

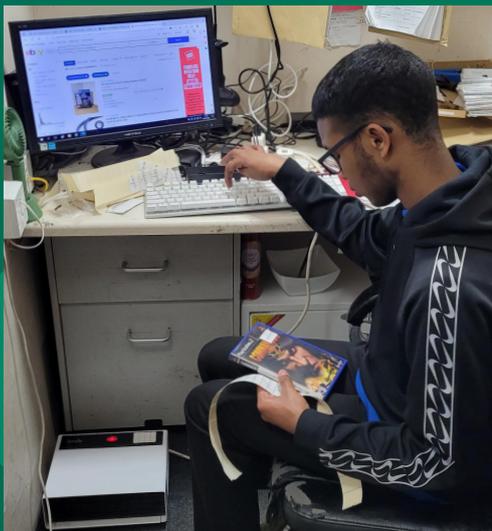
Industry Placements

What is an industry placement?

An industry placement (or work placement) is a supervised period of work with an employer that specialises in your chosen sector of work. It gives you the opportunity to experience the world of work and find out what a specific role involves. Work placements are a great way to develop your skills and build your experience.

What are the key benefits?

- ✓ Clarify your personal career goals
- ✓ Gain first-hand experience of an industry
- ✓ Improve your knowledge and skills
- ✓ Build networking opportunities
- ✓ Gaining good references for future opportunities
- ✓ Enhance your teamworking skills



How to find a placement

1. Make a list of ideas and businesses you would like to contact
2. Use the internet to research the businesses or ask family, friends and tutors for help
3. Once you have a shortlist, send an email, call them, or pop in and visit the company

If you don't hear back from an employer make sure you follow it up with a telephone call. Finding your own placement shows employers that you are confident and that you are committed to gaining experience.

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So I have found a placement, what happens now?

1. Firstly, gather the following information together:
 - ▶ Business name and address of the work placement provider
 - ▶ Name of the person in charge of your placement
 - ▶ Contact email address
 - ▶ Start and end dates of your placement
 - ▶ Contact telephone number
 - ▶ Hours worked on each day of your placement
 - ▶ Details of the role/duties that you'll be undertaking
2. Fill out a work placement form and ensure the parent/guardian consent form is also completed which you can find on your ezone/home page. Ask your tutor for support if required.
3. The completed form will automatically notify the work placement team
4. The work placement team will make contact with your employer to ensure that the relevant health and safety procedures are in place
5. You will be notified when your placement is ready to go ahead!

Here to support you

The Work Placement Team at college are here to support you. We can help you find a relevant work placement and help you complete the necessary requirements for your placement to be a success. You can pop in to speak to us in client services or contact us by email:

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