TRAFFORD COLLEGE

STUDENT HANDBOOK

PLACEMENT PROGRAMME

2021/22

PLACEMENT PROGRAMME CHECKLIST

Instructions: Please tick when each task has been completed	✓
Attendance at Placement Programme Information Session	☐
Work Placement Application Completed and Returned	☐
Ensure you have logged into Navigate and completed your Induction Activities	☐
Navigate Information Document Read and Understood	☐
Complete the PT Jobs form, if applicable	☐
CV Writing Activity	☐
Cover Letter Activity	☐
Interview Techniques Read and Understood	☐
Parent Guardian Letter Completed and Returned	☐
Student Need to Know Document Read and Student Agreement Returned	☐
Completion of Pre-Placement Checklist	☐
Completion of Day 1 Placement Key Information	☐
Networking Notes	☐

STUDENT EMPLOYER PREFERENCES

Instructions

Think about the kind of business you would like to work in following the completion of your course and list 3 employers you would like us to approach for you to complete your industry placement.

- These employers should be related to the industry you are studying at college.
- You can ask your parent/guardian if they have any contacts to help you.
- Please fill in all fields.

NOTE: Please return this document to the following staff member by the 31st of August 2021.

Beth S. Robinson,
Senior Work Placement Coordinator,
THE TRAFFORD COLLEGE GROUP

Altrincham Campus,
Manchester Rd,
Timperley,
Altrincham
WA14 5PQ

Employer 1
Business Name:
Address (including postcode):
Contact Name (First and Surname):
Telephone Number:
Email Address:

Employer 2
Business Name:
Address (including postcode):
Contact Name (First and Surname):
Telephone Number:
Email Address:

Employer 3
Business Name:
Address (including postcode):
Contact Name (First and Surname):
Telephone Number:
Email Address:

WORK PLACEMENT APPLICATION FORM

In order to ensure we have all the relevant information to organise an external work placement please complete all sections of the Application Form.

The Work Placement Team will endeavour to organise a work placement in the type of organisation you have requested, however this is not always possible and provided there is no justifiable reason for not attending the work placement organised on your behalf you will be expected to participate.

Name:	
Date:	College Email:
Student ID:	Mobile:
Placement Day (s) Most likely the days you are not in college:	
Which Campus do you attend?	
Additional Information: Are there any specific medical, disability or specific requirement needs we need to be aware of when organising a work placement? Please provide details:	
Do we have permission to share this information with the employer? Yes ☐ No ☐	

Describe the type of work placement you would like e.g. nursery, shop, office etc.

Option 1	Option 2	Option 3

What is your future progression aim? (Think about your Navigate Induction Activities)

What specific skills do you wish to gain from your work placement?	Current Programmes of Study (subjects)

WORK PLACEMENT APPLICATION FORM

How will the work placement help your current studies?

Do you have CRB/DBS Clearance? Yes ☐ No ☐ **If yes** please log the registration number

N.B. Some sectors will not permit a work placement unless a DBS is held.

Signature:

If you are filling in this form electronically. Please tick the box (No signature required) ☐

Date Received by
Work Placement Team:

Individual records relating to attendance, behaviour and progress may impact on work placement provision being secure.

Trafford College Group Privacy Notice:
Trafford College Group is the data controller of personal information about you. We are responsible for the personal data that you provide to us. We have strict policies and processes in place to ensure that it remains safe whilst in our possession. Registration details with Information Commissioners Office (ICO) Organisation name: The Trafford College Group Registration reference: ZA394464 Registered Address: Manchester Road, West Timperley, Altrincham WA14 5PQ.

Our full Privacy Statement is available on our website.

For office use only				
Name of Organisation Contacted	Date	Contact details	Outcome	Follow up

NAVIGATE INFORMATION AND RESPONSIBILITIES

NAVIGATE

What is it?

- Navigate is our dedicated platform for students to record their work experience, career goals, volunteer work and PT jobs.
- All students should use their personal profile to record their experiences during the academic year including guest speakers, visits and industry taster days.
- As part of the Industry Placement Programme, students will need to ensure they are regularly updating their Placement Journal as evidence of their work on placement.

DETAILS OF PART TIME WORK RELEVANT TO COURSE

Student Details	
Student Name	
Date of Birth	
Telephone Number	
Email	
Tutor	
Course	
College Campus	
Part-Time Work Details	
Company Name	
Contact Name	
Telephone Number	
Address	
Email	
Are you happy for us to contact your employer?	Yes ☐ No ☐

CV WRITING ACTIVITY

Further to any activities you might be completing during tutorial sessions or with our Careers Team, we've put together some information which might help below:

Your CV is your first opportunity to impress a potential employer.

Think of it this way, you have 30 seconds to make an impact, how will your CV set you apart from the crowd?

What should go on my CV?

- Your name and contact details
- Skills and personality traits that show you are a fit for the job description advertised
- Your education and qualifications
- Past jobs and Work Experience/Industry Placements
- Interests that show the 'whole person'
- Referees – people who can back up what you say on your CV

Useful websites for CV information through Barclays LifeSkills:

- https://interactive.barclayslifeskills.com/cv/
- https://interactive.barclayslifeskills.com/module/play-the-boss-teacher/

Do

- Be positive and sell yourself
- Highlight your relevant skills and experience
- Use evidence
- Be brief and to the point
- Check spelling and grammar
- Change your CV for each job you apply for
- Align the skills and experience to what the employer is looking for, based on the job advert

Don't

- Lie
- Use more than two pages or cram it all into one
- Include your date of birth, gender, orientation, marital status, religion or nationality
- Leave gaps in your school or work record
- Have any spelling or grammar errors

EXAMPLE CV

Toby Smith

Location: xxxxxxx
Telephone: xxxxxxxxxxx
Email: xxxxxxxxxxxxx

Professional Profile

'Motivated young professional with an exemplary academic record and passion to progress within the financial industry'

Having achieved excellent grades at GCSE level maths, English and science, along with an active involvement in a number of clubs and societies, I am keen to pursue a career in the finance industry. I have a proven aptitude for mathematics which and have made a number of notable achievements in both my studies and extra-curricular activities which would make me an excellent asset to any finance team or department.

Core skills & achievements

- 8 A-C GCSE grades
- Mathematical aptitude
  Accomplished sportsman
- Charity events volunteer
- Maths club lead tutor
- Best science student award 2015

Education

GCSES – Secondary School – 2015

- Maths ,science, English **A**
- Geography, Media, French **B**
- Geography, Business studies **C**

Clubs and memberships

- Lead tutor of afterschool maths club
- Captain of boys hockey team
- After-school charity volunteer

Hobbies and interests

Brompton Football club
I currently captain play for Brompton boys football team as a midfielder and occasionally captain the team. I train 3 times a week and travel across the country to play at a competitive level

- Awarded player of the season 2014 and 2015
- Won the County league in 2014
- Skills gained include; leadership, motivation, communication and teamwork

Health charity
I regularly volunteer for local charity Health, where I support the running of events and have processed transactions and managed the setup numerous event stalls

Creative Writing
Currently writing my own blog where I discuss a number of my passions, including sport, finance and travel

References available on request

COVER LETTER ACTIVITY

A placement cover letter is a formal letter that accompanies a CV in an application for a placement. It should outline who you are and explain why you are interested in the placement.

The aim of your covering letter is to persuade an employer to read your CV, (over the fifty others they may have received), and eventually invite you for an interview. A placement cover letter is a teaser for the main event, your CV. Keep it brief, no longer than 250 words.

Cover Letter Tips

- TAILOR your cover letter to the placement you are applying for.
- DON'T forget to proof-read.
- DON'T undersell yourself. Your cover letter shouldn't be a list of qualities you don't have.
- DON'T lie about work experience/qualifications.
- DON'T use cliches, or describe yourself using application buzzwords, such as 'hard working' + 'dynamic'.
- DON'T overshare. A cover letter shouldn't include any personal information.
- Ring or email the company that is organising the placement and ask for the name of the person who is tasked with reading the cover letter.
- Address your cover letter to the manager of the department you will be working in.
- If you cannot locate the person who handles recruitment, address your placement cover letter to someone who works in HR.
- As a last resort, address your letter to someone who works in the team you are applying to join.

EXAMPLE COVER LETTER

Work experience letter template

[Your name]

[Address]

[Postcode]

[Date]

[Employer's name]

[Full address]

[Postcode]

Dear Sir/Madam [or name],

I am a [year group] student from [school name], studying [list of subjects].

I'd like to enquire about a potential work experience placement at [company name], which I will be available to carry out for [amount of time] from [start date] to [end date].

I'm keen on gaining some practical work experience in [chosen field of work], because [reasoning for pursuing a placement with this specific company and field].

I'm a [relevant skills and attributes], which can be shown in my [real-life examples that demonstrate your skills].

In my spare time, I like to [list relevant hobbies and interests], and I've also had some experience in/am a member of [list any groups/clubs/other work experience].

As an enthusiastic student with a keen interest in what your organisation does, as well as a passion to progress within this industry, I would be very grateful to be considered for an opportunity at [company name].

I look forward to hearing from you soon.

Yours [sincerely/faithfully]

[Your name]

INTERVIEW TECHNIQUES

Interviews are a two-way process

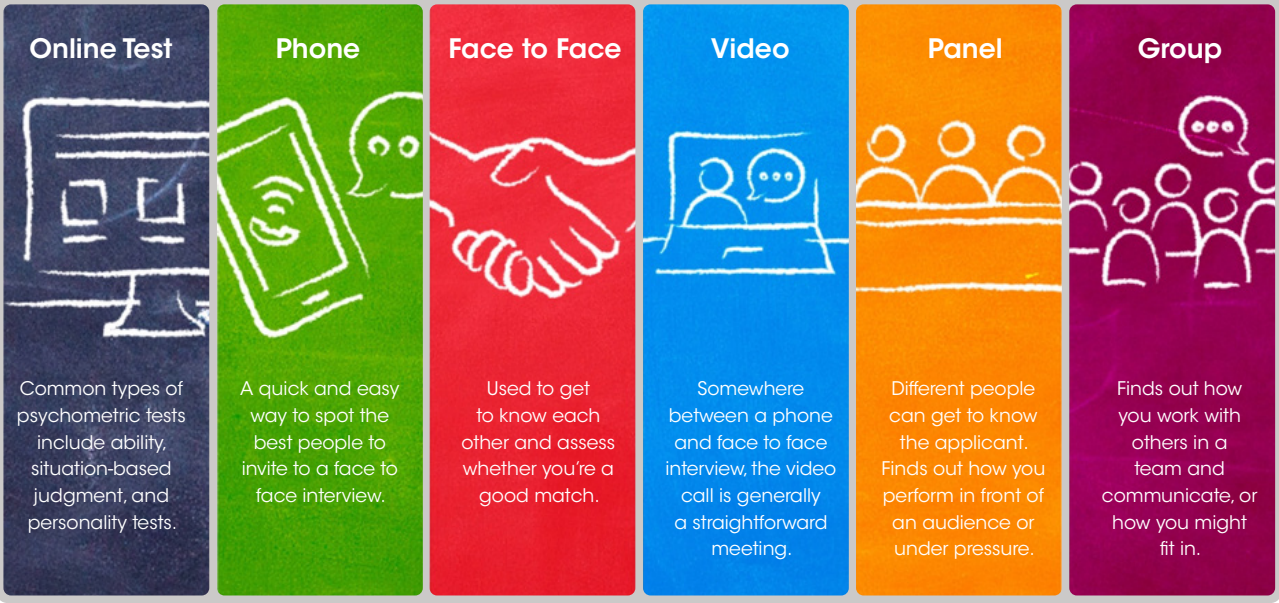
Employers can

- Get to know the person
- Find out about their personality, qualities and skills
- See if they would fit in

Applicants can

- Perhaps meet the person they will work for
- Find out more about the job
- See if they would fit in

Getting to know different types of interview



Frequently asked questions during an interview for Work Experience or Volunteering:

1. Tell me about yourself.
2. What interests you most about work experience or volunteering with us?
3. What do you know about this opportunity and what do you want to get out of this?
4. Tell us about a time when you had to work as part of a team.
5. Describe an activity or initiative where you had to take responsibility – what did you enjoy about it, was anything difficult?
6. What things are you most proud of that you have worked on at school/college/in a part-time or volunteering role?

PARENT/GUARDIAN LETTER

Dear Parent/Guardian,

RE: Placements Programme – Academic Year 2021/2022

'I am writing to tell you about an exciting programme that your child/young adult has been chosen to take part in as part of their current study programme regarding Placements beginning in September 2021.

Our Work Placement Team have been working closely with a range of brilliant employers who have chosen Trafford College Group to partner with on this scheme and are offering some fantastic opportunities to our learners.

Need to knows:

- The placement will be a good fit to the learner's course, meaning they will be able to develop the exact technical skills required to work in industry.
- College will assist with travel, lunches and uniforms (if required) for their placement.
- Attendance for the learner's placement is compulsory. Non-attendance will be dealt with through college disciplinary procedures.

What are the benefits of doing a placement?

- Students will improve their ability to gain a job.
- Students will develop their knowledge and skills relevant to their course and future career.
- Students will have greater understanding of what it is like to work in their chosen industry.
- Students will receive coaching and mentoring from a line manager.

Frequently asked questions (FAQs)

What about my child/young adult's part-time job?

- Learners who rely on their part time jobs will not be required to take part in the programme, however if the learner's part time job is relevant to their studies, we can count this as their placement and speak to their employer to assist them in gaining even more experience and responsibility at work. As such, we will require the details of the learner's part time job to assist us in organising this with their employer.

PARENT/GUARDIAN LETTER

What checks will be done to make sure this is safe?

- The college will run due diligence on all employers for health & safety, insurance and safeguarding purposes.
- Particular attention will be given to ensuring employers have taken the necessary precautions and assigned risk assessments for Infection Control and Social Distancing following the Covid19 outbreak.

In order for us to organise this opportunity or to exempt your child/young person from the programme, we will require several documents returning to us. Therefore please ensure the Student Agreement Form, Work Placement Application, and if applicable, the Part-Time Work Form are completed and returned with this letter to Beth Robinson.

If you require additional information, please do not hesitate to contact me.

With kind regards,

Caroline Gothard, Work Placement Coordinator , Trafford College

THE TRAFFORD COLLEGE GROUP
Stretford Campus, Talbot Road, Stretford, Manchester M32 0XH

Mobile: 07534 984 215

Email: gothardc@tcg.ac.uk

***If you are filling in this form electronically.** Please tick the box to agree to the above declaration. (No signature required)

Parent/Guardian Name: .....

Student Name: .....

*Signature: .....

*By selecting this box I agree to the declaration above. ☐

Date: .....

NOTE: Please return this signed document to the contact above by the 31st of August 2021.

STUDENT AGREEMENT

I ..... agree that I will be responsible for:

- Agreeing with the Employer and the Provider a set of objectives / learning aims to be achieved on the Placement
- Attending the Placement on the agreed Placement days with time allowed for lunch. If unable to attend due to illness or another reason, the learner must contact their Line Manager ahead of time using the preferred method, phone/email etc.
- Maintain a high standard of behaviour, remaining courteous and punctual at all times. Remember to be respectful of other staff, students and members of the public during your placement.
- Regularly completing their diary on their Navigate profile (at least weekly) to track their Placement activities and progression.
- Maintaining a positive attitude and making the most of the opportunity.
- Dressing appropriately for the employer's work environment. As a guide, the Learner should discuss the preferred clothing with their Employer prior to beginning their Placement.
- Making arrangements for transport and lunch, factoring enough travel time to arrive at their placement promptly.
- Abiding by all rules regarding health and safety, and other policies and procedures of the Employer. Reporting any accident or injury immediately and recording the details in the departmental accident/incident book.
- Maintaining the confidentiality of the employer is vital regarding any of the employer's information shared with you during your placement.
- Completing all assessments and attend any briefing sessions that are required as part of the placement.
- Notifying the Provider and the Employer in advance of any matter which is likely to affect their undertaking of the placement including any special health or medical requirements.
- Keeping the Provider informed of any changes, issues or incidents which arise in connection to the placement.
- Ensuring (if needed) adequate motor insurance is arranged in advance of the placement should it be required for travel during working hours.
- Assigning any intellectual property (including, but not limited to, copyright, patents and registered designs) which is created by the Learner during the Placement to be owned by the Employer.

*__If you are filling in this form electronically.__ Please tick the box to agree to the above declaration. (No signature required)

*Duly Authorised and Signed by the Learner

.....

*By selecting this box I agree to the declaration above. ☐

Print Name: .....

Date: .....

Caroline Gothard, Work Placement Coordinator, Trafford College

THE TRAFFORD COLLEGE GROUP
Stretford Campus, Talbot Road, Stretford, Manchester M32 0XH

Mobile: 07534 984 215

Email: gothardc@tcg.ac.uk

STUDENT WORK PLACEMENT 'NEED TO KNOWS'

Equality

Our work placement provision is inclusive. Having received permission to do so the Employer Engagement Co-ordinator will discuss any reasonable adjustment or proportional changes required or to be considered to meet individual student need with work placement provider organisation.

An Employer Engagement Co-ordinator will ensure a risk assessment is carried out in relation to each individual student and will discuss any identified risk factors and control measures in place or required with the work placement provider organsation.

Health and Safety

The Trafford College Group has a duty of care to ensure that all our students are safe at all times, including activities outside College such as work placement. An individual risk assessment will be forwarded to the work placement provider organsation. There is also health and safety information the student should find out and record in your Work Placement Log Book.

Safeguarding

The Trafford College Group recognises its statutory obligations under Keeping Children Safe in Education 2018, to safeguard and protect young people and vulnerable adults from any forms of physical or mental violence, injury, abuse, negligent treatment, maltreatment or exploitation including sexual abuse and harassment via social media.

Employers offering work placements to students also have a duty to meet these obligations. If you have any safeguarding concerns during your work placement you must contact the Employer Engagement Co-ordinator or a Designated Safeguarding Lead immediately.

GDPR 2018

In order to protect your personal rights and freedoms we have only shared sufficient for the employer to identify you and contact you if required. You have agreed to this on the Work Placement Application form.

Similarly, the information provided to you about the employer must not be used by you for any other purpose than the work placement. If any personal information or data you become aware off whilst at the work placement you must not share this with others. Confidentially must be respected.

Insurance

Employers no longer require additional insurance for work placement students. The Employer Engagement Co-ordinator will have requested a copy of the organisation Employers Liability Insurance details.

Disclosure Barring Service (DBS / CRB)

It is not a requirement for employers to hold CRB/ DBS clearance however where practicable students should not be left in the sole company of one adult within the workplace. Some organisations continue to request DBS clearance.

FREQUENTLY ASKED QUESTIONS

Will I get paid?

No. In accordance to the Education (Work Experience) Act 1973 students should not receive any payment for participation in a work placement. Employers are permitted to contribute to travel, meals other related expenses, at their discretion.

Are there restrictions in what the student can do?

Each employer will be different, thus the activities each student participates in will vary too. We ask that students are treated as an employee and is provided with the opportunity to participate in assorted activities provided they have been risk assessed and supervision is allocated.

Could I get offered a job?

If you impress the employer during the work placement there may be opportunities for part time or future full-time jobs. However, this is not the main purpose of the work placement and is not a obligation of the employer.

What do I do if I hurt myself at work?

If you have an accident or hurt yourself at work, you need to tell the employer and the Employer Engagement Co-ordinator. This is particularly important if you think it was due to a health & safety risk.

What if I am not well / ill?

You need to notify the employer and the Employer Engagement Co-ordinator. Unauthorised / notified absence from a work placement may result in disciplinary action.

What if I have an appointment?

Any appointments should be made outside of the working hours. However, if it is unavoidable then the employer and Employer Engagement Co-ordinator should be notified. Unauthorised or unnotified absence from a work placement may result in disciplinary action.

What if I am not given anything to do or I am bored or don't like it?

Take responsibility for your own experience. If you are not provided with specific jobs, then ask – be proactive and enthusiastic. Your expectations may be different from reality – but every experience is a valuable contribution to current study programmes and future progression applications – so make the most of it! In exceptional circumstances or if you would like support to improve your experience then contact the Employer Engagement Co-ordinator.

Please Note:
If you do not attend your Work Placement your attendance record will be marked as unauthorised absence and investigated.

PREP FOR SUCCESS!

Well done on securing your placement!

Here are some top tips to help you prepare for your placement	✓
Write down where you need to be on the first day and who you are meeting (especially if different to your main placement contact).	☐
Write down & store the key contact's phone number in your mobile.	☐
Store the Company's main address (incl. postcode) & switchboard number in your mobile.	☐
Add your College work placement coordinator's name/number/email to your phone.	☐
Check you can log in to your placement in Navigate.	☐
Plan appropriate clothes to wear on the first day (including footwear and rainwear).	☐
Plan if you need to take lunch, or be aware of where you could buy food during the day.	☐
Plan your journey, including knowing an alternative route if necessary.	☐
Practice the journey, by going at the same time as your first day start time, just to be sure! (not essential of course but allows you to allow for heavier traffic!).	☐
Have a printed copy of your CV to hand, for the first day, along with your national insurance number in case it is required for induction.	☐
Let your work placement coordinator know if you might need help with travel/food costs.	☐
If help is required, provide bank details to work placement coordinator, no later than one week prior to starting placement.	☐

Remember to be your best self on placement and enjoy the experience!

You are about to invest in the **BANK OF YOU**!

IMPORTANT INFORMATION FOR DAY 1 OF PLACEMENT

Use this space to take down contact details, memorable information and anything else you may need to know. Use the checklist opposite to help you.

NETWORKING

Use this space to take down contact details, memorable information and ideas to help you towards your future goals.

“Continuous effort – not strength or intelligence – is the key to unlocking our potential.”

Winston Churchill

“The two things in life you are in total control over are your attitude and your effort.”

Billy Cox

“I can accept failure, everyone fails at something, but I can’t accept not trying.”

Michael Jordan

“Success is not accident. It is hard work, perseverance, learning, studying, sacrifice, and most of all, love of what you are doing or learning to do.”

Pele

“Just because you haven’t found your talent yet doesn’t mean you don’t have one.”

Kermit the Frog

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