



AN EMPLOYER'S GUIDE TO
**WORK
EXPERIENCE**



WHY OFFER WORK EXPERIENCE?

Working with us provides unique opportunities for your business and employees:

Networking events
for Employers

Influence the curriculum
and shape your future
workforce

Advertise job vacancies
and recruit future
apprentices; 'try before
you hire'

Student placement
matching service – we
make sure you get the right
student for your business

Funded training to
support your staff to
mentor young people in
the workplace*
*eligibility criteria apply.

Your own, dedicated
Engagement Officer to
provide support



HOW CAN YOU MAKE A DIFFERENCE? – LLOYDS PHARMACY CASE STUDY

Emily Dennis, is studying a Level 3 in Health & Social Care and undertook an industry placement at Lloyds Pharmacy, which subsequently led to her gaining a part-time job there as a Dispensing Assistant, working alongside Lloyd's Pharmacist of the Year, Naz Ameen.

Emily said: "My course and the placement worked side by side - I completed units in medication and communication in my course and this helped at the pharmacy. Lloyds are now seeking to put me on a dispensing qualification which means I can get an NVQ in dispensing and be a dispenser at the end. I want to eventually go to University to do a Pharmaceuticals course as this is the industry that I'd like to work in. I would definitely recommend doing an industrial placement as it gave me opportunities I wouldn't have had otherwise!"

BENEFITS TO YOUR BUSINESS

A fresh approach

Young people bring new ideas or skills that reflect the interests and skills of the next generation of your customers.

Brand Promotion

Enhancing your business' brand by demonstrating to the local community that you invest in training and development, whilst helping to achieve your Corporate Social Responsibility targets.

Improved recruitment for entry level jobs

In many cases, a future apprentice or employee has been recruited following a successful work experience placement. Employers use this opportunity to influence young people's skills, developing the talent they need.

Raise the profile of your industry

Positive early introductions for young people can influence them to pursue a career in your industry and shape their subject and qualification options, thus improving future recruitment choice and quality.

Staff engagement and development

You can treat work experience as an opportunity for current staff to get behind a cause and also to develop existing staff by giving them supervisory, management or mentoring experience.

Building partnerships with local employers

Opportunities to network with professionals in the same or related industries, sharing ideas and filling skills gaps.

LAWN PRIMARY EMPLOYER FEEDBACK



"Having a New College student take up a work placement at Lawn Primary and Nursery School has been an invaluable and very positive experience. The calibre of the student and the quality support and liaison from the college strongly contributed to its success. Leah has showed maturity, initiative and an admirable positivity from the outset. The school has definitely benefitted from her commitment and passion for working with children. This success has led to Leah securing employment at our school in a range of roles. It has been advantageous to 'grow our own' especially as we continue to expand our Nursery provision both due to numbers and moving to 2 year olds. Going forward, I am sure Leah will also continue to develop in her skills, knowledge and experience as she accompanies us on this exciting journey".



WORK EXPERIENCE

WHAT IS WORK EXPERIENCE?

Work experience is simply an experience of the workplace at an employer's premises which is directly related to a student's study. It could be just for a day or a week but could also be for up to 350 hours, with the students performing as your employee. The emphasis is on the student developing specific skills for employment, an opportunity to complete practical tasks and a chance to grow in confidence in an adult environment. Work experience benefits the student by giving them the opportunity to increase skills such as self-management, problem solving, customer awareness and team work, whilst allowing them to 'try out' their future career options. This allows students to spend time with an employer to apply the theory they are learning in a real-life setting. Work experience is a key component of the 16 to 19 Study programme.

TYPES OF WORK EXPERIENCE

Work Taster

For just 1 or 2 days, is an excellent opportunity for 'work shadowing' allowing a student to experience a typical working day within a business or for you to assess for a longer placement.

Work Placements

We encourage students in Year 12 and 13 to organise work experience for themselves. This will further develop employability skills and enhances future applications for university, apprenticeships or employment. These placements would usually be for one week.

Industry Placements

These are long term placements that give students an opportunity to develop their practical and technical skills in a role directly relevant to their vocational course. They can vary in length but must last a minimum of 315 hours in an academic year. You can offer industry placements as day release, block weeks during college holidays or a mixture of these. Industry placements will also form part of the new T Level courses (www.gov.uk/guidance/industry-placements), which will give young people a technical alternative to A Levels.

MYTH BUSTER

There's too much red tape!

Under health and safety law, work experience students are your employees. You treat them no differently to other young people you employ. GOV.UK has a handy guide, [Not just making tea](#) that makes the process simple for employers.

Placements are just for large companies

A student can add value to a business, and equally gain many benefits themselves, no matter the size or age of the business. Placements are happening across the UK in start-ups with two employees, right through small and medium enterprises to the largest multi-national corporates.

It's a drain on time and resources

It's true that a student on work experience will need supervision from existing employees, but you can make the most of this by using it as a career development opportunity for budding managers or supervisors.

It'll cost the company money

There will be no financial cost to the employer for hosting a student. With Industry Placements, there's even a fund of up to £750 per student to help cover any costs you incur*. This is a chance to identify strong future candidates and improve your standing in the community.

Don't I have to obtain additional Employers' Liability Insurance to cover a work experience student for their placement?

Employers' Liability Insurance policies already cover work placements provided your insurer is a member of ABI, or Lloyds, so there is no need for an employer to obtain any additional insurance if they take on work experience students. If in doubt, check with your insurer.

Isn't a separate risk assessment required for work experience?

A separate risk assessment is not required specifically for work experience students, as long as your existing assessment already considers the specific factors for young people. Furthermore, there is no requirement to re-assess the risks each time you take on a new work experience student, provided the new student has no particular additional needs.

*For more information please contact the Employability Team or visit:

www.gov.uk/government/publications/employer-support-fund-pilot-academic-year-2019-to-2020

YOUR STEP BY STEP GUIDE

HOW DOES 'WORK EXPERIENCE' ACTUALLY WORK?



- 1 Initial meeting** — help with outline of job role/description to make sure we match the best students to your business. Confirm dates/times — what works best for you? At this time, we assess health and safety and confirm Employers Liability Insurance
- 2 How would you like to fill your placement?** We can send you details of a student who we believe is right for your business or you can receive CV's or applications and "pick your own."
- 3 Interview** — by phone, in person or visit the college and speak to our students about opportunities. They get interview experience and you get to choose a potential future employee.
- 4 Confirmation** — we confirm to yourself and our student all the details; start date, what times, where to go, what to wear, etc.
- 5 All systems go!** Our student attends the placement. If you have any concerns your Engagement Officer is there to support you at every step. If this is an Industry placement they will also visit the student and their supervisor/line manager at your premises to review how things are going. You will also be asked to confirm the student's attendance and hours.
- 6 Feedback** — How did it go? We ask you to let us know, through a short survey, how they got on, what skills did they develop? Would you provide a reference? Were you happy with the level of support we gave?
- 7 Post placement** - It all depends on you! Potential offer of employment or a post-course apprenticeship. We will check if you wish to offer further work placements for other suitable candidates.

OTHER WAYS TO WORK WITH NEW COLLEGE

If you or your business are not able to offer work experience yet, there are still lots of ways in which you can inspire and work with our students:

Employer talks

about your business, recruitment opportunities or your personal 'journey' to where you are today.

Work taster activities

offering short opportunities to students to visit you and discover your industry.

Mock interviews

for students who have no experience of applying for work.

Visits to your business

we can come to you! Our students can then benefit from gaining an understanding of the workplace.

Sponsoring

our sports teams or curriculum areas, to raise the profile of your business.

Supporting curriculum activities

by providing 'Industry Insight Days' for our lecturing staff to gain up to date knowledge of your industry, or coming into classrooms to discuss new innovations.

Future Talent Forums

an opportunity to network, meet curriculum teams and work directly with them to influence the delivery of the skills you need.

CONTACT THE TEAM ON

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CREATE
YOUR FUTURE

