WORK PLACEMENT INFORMATION
Why do I need to do work placement?

Work placement is an important part of every young person’s education. It involves moving learning from the classroom into the world of work. Students will understand more about work and the work place but more importantly, they will learn a lot about themselves as young adults.

- It gives you a chance to experience the world of work.
- You can meet and talk with other employees and ask them about their jobs.
- It will help you see the links between the course you are studying in college, and the skills you will need in working life.
- It will help you find out more about your own skills and interests.
- You will be independent and will learn about responsibility.
- It may help you to get a job in the future and will look good on your CV.
- If your course requires you to do work placement and you don’t do it then you could fail your course.

Will I get paid?

You should not expect to get paid. But sometimes your work placement could lead onto a paid job in the future.

Where will my work placement be?

You should try and get a suitable placement as close to your home as possible, if this is not possible then ask parent/carers to help with transport or make sure your placement is on an easy bus route.

Hours of work

The number of hours students are expected to complete will vary depending on the level of course they are doing. You will be told at the start of the course how many hours you need to complete. Students should agree the days and times that are suitable for themselves and the employer. This might involve an early start or working on weekends. Work placement should be an important priority for you and you should make sure that you can commit the time needed to complete your work placement hours.
Health and Safety

You will receive information about health and safety in college and also from your work placement provider. You should complete an induction with your employer during your first week on placement. All students are required to comply fully with all the health and safety instructions of the organisation. Remember you must not start your placement until the college has carried out the necessary health and safety checks and confirmed the employer is fully insured and has the right policies and procedures in place to manage work placements.

Illness and absence from work

If you are ill and cannot attend work on any day, the employer must be informed by telephone as soon as possible. Please do not schedule driving lessons, routine medical or dental appointments on work placement days. Work placement should be a priority and it is important to be reliable and attend regularly (you could lose your placement if you cannot attend regularly on the agreed day).

Medical/health conditions

If you have any medical/health conditions then please let the employer know before you start. Employers need to have this information so that they can consider whether there might be any additional risks to you in carrying out the work you will be doing. Any information you provide will not affect the work placement you have secured and all information will be treated confidentially.

Will college find me a work placement/placement?

Finding a suitable placement is your responsibility and it is important that you actively pursue finding a suitable placement. Read on for tips on how to find a suitable work placement. To find your own placement try asking family and friends for ideas, they may have contacts that can help you.

Problems?

If you have any problems trying to sort a placement out then contact your Work Placement Coordinator (WPC) who will support you to find a suitable placement. The college has details of employers that have had students in the past or expressed an interest in hosting work placements. Your WPC may be able to give you a list of possible employers in your local area.

If you need help please email Careersandemployability@askham-bryan.ac.uk and provide details of the course you have applied to study, the type of placement you are looking for and the area you able to travel to.
Finding a Work Placement

Work placement is an important part of your course and the sooner you can start doing your hours once term begins, the better.

A few things to bear in mind when choosing a work placement:

◊ The work you will be doing must be relevant to your course. Working in a charity shop that supports an animal charity will not provide you with the necessary experience to support your learning on an animal management course.

◊ Think about how you are going to get to the placement. Will you walk, cycle, get a bus or rely on a lift from someone? If you drive and have access to a car, you can widen your search. If you are going to use the bus, search along your bus routes for suitable places.

◊ How many hours can you work each day? Once you’ve added in travelling time at the beginning and end of each day, how much time does it leave you to work? Some employers offer a half day, others might want an early start or full day.

◊ When can you go? You will not know which weekday has been allocated for work placement until you receive your timetable. You can choose to work a weekend day and use the weekday for studying instead if it suits you or your employer.

◊ When can you start counting your hours? This is important - you may only start counting the hours you work towards your course total after you have enrolled and once the placement checks have been carried out - your WPC will tell you the date you can start. Do not assume that a placement has already been checked even if you believe that students have been there recently. You will NOT be able to count hours if you haven’t notified your WPC of where you intend to complete your work placement and received authorisation.
Top Tips for Finding a Work Placement

Ask people you know

Try asking family and friends for recommendations and suggestions, they may have contacts who can help you. You could also ask a current employer and local businesses for suggestions.

Use Google Maps

Use Google Maps to search for employers in your area. To do this you will need to open Google Maps in your browser and type what you are looking for in the search box along with your location. For example type in your town name and then farm.

You can then click on the individual location markers to get more details. When you click on each marker information will appear to the left of the screen. This may include a phone number and email address for the business and/or a link to a website where you may be able to find more info. Make a list of all possible employers that you are able to travel to along with their contact info.

You will need to zoom in and out of the map to find as many possible options local to where you live, or where you are able to travel to. If you move to another part of the map you can click on ‘Search this area’ and it may bring up more possibilities. If you live on a bus route try searching along the route.

Try using several different search words to find as many placement possibilities in your local area as you can. See the next page for useful words to try when you are searching depending on the course you are studying.
Key words to use when searching Google to find possible placements

Agriculture
There is a wide range of business that can provide course related work experience for students studying Agriculture. In addition to farms you could try livestock marts, agricultural suppliers, fruit farms, farm shops and agricultural suppliers. Land based Engineering could look for Agricultural engineers and agricultural machinery dealerships but could also try plant machinery suppliers and ATV dealerships which will still provide relevant engineering experience.

Farm * Dairy farm * Livestock breeders * Auction mart * Agricultural supplier * Pigs * Poultry * Cattle * Sheep * Arable * Farm attractions * Farm shop * Farm services * Agricultural engineer * Plant hire Farm equipment * Agriculture services * Agronomy * Rare breeds * Farm Machinery * ATV dealers

Animal Management
Your placement for animal management must be reflective of what you will learn on your course regarding the care of animals. This could be working directly with animals, such as a dog groomers, farm, cattery, aquarium etc., or focusing on the other aspects of animal care. This could be a pet shop, an animal feed warehouse etc.

Animal * cattery * equestrian * zoo * farm * paws * garden * dog day care * dog * riding * pond * dog walking exotics * stable * feline * canine * kennel * livery * aquatics * aviary * hydrotherapy * rescue * training * behaviour

cat * equine * wildlife * pet sitting * vet * tropical * welfare * k9 * Pet * Horse * Feed * Dog grooming reptile * Sanctuary * Nature * Stud * Fish * Fishing

Childcare and Education
For this course at Newton Rigg you will need to work with specific age groups as set out by your lecturer relating to the CACHE course guidelines. Placements need to be with Babies up to age 2, 3-5 year olds, and also 5-7 year olds making sure you get enough hours of experience with each age group. Your lecturer and work placement coordinator will help you with this—to start your search in your local area try the following terms

* Nursery * Primary School * SEN Primary School

Equine
An Equine placement can be working directly with horses such as a livery yard, riding school, dentist, etc., or you could also work somewhere which is relative to horse care. This could be a feed warehouse, a saddler, a farrier, farm (learning grass management, feed production etc.). Try and search the following words:


Hairdressing, Beauty and Complimentary Therapies
Work placement is a great opportunity to gain real life experience in a salon environment and may even lead to opportunities for paid work. The placement MUST have employers liability insurance—there are a range of options including Beauty Salons, Spas, Hairdressers, - placement offers the opportunity to specialise in an area of your choice such as going on placement to a Spa or shadowing a Makeup Artist.

Try and search the following words: * Hair Stylist * Spa * Beauty Salon * Nail Bar * Makeup Artist * Hairdresser
**Health and Social Care**

Many options are available for placements within the Health and Social Care Sector. These include day centres and residential care homes for the elderly or for adults of all ages who have learning disabilities. Other options include schools for children with additional needs, charities that support people with specific needs such as Dementia support services and also doctors surgeries. Try searching for businesses using the following words:

Care Home * Dementia* Learning Disability * Doctors* Day Centre * Support for Elderly* Social Care

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**Horticulture and Arboriculture**

Suitable placements for Horticulture students include plant nurseries, landscape gardeners, mobile gardeners, garden centres, market gardens, wholesale plant growers, country parks, historic houses, and city parks and gardens. Arboriculture students could try to find placements with tree surgeons, landscape services, tree nurseries, or parks and country gardens where you are able to learn relevant skills such as tree identification, identification of pests and diseases and how to care for trees. The following words might help when using Google to search for local businesses:

Tree surgeons * Plant Nurseries * Forest * Garden centre * Park * Country Park * Historic House * Country Hotel Market Grower * Country Estate * Tree and Hedge services * Tree care * Landscape gardener * Garden design Gardener * Garden centre * Mobile gardeners * National Trust* Museums * Forest * Council parks and gardens * Wholesale Plants* Landscape services * Seed suppliers

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**Land and Wildlife Management**

Placement is your opportunity to gain an insight into what interests you — It needs to be practically viable in terms of accommodation and travel provision so you can get there and have somewhere appropriate to stay over if residential. There are a range of options including placements on Grouse Moors, Woodland Shoots, Game Farms and Deer Parks—from small family shoots to large country estates. Try searching for businesses using the following words:

Deer Park * Game Farm * Grouse Shoot * Pheasant Shoot * Scottish Country Estate * Deer Stalking Game farm * Country park * Country estate * Conservation * Wildlife management

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**Motorsport**

Motorsport students can do their placement in a garage or car dealership but other suitable placements include any business where you can gain mechanical or engineering experience. Try searching for businesses using the following words:

Garage * Car * Mechanic * Race * Motor * Vehicle * Bike * Repair * Vehicle repair * Bodyshop * Machinery dealer * Go Kart * Karting * 4x4 * vehicle restoration * Car parts

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**Sports and Public Services**

There is a wide range of businesses that will provide relevant experience for Sport and Public Services students. The words below may be helpful when using Google to find possible employers:

Sport * Coach * Gym * Exercise * Team* Adventure * School * Sports club * Adventure sports Team sports * personal trainer * fitness * sports association *Outdoor Centre
Contacting Employers

Once you have a list of potential placements, make a phone call to each employer or visit in person to ask about the possibility of completing a work placement there.

You can email an initial enquiry but make sure you follow this up with a phone call a couple of days later.

Pre-placement Phone call

Phoning an employer is different to phoning a friend, so work out what you want to say before you ring. Then find a quiet place to make the call. Have a pen and some paper ready to write notes on.

Introduce yourself and say why you are ringing. Explain that you will be starting a course at Askham Bryan College and you are looking for work experience hours. You will need to tell them what course you will be studying, how many hours you will need to complete and how often you will need to attend (i.e. 1 day per week or block weeks in the holidays).

If the employer has had our students before, they will be familiar with what placements entail. If they have not, you can ask your work placement coordinator to contact them to discuss things first. You can arrange to attend weekly or do a block of hours in holidays.

Interview

You may be asked to attend an interview. If you are asked to attend a visit/interview, you only get one chance to make a first impression, so go through the checklist below to ensure that you make a good one!

⇒ Plan what you need to say, they might ask you, ‘Why did you choose this work placement?’
⇒ Work out your travel arrangements, leaving a bit of extra time in case there are delays. Arrive a few minutes early so you will not be flustered.
⇒ Dress smartly and appropriately.
⇒ When you arrive, say who you are and who you are there to meet.
⇒ Turn off your mobile phone or put it onto silent and out of sight.
⇒ Be polite. Say ‘please’ and ‘thank you’ where appropriate, and smile.
⇒ Shake hands with the person you are meeting.
⇒ Give full answers to any questions, not just ‘yes’ or ‘no’.
⇒ Don’t be afraid to ask questions.
⇒ Write down any information you are given rather than just relying on memory.
Before you start!

♦ Let your Work Placement Co-ordinator know where you intend to complete your placement. You can do this by filling out the online work placement details form that you will have been sent a link to or you can email your details to Careersandemployability@askham-bryan.ac.uk. Please include:

♦ your name
♦ the course you have applied to study
♦ name of the employer / business name
♦ placement address
♦ an email and telephone number for the placement
♦ A named contact who we can talk to about the placement

♦ A Placement check—Your work placement coordinator will need to carry out checks to make sure the placement is safe to attend before you can start. They may need to arrange to visit the placement or if it is an employer that has had Askham Bryan College students in the recent past they may be able to complete the check by phone.

♦ Insurance—the placement MUST have employers liability insurance. If they don’t have it, then unfortunately you can’t go there.

Your WPC will let you know when your placement has been authorised and you will be given a logbook to record your work placement hours in. This logbook will be date stamped with the date you are allowed to start attending. Once you have been given the go ahead to start you should contact the employer to agree a start date. Questions you might like to ask are:

- What day would be most suitable to start?
- Where should you go on your first day e.g. reception or a particular entrance?
- What time should you arrive? What time will you finish work?
- Who should you ask for when you get there?
- What are you expected to wear?
- What sort of things will you be doing?

Your logbook is your evidence that you have completed work placement hours so it is important that you look after it and don’t loose it. Remember to fill it in and get it signed by your supervisor EVERY week and bring it with you to your Employability lessons.