



## HEART OF WORCESTERSHIRE COLLEGE

### Work Placement Guidelines

Work placement is an important part of your course. Each placement is an opportunity for you to learn and grow. We want you to enjoy your experience and for it to be beneficial to both you and the employer.

Throughout each placement you are representing the College, we therefore expect you to behave in an appropriate manner consistent with that of an employee. Whilst on placement you will not receive any payment, however some students have been offered employment following a successful placement.

#### Aims of Placement:

- To expand your experience, knowledge and skills to help you decide what career path you want to follow in the future.
- To provide an opportunity for you to put into practice the things you have learnt in College.
- To gain valuable employability skills such as time management, team work, decision making, problem solving and communication skills.

#### Work Placement Details



When the work placement team give you details of your placement, you will need to call the setting and:

- Introduce yourself
- Confirm the times and dates you will be attending

Also think of some questions to ask such as:

- Who shall I ask for on my first day?
- Do I need to bring a packed lunch?
- Are there lockers available for my personal belongings?

If your information sheet states you need a **pre-visit**, this is because the placement has made a request to meet you first. You will need to call them to arrange a time to go that suits them and fits in with your timetable.



Log on to the company website prior to going to placement for the first time as it may state their values and have some photos of the building and key members of staff so that you know what to expect. It would be a good idea to ensure you know where the company is located and plan a route so you can get there on time.

The supervisor you are meeting is looking to establish your level of commitment to the placement and to see how well you are going to fit in with the team. When you go to the pre-visit:

- Dress smartly
- Take a list of questions you may like to ask (see above)
- Take your DBS (do not leave it there)
- Take your HOW student card

## First Day of Placement

- Arrive on time!
- Take your DBS and your HOW student card
- Report to the reception or supervisor and sign in
- Never leave the building without informing your supervisor
- Tell your supervisor about any tasks you might need to complete whilst you are there
- Tell your supervisor of any paperwork (policies/procedures) you may need to see
- Complete the Target, Health & Safety form and put in your folder
- You must not do any lifting or manual handling as you have not received the correct training



## Illness



If you are unwell and unable to attend placement please contact your supervisor to inform them.

You will also need to contact your Work placement officer  
Before 9 am:

This is important as your officer may be visiting that day and we need to contact them as soon as possible to let them know.

**TIP: Put the placement phone number and your work placement officer's number in your mobile phone!**

## Dress

Please wear:

- You **MUST** wear your **Heart of Worcestershire College** uniform or smart clothing.
- Flat, comfortable shoes
- Hair styled to suit the occupation/employer
- If PPE is required, please ensure that you take this with you to the work placement; this could hamper your placement if you do not have it.



Please do **NOT** wear:

- Trainers (unless instructed by the setting)
- Jeans unless discussed with employer
- Dangling earrings
- Sharp jewellery
- Body Piercings
- Low cut or revealing tops



## Health and Safety

Whilst on work experience you are a volunteer but viewed by the law as having the same rights and responsibilities as an employee. Your responsibilities are explained in more detail in the **Workplace Health & Safety Induction Checklist** that is issued to you prior to each placement.

## Unhappy or Concerned

It is important that you are happy in your placement. If you are experiencing any difficulties or uncomfortable situations please discuss it with your work placement officer. Please speak to someone if you are not happy so we can try and resolve the situation for you.

Please Do **NOT STOP** attending.



## Mobile Phones and Internet Use

### You must not have your mobile phone with you at any time

Mobile phones need to be on silent and must only be used when you are on an authorised break.

The use of the internet whilst you are on work placement must only be for work placement duties.

You must not make comments on any social media sites about your work placement.



## Last Day of Placement

- Ensure any information you require for assignments is gathered together.
- Thank the Staff!

**Remember! You may need the supervisor at the placement to provide you with a reference for future jobs treat them well and make a good impression!**

