



Guidance for Students

Work Experience Placements



As a full-time student at South Bank Colleges, you'll be required to undertake a work experience placement as part of your course. You will spend a minimum of five days in a real-life workplace which will be tailored around your study timetable. We encourage students to engage fully with local employers and the professional community so that they can start building their own professional networks and gain skills that employers want and need. No matter what career path you choose to take, there's a huge amount of careers information viable to you, but there's nothing as insightful, informative, and inspiring as actually meeting employers and working alongside someone who is already doing the job.

Your safety always comes first and every placement is risk assessed, we also ensure that we are working with employers that are inclusive and committed to equality and diversity and will support in ensuring that you are given duties and tasks that will support in your skills development.

Why is work experience placements important?

- You will have the opportunity to gain invaluable experiences, where you can link your classroom based learning with real industry insights and gain technical and practical skills in your chosen career industries and specialisms.
- Your placement will be in an environment that relates to your course and matches your career aspirations
- You will learn what life in your chosen career is really like and perhaps get a Mentor/Coach to better guide you.
- You will be able to make informed decisions about your career options.
- You will gain transferable skills that your future employers are looking for in an employee.
- Some students are even offered jobs or apprenticeships, as a direct result of their industry work experience placement.

How Placements Work

You'll be expected to find and secure your own work placement as soon as you enrol at the College. Many of our students find that searching for a work placement is a good learning experience, and helps build confidence and self-advocacy skills.

If you are facing barriers in finding your own placement, our Placement Officers can support you to find one.

If you already have a part-time job, that may be able to count as your work experience, as long as your job relates to your chosen career industry.

For example; (studying Health & Social Care and working within the care sector).

However, you must tell a Placement Officer about your job, so that it can be recorded. Please complete the form below and give it to your Placement Officer.

Your work placement needs to be for a minimum of 36hours (5 days) this can be broken down over the duration of your course, and it can be longer than five days if required.

Most work experience placements are unpaid, but in some cases your employer may choose to pay you, or meet some of your travel costs. However, this isn't to be expected, and you should focus on how valuable your gained experience will be to your future career.

Some employers require you to have a DBS before starting a placement. We can support you with this.

Our standards

Work experience placements are designed to give you the best possible start for your future career, and your course tutors and placement officers will do all they can to help you get ready and fulfil your potential through;

- ✓ Work related projects and activities
- ✓ Interview and employability skills workshops
- ✓ Industry based talks and visits
- ✓ Upskilling Masterclasses and Taster activities.

Placements can take place in the workplace or remotely, ensuring that placements are environments that are safe and under our safeguarding policies; for example: placements cannot be undertaken in environments that sell alcohol, tobacco and other underage prohibited items.

In return, there are certain standards and commitments that we ask of you.

We expect you to:

- ✓ Create and upload a credible CV to the Work Experience and Careers team in your first term at South Bank Colleges.
- ✓ Maintain a digital logbook to record your work experience and provide constructive feedback after your placement.
- ✓ Be fully committed and maintain professional standards and etiquette during your placement.

If you don't meet these standards then you could be subject to disciplinary action, which may result in you not completing your course or receiving your qualifications.

Congratulations
*You have found your own Work
Experience placement!*

So that we can support you to have a successful placement, please scan the QR Code and complete your placement details.