

YOUR FUTURE, YOUR PLACEMENT

**GUIDANCE FOR
STUDENTS COMPLETING
AN INDUSTRY PLACEMENT**



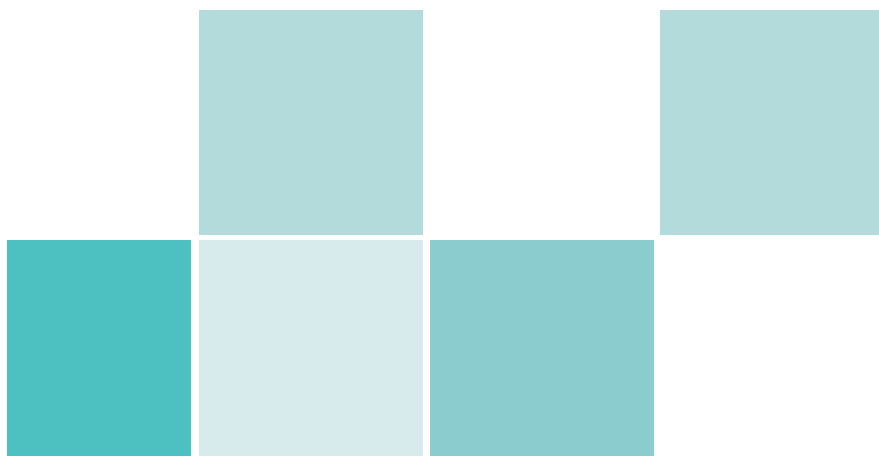
YOUR FUTURE, YOUR PLACEMENT

As you will know, your qualification here at College has a mandatory work placement element. The type of placement and number of hours you need to complete will depend on the specific course you are enrolled on. If you are unsure, please ask a tutor or the Careers and Enterprise team. There are two desks in the Student Experience Hub, one dedicated to Work Placements and one dedicated to Careers.

The Careers and Enterprise Team are here to support you with your next steps for the future, and this includes your work placement. We do this by:

- Offering you impartial careers advice and guidance.
- Providing support with planning the next steps of your future.
- Working alongside curriculum teams and Progress Coaches to help develop your employability skills.
- Engaging with local employers to secure work placement opportunities.
- Supporting you to apply for placements and gain opportunities that are in line with your course.

Our service is empowering, meaningful and inspiring. We encourage our students to reach their full potential and have happy and successful futures.



SELF-SOURCING INDUSTRY PLACEMENTS

If you have sourced your own work placement, please get in touch with the Careers and Enterprise Team in the first instance to pass on a contact name, telephone number and email address.

Before any work placement can begin, the Careers and Enterprise Team must liaise with the employer and complete the mandatory checks in line with both College and Government policy.

To pass the details on, you can:

Email – placements@yorkcollege.ac.uk

Call – 01904 770830

Or visit the Work Placements desk in the Student Experience Hub



GUIDE FOR FINDING YOUR OWN PLACEMENT

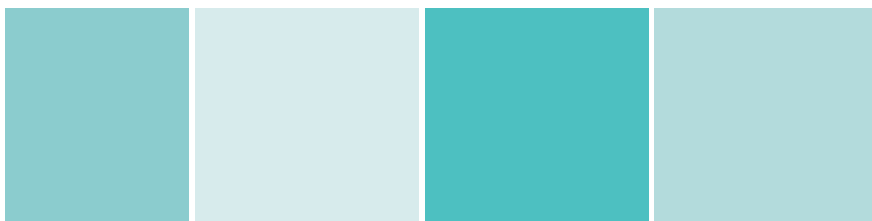
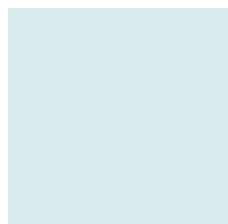
In our experience, most employers very much appreciate students using their initiative and making contact themselves as it shows enthusiasm, commitment and maturity. It also gives you the chance to secure a work placement with a business that you really want, so win-win!

This short guide has been created to help you with this, whilst ensuring none of the important stuff gets missed.

Research

- First of all, take notes! Keep a track of all of your research.
- Consider the most suitable type of business for you, based on the skills you will need to develop in line with your learning programme.
- Ask yourself: what do you want to get out of this opportunity? What type of company would you like to work in; small, large, local, national?
- Talk with parents/guardians, family, friends, tutors and curriculum staff. They may have ideas you haven't thought of or may even have contacts at local businesses.
- Don't forget to consider your transport options to get to any places you are interested in.

If you are struggling for ideas, or need some help figuring out where to start, you are always welcome to contact the Careers and Enterprise team for some help.



Communicating with the organisation

- Collate some key information about yourself, the type of work placement you need, details of the organisation you're contacting, and (if possible) details of the person you're reaching out to.
- Start thinking about what you would like to include on your CV. If you already have one, make sure it is up to date and ready to be sent out should the company ask for it.
- Consider asking your family and/or friends to review any emails or practice phone calls with you.
- If you're feeling unsure, ask for help! You can ask your Progress Coach, Course Tutors, or anyone from the Careers and Enterprise Team at any time.

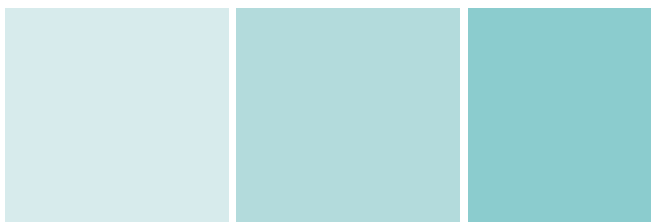
If you don't have a CV put together yet, don't worry. You will cover this and other employability skills within your course.

How do I make contact?

Approaching new people can be slightly daunting – especially when they might end up being your supervisor, or if it's an opportunity you really want – but if you are well prepared, you are likely to feel more confident. No one will expect you to know everything about the industry or organisation, the most important things will be your enthusiasm, interest, and willingness to learn and get stuck in!

If you know the person or the company already, you could drop by in person, or give them a phone call. Make sure you're looking (or sounding) professional and that you show you're really interested in the organisation. Try to do it at a time when they won't be busy. Don't be offended if they ask you to come back another time. Always be polite!

If you don't know the company, or you're just feeling a bit too nervous to speak to someone on the phone, then send them an email in the first instance.



Making the first phone call / Sending the first email

Make some notes on the following:

- Who you are and what course you are studying.
- Your reasons for being interested in this particular organisation and how it ties in with your course.
- Key information about the type of placement you need; duration, what skills you need to work on etc.
- The Careers & Enterprise Team contact details.

Phone call:

- The conversation will likely end in one of three ways: no, yes or I need to think about it.
- If it's a no, thank them for their time, go back to your list and see which other organisations you'd like to try next.
- If it's a yes, thank them for their time and tell them you'll be in contact once you've confirmed the placement with the Careers & Enterprise Team.
- If it's an "I need to think about it", ask them if they have any further questions, when you should get back in touch and whether they would like you to put them in touch with your Work Placement Coordinator.
- It's also a really good idea to follow up the phone call or meeting with an email if you can.

PLEASE REMEMBER – it is a completely normal part of life to get knocked back and there are many reasons why employers can't accept an industry placement student which have nothing to do with you – try not to take it personally. All of this is great practice for your future in the world of work!

Good Luck!

EXAMPLE EMAIL TO AN EMPLOYER

Dear XXXX

My name is XXXX. I am currently studying (insert relevant qualification), at York College.

T Levels are new 2-year courses which are an education option after GCSEs and are broadly equivalent in size to 3 A Levels. Launched in September 2020, these courses have been developed in collaboration with employers and education providers so that the content meets the needs of industry and prepares students for entry into skilled employment, an apprenticeship or related technical study through further or higher education. - Introduction of T Levels - GOV.UK (www.gov.uk)

A requirement of the course is for students to complete a more meaningful industry placements (315 hours, on average 45-50 working days) in a relevant industry – to help address the skills shortage in this country and get students employment-ready.

Employers who have hosted industry placement students found that the immediate benefits for them included:

- Extra resources for their projects and day to day operations
- Opportunities for the junior employees to develop management and mentorship skills
- Corporate Social Responsibility Impact: boosting employability of local young people and enabling social integration

I have been researching local organisations in (insert the appropriate industry) and I was really impressed with what I have found about (insert name of organisation). I particularly like (insert 2-3 things you have found in your research that stood out for you such as: new projects, reputation in the industry, reviews from staff members, mission, or company values) and would like to learn more about them.

I would like to bring my (energy, hunger to learn and fresh perspective – what else can you bring? Make this original!) to work in your organisation and ask you to consider offering me an industry placement, most likely during (insert term and/or dates).

I attach my CV and you can find information on how the scheme works and the benefits for employers on the York College website:

If you would like to contact the Careers and Enterprise Team on 01904 770830 or email: placements@yorkcollege.ac.uk for a chat they would be happy to hear from you and give you an overview or answer any questions.

Please let me know if you would like to arrange a call or meeting with me. I look forward to hearing from you.

Warmest regards,

(insert your name) (insert the course you are studying at York College)

YORK COLLEGE USEFUL CONTACT INFO

Work Placement Team

placements@yorkcollege.ac.uk / 01904 770830

Location: Student Experience Hub

Careers Team

careers@yorkcollege.ac.uk / 01904 770200

Location: Student Experience Hub

