

Dear Parents and Carers,

As part of your young person's enrichment at Loughborough College they have to complete a mandatory work experience placement. Work experience is a great way for a young person to gain skills, confidence and contacts to aid in their future success. This is also part of their journey to understanding the world of work.

Below are the steps required for work experience to take place.

- Each student is required to research and contact at least three businesses where they would want to complete their work experience hours. Once the student has found a business who will take them on for work experience, they need to either fill out the Microsoft form on Learnzone or message an account manager directly (Details of which can be found in the FAQ's).
- Health and Safety checks are required for all placements. There are two levels to this, High risk (e.g., Engineering) and Low risk (e.g., Business). The account managers will acquire this aspect of work experience, but please be aware that high risk can take up to 8 weeks.
- When health and safety checks are complete, the account manager will be in contact with the student to ask them for their start date. When the start date has been arranged, the account manager will send the student a confirmation email, with a Work Placement Attendance Record Sheet attached. Students MUST NOT start their work experience hours without confirmation from the account manager and health and safety is in place as the hours will NOT count.
- While on placement the students will have to fill out the Work Placement Attendance Record Sheet and get this signed by the employer. When all hours are completed and the document is fully signed, they must upload this to their ILP as evidence of their work experience.

If you have any queries regarding any part of the work experience process, please contact the team at [TheJobShop@loucoll.ac.uk](mailto:TheJobShop@loucoll.ac.uk).

The team thanks you and your young person for your support in this important aspect of the college experience.

Yours Faithfully,

Ria Foster

Account Manager - Work Placements

## FAQ's

### Who sources placements?

Students are required to source their own placements. If a student can show they have contacted multiple employers and are still struggling to secure a placement then the team can offer additional support with sourcing a placement.

### How many hours need to be completed?

This varies from course to course; the course tutor would be the best person to enquire about the minimum number of hours required. Students can exceed the minimum number of hours if they choose to continue on with the placement.

### When can placements begin?

Placements can happen throughout the academic year but can only begin once our health and safety checks are completed to a satisfactory level and have evidence of in date insurance from all employers. This process can take up to 8 weeks. Our team work year-round, the sooner we are informed of a placement the sooner a placement can begin.

### When can hours be completed?

Work experience cannot interfere with timetabled lessons. Most courses have at least 1 day free during the week.

### Can a part time job be used?

A part time job can be used for Work Experience hours, as long as the job is relevant to the course being studied and it is unpaid hours. Often work experience can be used as a trial period for an employer and then lead to an offer of paid employment if it goes well.

### What support is offered by the college?

Students can contact [thejobshop@loucoll.ac.uk](mailto:thejobshop@loucoll.ac.uk) with any queries or come to the job shop (located opposite the box office) to talk to a member of the team. Our team will also be visiting students during the induction period and in tutorials throughout the year to offer support and guidance.

### Will a DBS be required?

A DBS check may be required either for the student if they are working with children or DBS checks for employer if they are within a lone working environment. The college will assist with this process

### What is Learnzone?

Learnzone is an online platform that students can access to find their module resources, assignments and support.