

Industry

Placements

Student Guide



What our students say about Industry Placements...

**“It’s a good
opportunity
for portfolio
evidence”**

**“Feeling more
confident, gaining
skills and knowledge
to secure a job in
the future”**

**“Learning a lot more
and gained a part
time job out of this,
would recommend”**

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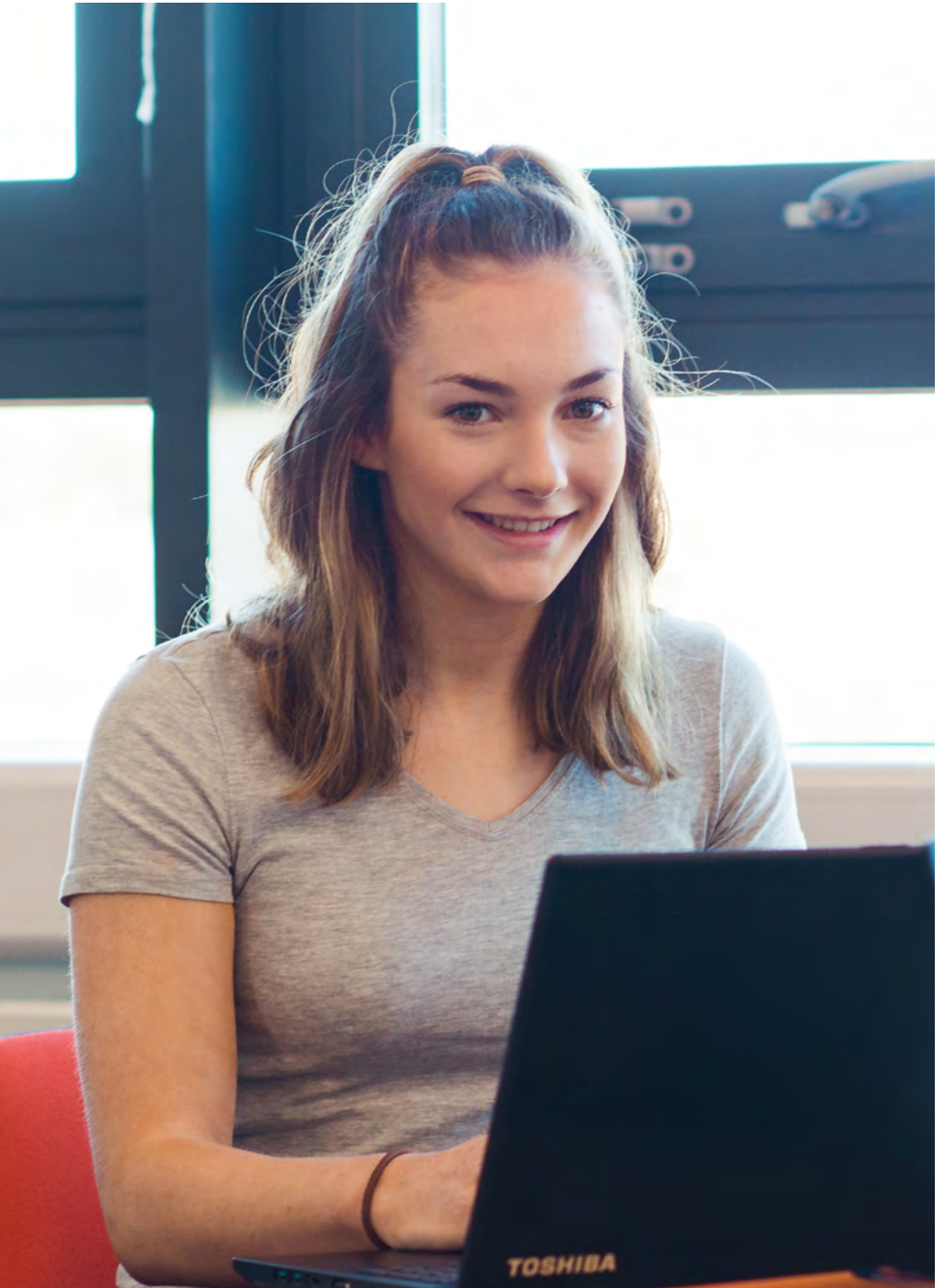
What is an Industry Placement?

Industry Placements are a great way **to gain technical skills** in a role directly related to your vocational course. You will also be learning **soft skills such as communication and organisation**. Both the technical and soft skills will **help to prepare you** for your industry.

Your Industry Placement is also a **really important addition to your CV**. It will make a big difference to your future job opportunities as it will **help you stand out** against other job applicants.

Your Industry Placement will help you to:

- **Experience** working in your industry
- **Step out of your comfort zone**, you will learn lots of new skills and meet new people which will help you with your future career
- **Identify** what sort of job you would like to do after college and what sort of organisation you would like to work for
- **Build your network**, there is a section (pg18) in this booklet which will help you network whilst on your placement
- **You may potentially secure a job or an apprenticeship** with your employer, you will also be able to gain a reference for future job applications



Essential information

- You will spend **at least 315 hours on your placement.** This could include up to 35 hours of work taster activities, such as job-shadowing and visits to different employers
- You will make sufficient **progress towards your learning goals,** which will be developed by your Industry Placement Officer and the employer before you start your placement
- Your **progress will be reviewed** at regular review meetings with your Industry Placement Officer and your manager. You may also be asked to attend reflection sessions
- Work directly with 1 or 2 employers, in a **real-life, working environment**
- Your **timesheet will need to be filled in** and signed by your employer regularly, you will also need to show this to your Industry Placement Officer

Some employers may pay you a wage or cover your expenses, but this is up to them. If you are eligible for support for expenses, such as transport, you will continue to receive this. Please contact the Industry Placement Team for more information on this.

CV and interview preparation

The Industry Placement Team will help you get started with your CV and preparing for your interviews.

Writing a CV

Some employers may ask to see your CV to make sure you will be the right person for an Industry Placement with them.

The Industry Placement Team will help you create a CV from scratch or suggest any improvements on an existing CV. You can book a meeting with the team to go over your CV. There is a separate CV guide you can collect from the Industry Placement Office.

Developing your employability skills

Your Industry Placement will allow you to develop your employability skills, which will help you to get a job and progress in your career.

They are the skills that allow you to do well in the workplace and include skills such as communication, teamwork, problem solving, using your initiative, time management, agility, creativity, and independence.

Preparing for an Interview

You may need to go for an interview with the employer, this is to check that you understand what is expected from you during your placement, also that you understand the company and what you will be doing on placement.

The Industry Placement Team can help prepare you, with mock interviews, advice on what you should wear and how you should prepare. You can collect a handout with interview advice from the Industry Placement Office.

Self-assessment

Your skills

Tick the boxes that apply to you

How confident do you feel with each of these statements?	Not confident at all	Not very confident	Not sure	Confident	Very confident
I know how to write a good CV					
I can speak clearly to employers about my skills and experiences at an interview					
I know how to research the organisation of my placement					
I have the employability skills that I need for my Industry Placement (e.g. teamwork, problem solving and communication)					
I have the technical skills and knowledge needed for my placement (the skills you are learning at college)					
I understand that the Industry Placement will be valuable for my CV					
I understand the benefit from completing my Industry Placement					

Self-assessment

Your confidence

Tick the boxes that apply to you

How much do you agree to each of these statements?	Strongly Agree	Agree	It depends	Disagree	Strongly Disagree
I make decisions quickly					
I set myself targets when I have things to do, and usually meet them					
Doing well in a career motivates me					
I am comfortable talking in front of a group of people					
I like meeting new people					
I am good at asking questions when I need help					
I am always on time and well prepared					
I am comfortable asking people about their experiences in the industry					
I enjoy working as part of a team					
I am happy to tell people when I have an idea					
I can be given a task and I am happy to work on this independently					

Placement objectives

It is important to set yourself some clear objectives to meet as part of your Industry Placement. Try link your objectives to your college course, you can then see if you achieve your objectives at the end of your placement.

List your objectives below

Date from ____ to ____

Objectives for Quarter 1 Getting to know your role

-
-
-

Date from _____ to _____

Objectives for Quarter 2 Reflecting and improving

-
-
-

Date from _____ to _____

Objectives for Quarter 3 Challenging yourself and your skills

-
-
-

Date from _____ to _____

Objectives for Quarter 4 Planning for the future

-
-
-

Induction checklist

Your Placement Details

Employer Name:.....

Employer Address:.....

Phone Number:.....

Email Address:.....

The following subjects were discussed. (Please Tick)

- Days and hours of work
- Dress Code/Personal Protective Equipment
- Tour of facilities (i.e. toilets, break room and fire exits)
- Health & Safety Policy
- First Aid arrangements
- Security & Confidentiality
- Aims of the Industry Placement programme
- Industry Placement Officer's contact details
- Employability skills and how to recognise your own skills and when they are improving
- Professional behaviours and attitudes that you need to show
- You know who your manager will be
- What your role will be and the activities you will do
- What to do if you have a problem or are anxious and have the confidence to ask questions if you are unsure about anything
- You are clear how your progress towards your learning goals will be measured



Industry Placement checklist carried out by:

Date:

Student Signature:

Date:

IPO Signature:

IPO Phone Number:

Your first day checklist

Tick the box once you've completed the task

When starting your Industry Placement you should...

- Know the days you will be attending your placement
- Know the start and finish times for each day and the break and lunch times
- Have planned how you will travel to and from your placement, including finding out the train/bus/tram times, to make sure you arrive on time. Be prepared, as you might need to travel further to your placement than you normally do to college
- Have enough money with you to cover bus fares, lunch etc. (Contact the Industry Placement Team if you need support with this or if you are eligible for a bursary)
- Have the contact details for your employer, and know who to ask for when you arrive at your placement
- Have the contact details for your Industry Placement Officer and tutor at college, so you can keep in touch with them on your placement
- Have 5 questions that you can ask your manager and colleagues on your first day to help start a conversation and to show interest in your colleagues.

Your 5 questions could include: What does your job involve? What do you enjoy about your job? How did you get into this industry? How would you describe the organisation's culture? What is the biggest challenge you are working on now? How can I be a valuable team member? Do you have any advice to help me make the most out of my placement?

What is expected of you?

- To fully understand what you will be doing on your placement, make sure you have **done some research into the organisation** and prepared for your first day on placement
- **Apply the knowledge and skills** that you have learned in the classroom
- Work towards your learning goals and **record your progress**
- **Attend reviews with your Industry Placement Officer** to see your progress and set goals for the future
- Display **professional standards of behaviours and attitudes**, remember you are representing the college too
- Follow the organisation's **policies and procedures**
- **Complete the agreed number of placement hours**, making sure you record your hours in a timesheet on a weekly basis

We will support you throughout your Industry Placement, please get in touch with any members of the team if you have any worries or concerns.

industryplacements@calderdale.ac.uk

Behaviours and attitudes

Employers will expect you to behave in a professional way on your placement. You should have a positive and enthusiastic attitude, want to learn and develop your skills, be happy to receive feedback, and want to make the most of the exciting opportunity.

Positive behaviours	Negative behaviours
Proactive	Being on your phone
Willingness	Arriving late and unprepared
Engaged in activities	Being disengaged
Punctual	Not listening/following instructions
Organised	Messing around- remember you are in a workplace
Taking ownership and responsibility	Poor communication: you need communicate well and professionally with your employer

Top Tip: Take a notebook and pen so you can take notes, for example the names of people you meet and the tasks you do. Do not be afraid to ask questions and ask for help if you are worried or have any safety concerns.

Organisation policies and procedures

At the beginning of your placement your employer will give you an induction where you will be told about the organisation's policies and procedures.

This will explain what you can and can't do in the workplace, and therefore it is important that you follow this.

Organisations will have policies and procedures in place for health and safety, their dress code, appropriate IT, use of your mobile phone, working hours, breaks and lunch practices, equal opportunities, equality and diversity, using the organisations property, disciplinary procedures and confidential information handling.

Health and Safety Policies

The Industry Placement Team will undertake a health and safety visit to your employer before you start your placement. The team will make sure that it is a safe environment and you will have access to welfare facilities such as toilets and tea/coffee facilities.

Organisations will have policies for you to abide, this is to protect yourself and others from getting hurt. You may be required to wear a uniform or personal protective equipment for health and safety reasons.

If you have an accident whilst on placement, or have any issues or concerns, let a member of the Industry Placement Team know.

Dress Code

Some industries and organisations may have a dress code. For example, in a care home you may be required to wear a polo shirt and smart pants. You will be informed of a uniform before you begin your placement.

If you are eligible for a bursary the college may be able to provide your work clothes for you. We also have free Industry Placement polo shirts available if you or your employer requires this.

Importance of networking

Your Industry Placement gives you an excellent opportunity to network and build relationships.

Importance of networking

Networking is about building relationships with different employers and people in the industry. This is a great way to meet new people for advice and support, you may also find job opportunities through networking.

Networking can feel intimidating at the start, you may feel nervous or shy, you could start by asking the person you are talking to about themselves or their role, or even ask for their advice.

To make the most out of your contacts whilst on your placement you could:

- **Introduce yourself to your colleagues**, ask lots of questions and show interest in their roles within the organisation. You could also see if you can work with them more closely during your placement
- **Keep a record of the people you meet**, including who they are, who they work for and how you met them
- You may ask if you can stay in touch with the people you meet, this may be via email or on **networking platforms such as LinkedIn** (set up an account if you do not already have one)
- Employers often use social media to find out about employees they want to recruit. **Make sure that you have the right sort of online presence**, be careful with the information and images you put online. **Think twice before posting online**, remember your employer and those who you network with may be able to see this

Issues whilst on placement

Issue	Action
You are unable to purchase the work or interview clothing	Please come speak to the Industry Placement Team as we may be able to purchase any clothing you need for your placement.
You are unsure about public transport or have issues getting to your placement	In most cases, you will have a planned route to your placement and the Industry Placement Team can help you work out the best way to travel and help with a back-up plan if your regular travel route becomes unavailable.
The work you are given is not what you expected or hoped for	It is important to remember that many jobs have aspects that we enjoy and aspects that we are less keen on - you should be flexible and remember that you are gaining lots of experience. However, if you still feel the placement is not meeting your expectations, please speak to a member of the Industry Placement Team and they can help you raise this to your manager and work with your employer to make sure the placement meets your objectives.
You feel unable to do the work you are given	You may feel like you do not have the correct skills and confidence levels to perform a task. You need to be honest with you manager and let them know, they know you are learning and will be happy to teach you the skills needed.
You are being asked to work longer hours than you expected	Before you start your placement, yourself, the college and your placement will agree the hours you will work. If you are asked to work longer hours, please speak to an Industry Placement Officer to help you decide the next steps.
You are experiencing wellbeing issues	Do not hesitate to speak to any member of the Industry Placement Team, there can then be a plan put in place to help resolve this.
You feel you are being treated unfairly by colleagues	Speak to a member of the Industry Placement Team, they can help you address things in the most suitable way.

Self-assessment

Your confidence

Complete the following self-assessments below to then compare to the one on page 9

How much do you agree to each of these statements?	Strongly Agree	Agree	It depends	Disagree	Strongly Disagree
I made decisions quickly					
The targets I set myself, I monitored to make sure I achieved them					
Doing well in a career motivates me					
I can comfortably talk in front of a group of people					
I liked meeting new people					
I asked questions when I needed help					
I was always on time and well prepared					
I was comfortable asking people about their experiences in the industry					
I enjoyed working as part of a team					
I was happy to tell people when I had an idea					
When I was given a task, I was happy to work on this independently					

Once you have reflected on the difference between your self-assessments at the beginning of your placement journey to then end, please answer the following questions:

1. Have you improved your skills in areas you expected?

2. Do you feel more confident in applying the new skills to the workplace?

3. What skills do you aim to improve further and how will you go about doing this?

4. What skills can you take from your placement to add to your CV?

**5. Are there any skills that are not on the self-assessment that you have gained?
(This could be specific to your college course)**

Things you must not forget to do

You have gained so many new skills during your Industry Placement. You have shown how to apply what you have learnt at college to the workplace and you have developed new employability skills. You should be proud of yourself.

Tick the box once you've completed the task

Make sure you:

- Have fully completed this booklet, this is yours to keep and reflect on. You may want to keep this as you will be able to use this to prepare for future jobs and your next steps
- Make a note of any of the work email addresses/work phone number for people you have met during your placement so you can keep in contact, including your manager
- Ask your manager if they would be willing to be your employer reference in the future, they will be able to tell future employers about all the great work you have done throughout your placement
- Do not take any files of documents from your placement without written permission from the organisation
- Make sure you thank anyone who has supported you during your placement and has made sure you have a positive experience. You could write a letter or email to thank you manager and let them know what you have gained from your placement
- Update your CV with the details of your placement, including what you have achieved and the employability skills you have developed

References

and feedback

Contact Details

Employer Name:.....

Job Title:.....

Phone Number:.....

Email Address:.....

Contact Details

Employer Name:.....

Job Title:.....

Phone Number:.....

Email Address:.....

Employer

Please describe what our student has excelled in during their placement:

Please list ways in which our student may improve in the future:

Diary Notes

Quarter 1: Getting to know your role

Make comments on each quarter and how this reflects against the objectives you have set; you may want to write about what you have done well during the quarter and set yourself a new goal to improve on by the next quarter.

Diary Notes

Quarter 2: Reflecting and improving

Diary Notes

Quarter 3: Challenging yourself
& developing your skills

Diary Notes

Quarter 4: Planning for the future



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