Channel Guidance**

If you have any concerns about safeguarding or want to speak to a member of the College safeguarding team (in confidence), please contact our 24 hour Safeguarding team on: 07889216789.

How learning objectives are set

Prior to your work placement commencing your Industry Placement Co-ordinator will work alongside your course manager and placement provider to agree 3 personal learning objectives and 3 technical learning objectives.

Personal learning objectives

Personal objectives are actionable statements for individual growth. Many personal objectives involve character traits or behaviours. These objectives are used for business and personal development with the goal of improving yourself to benefit you and others. Examples below:

- **Communication Skills**
- **Time Management Skills**
- **Confidence Building**
- **Customer Service Skills**

Technical learning objectives

Technical learning objectives are linked to the specific course you are enrolled in and are established collaboratively by your course manager and placement provider. These objectives are tailored to enhance your technical knowledge and proficiency, playing a pivotal role in showcasing your personal development within your chosen career path.

By aligning with the requirements of your coursework and the expectations of your placement, these learning objectives serve as a roadmap for acquiring the specialised skills and expertise essential for success in your field. Embracing and achieving these technical learning objectives will not only enhance your academic performance but will also equip you with the competencies necessary to excel in your future career pathway.

How will I track progress against learning objectives?

Your learning objectives, along with the total placement hours completed will be monitored throughout the placement duration by your placement provider and Course Manager/Progress Coach.

Your learning objectives will be formally reviewed by your placement provider and industry placement coordinator through the completion of a mid-point progress review and an end point progress review.

How do I record my placement hours?

You will be issued with a student logbook which allows you to keep a record of your learning experiences. It references the activities you engaged in as well as the criteria and outcomes you aim to achieve during your learning.

It is important that you track the hours you have worked as many courses depend on the minimum number of placement hours to be complete before a certificate of achievement can be issued. If you don't complete the hours, you cannot pass the course.

Logbook entries are shared to create a timeline of learning. Placement Providers, Course Managers and Students can have oversight of the timeline to review evidence, create journal entries and track student progress in one place.

Whilst you need to follow the guidelines above, please Don't forget to have fun in your placement and enjoy the experience. If you have any concerns, please contact your dedicated industry placement co-ordinator who is on hand to support you through this process.

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