



STOCKPORT  
COLLEGE

# INDUSTRY PLACEMENT PROGRAMME

2021-2022



Student Handbook

# INDUSTRY PLACEMENT PROGRAMME CHECKLIST

Instructions: Please tick when each task has been completed	✓
Attendance at Industry Placement Programme Information Session	<input type="checkbox"/>
Industry Placement Information Document Read and Understood	<input type="checkbox"/>
Prior Industry Placement Case Studies Read	<input type="checkbox"/>
Student Agreement Signed and Returned	<input type="checkbox"/>
Employer Preference Document Completed and Returned	<input type="checkbox"/>
Parent/Guardian Letter Signed and Returned	<input type="checkbox"/>
Complete the PT Jobs form, if applicable	<input type="checkbox"/>
Navigate Information Document Read and Understood	<input type="checkbox"/>
CV Writing Activity Completed	<input type="checkbox"/>
Cover Letter Activity Completed	<input type="checkbox"/>
Interview Technique Document Read and Understood	<input type="checkbox"/>
Completion of Pre-Placement Checklist	<input type="checkbox"/>
Completion of Information for Placement Documents	<input type="checkbox"/>
Networking Notes	<input type="checkbox"/>



# INDUSTRY PLACEMENT INFORMATION

## What is an Industry Placement?

Industry Placements are a new part of Level 2 and 3 Technical Education courses being designed to give learners a valuable opportunity to put their learning into practice, develop excellent skills and become more employable.

Different to normal 1-week placements, the learner should view this opportunity as an extension to their practical learning and as an opportunity to receive training from an industry specialist. You have the ability to take part in this brand-new programme and take advantage of the links the college have with industry!

## Why should I take part?

A work placement gives you the chance to gain hands-on experience of the working world and can be invaluable to entering into your chosen career.

## What are the benefits?

Taking part in the Industry Placement Programme will allow you to sample the industry you're studying. It will help you to develop your skills and knowledge in your chosen field as well as build your confidence to go into the world of work following completion

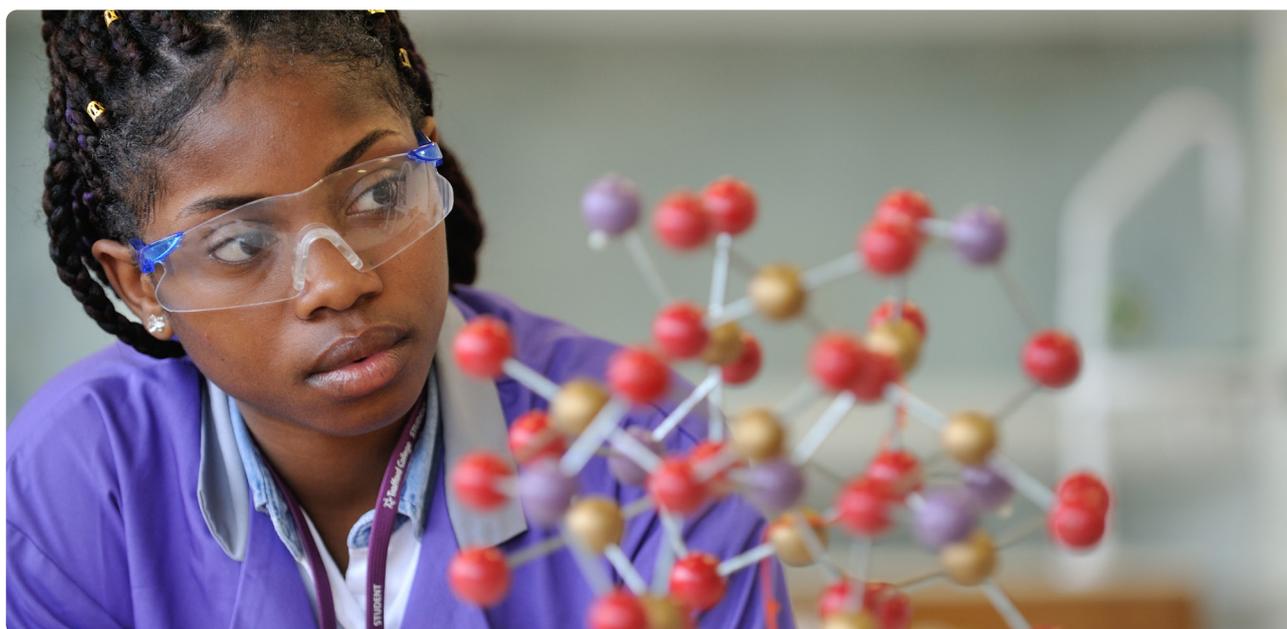
of your course. You will be given access to an industry professional who will act as your supervisor on placement and, provided you are professional and work hard, will give you an excellent reference following the completion of your placement.

## How does it work?

You will spend a minimum of 45 days working for an employer in a role directly relevant to your course. You will attend college as normal, 3-4 days per week and attend placement on your release days, 1-2 days per week. You may also attend placement for anywhere from 1-4 block weeks depending of your course subject and when your placement begins in the academic year.

## Which employers does the college work with?

Our Work Placement Team have been working closely with an ever increasing range of excellent employers, including Bruntwood, RRG Group, the University of Salford and Stockport Council, who have chosen Trafford College Group to partner with on this scheme and are offering some fantastic opportunities to our learners in a range of sectors.



# INDUSTRY PLACEMENT CASE STUDIES

"This experience has taught me what I can achieve and in what kind of time frames. I've seen which kind of qualifications I can go for that will progress me onwards and upwards, doubles the salary I'm on now."

**Josh Computing Student**

Placement in IT at Horwich Farrelly, Stretford

"This experience has helped me to understand what I want to do in the future and helped me figure out where I want to go going forward in my work after my course.

All the people at Travel Counsellors were very supporting and really helped me during my work experience.

I would recommend people just try out a work placement because you meet new people and do new things."

**Alistair TV & Film Student**

Placement in the Television Studio at Travel Counsellors, Manchester

Industry Placements give students a much more balanced view of the real world and set them up for success when they finish their course.

Here are some quotes from previous students who have completed the programme.

"The experience that Pearson offers has something special in it, as it involves many subjects and roles that can be only beneficial for you. From Finance, to Marketing and IT everybody is connected as a family, as if the concept of COMPANY is just in the past.

I'm studying Business Environment and in the beginning I was not sure about the length of the programme ( 45 days ) as I had college studies to complete alongside, but I've pushed myself to say YES, as I thought that if I want to become a businessman then I need to start to build the right mentality and after the first day I was 100% sure that this was the right place to start my career.

The support, the care and the warm welcomes that I've received since day 1 are immeasurable, as Pearson always made sure that I had the right tools to develop new skills and attributes: involvement in customer service, analysing data, developing analytic documents; these are the first activities that I've experienced and I've really enjoyed. The best is yet to come! "

**Talha Business Student**

Placement at Pearson Qualification Services, Salford Quays

"I'm doing more work and going for top grades and it's worth it. What you get out of an opportunity like this depends on your outlook on life and how strong your goals are. It takes hard work to get to where you want to be. This is the best way you could ever get into the industry; it is an invaluable experience. "

**Alexandra Building Services Student**

Placement in Project Management at Bruntwood, Old Trafford

"When I started the placement I wasn't as sure of what I wanted to do. As I progressed in the placement, I realised this is really going to help me in my future.

When I went back to college, I was ahead in my coursework because I had been learning everything on placement hands on. Being a technician made me realise how much work it really is, but it was actually really fun and I really liked it! "

**Ola Applied Science Student**

University of Salford, Salford

# STUDENT AGREEMENT

I \_\_\_\_\_ agree that I will be responsible for:

- > Agreeing with the Employer and the Provider a set of objectives / learning aims to be achieved on the Industry Placement
- > Attending the Industry Placement on the agreed Industry Placement days with time allowed for lunch. If unable to attend due to illness or another reason, the learner must contact their Line Manager ahead of time using the preferred method, phone/email etc.
- > Maintaining high behaviour standards, and being courteous and respectful to other staff, students and members of the public during the placement.
- > Regularly completing their diary on their Navigate profile (at least weekly) to track their Industry Placement activities and progression.
- > Maintaining a positive attitude and making the most of the opportunity.
- > Dressing appropriately for the employer's work environment. As a guide, the Learner should discuss the preferred clothing with their Employer prior to beginning their Placement.
- > Making arrangements for transport and lunch, factoring enough travel time to arrive at their placement promptly.
- > Abiding by all rules regarding health and safety, and other policies and procedures of the Employer. Reporting any accident or injury immediately and recording the details in the departmental accident/incident book.
- > The quality of their work, maintaining confidentiality regarding any of the Employer's information and not doing anything which may bring the Provider and/or the Employer into disrepute.
- > Completing all assessments and attend any briefing sessions that are required as part of the placement.
- > Notifying the Provider and the Employer in advance of any matter which is likely to affect their undertaking of the placement including any special health or medical requirements.
- > Keeping the Provider informed of any changes, issues or incidents which arise in connection to the placement.
- > Ensuring (if needed) adequate motor insurance is arranged in advance of the placement should it be required for travel during working hours.
- > Assigning any intellectual property (including, but not limited to, copyright, patents and registered designs) which is created by the Learner during the Industry Placement to be owned by the Employer.

**\*If you are filling in this form electronically.** Please tick the box to agree to the above declaration. (No signature required)

\*Duly Authorised and Signed by the Learner

\*By selecting this box I agree to the declaration above.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE:** Please return this document to the following staff member by the 31st of August 2021 .

**Beth S. Robinson,**  
Senior Work Placement Coordinator,  
THE TRAFFORD COLLEGE GROUP

Altrincham Campus, Manchester Rd,  
Timperley, Altrincham WA14 5PQ

# STUDENT EMPLOYER PREFERENCES

## Instructions

Think about the kind of business you would like to work in following the completion of your course and list 3 employers you would like us to approach for you to complete your industry placement.

- > These employers should be related to the industry you are studying at college.
- > You can ask your parent/guardian if they have any contacts to help you.
- > Please fill in all fields.

**NOTE:** Please return this document to the following staff member by the 31st of August 2021.

**Beth S. Robinson,**  
Senior Work Placement Coordinator,  
THE TRAFFORD COLLEGE GROUP  
Altrincham Campus,  
Manchester Rd,  
Timperley,  
Altrincham  
WA14 5PQ

### Employer 1

Business Name:

Address (including postcode):

Contact Name (First and Surname):

Telephone Number:

Email Address:

### Employer 2

Business Name:

Address (including postcode):

Contact Name (First and Surname):

Telephone Number:

Email Address:

### Employer 3

Business Name:

Address (including postcode):

Contact Name (First and Surname):

Telephone Number:

Email Address:

# PARENT/GUARDIAN LETTER

Dear Parent/Guardian,

## RE: Industry Placements Programme – Academic Year 2021/2022

I write to tell you about an exciting programme that your child/young adult has been chosen to take part in as part of their current study programme regarding Industry Placements beginning in September 2021.

These Industry Placements are a new part of Level 2 and 3 Technical Education courses being designed to give learners a valuable opportunity to put their learning into practice, develop excellent skills and become more employable. Your child/young adult will spend a minimum of 45 days working for an employer in a role directly relevant to their course. Our Work Placement Team have been working closely with a range of brilliant employers who have chosen Trafford College Group to partner with on this scheme and are offering some fantastic opportunities to our learners.

### Need to know:

- 45 days minimum in the workplace, 1-2 days beginning anytime from September -January. The student may also attend placement for anywhere from 1-4 block weeks depending on their course subject and when their placement begins in the academic year.
- The placement will be a good fit to the learner's course, meaning they will be able to develop the exact technical skills required to work in industry.
- College will assist with travel, lunches and uniforms (if required) for their placement.
- Attendance for the learner's industry placement is compulsory. Non-attendance will be dealt with through college disciplinary procedures.

### What are the benefits of doing a placement?

- Students will improve their ability to gain a job.
- Students will develop their knowledge and skills relevant to their course and future career.
- Students will have greater understanding of what it is like to work in their chosen industry.
- Students will receive coaching and mentoring from a line manager.

# PARENT/GUARDIAN LETTER

## Frequently asked questions (FAQs)

### What about my child/young adult's part-time job?

- > Learners who rely on their part time jobs will not be required to take part in the programme, however if the learner's part time job is relevant to their studies, we can count this as their industry placement and speak to their employer to assist them in gaining even more experience and responsibility at work. As such, we will require the details of the learner's part time job to assist us in organising this with their employer.

### What checks will be done to make sure this is safe?

- > The college will run due diligence on all employers for health & safety, insurance and safeguarding purposes.
- > Particular attention will be given to ensuring employers have taken the necessary precautions and assigned risk assessments for Infection Control and Social Distancing following the Covid19 outbreak.

In order for us to organise this opportunity or to exempt your child/young person from the programme, we will require several documents returning to us. Therefore please ensure the Student Agreement Form, Employer Preference Form, and if applicable, the Part-Time Work Form are completed and returned with this letter to Beth Robinson.

If you require additional information, please do not hesitate to contact me.

With kind regards,

**Beth S. Robinson**, Senior Work Placement Coordinator,

THE TRAFFORD COLLEGE GROUP

Altrincham Campus, Manchester Rd, Timperley, Altrincham, WA14 5PQ

**\*If you are filling in this form electronically.** Please tick the box to agree to the above declaration. (No signature required)

Parent/Guardian Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

\*Signature: \_\_\_\_\_

\*By selecting this box I agree to the declaration above.

Date: \_\_\_\_\_

**NOTE:** Please return this signed document to the contact above by the 31st of August 2021.

# DETAILS OF PART TIME WORK RELEVANT TO COURSE

Student Details	
Student Name	
Date of Birth	
Telephone Number	
Email	
Tutor	
Course	
College Campus	
Part-Time Work Details	
Company Name	
Contact Name	
Telephone Number	
Address	
Email	
Are you happy for us to contact your employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>

# CV WRITING ACTIVITY

Further to any activities you might be completing during tutorial sessions or with our Careers Team, we've put together some information which might help below:

**Your CV is your first opportunity to impress a potential employer.**

Think of it this way, you have 30 seconds to make an impact, how will your CV set you apart from the crowd?

## What should go on my CV?

- > Your name and contact details
- > Skills and personality traits that show you are a fit for the job description advertised
- > Your education and qualifications
- > Past jobs and Work Experience/Industry Placements
- > Interests that show the 'whole person'
- > Referees – people who can back up what you say on your CV

## Useful websites for CV information through Barclays LifeSkills:

- > <https://interactive.barclayslifeskills.com/cv/>
- > <https://interactive.barclayslifeskills.com/module/play-the-boss-teacher/>

### Do

- > Be positive and sell yourself
- > Highlight your relevant skills and experience
- > Use evidence
- > Be brief and to the point
- > Check spelling and grammar
- > Change your CV for each job you apply for
- > Align the skills and experience to what the employer is looking for, based on the job advert

### Don't

- > Lie
- > Use more than two pages or cram it all into one
- > Include your date of birth, gender, orientation, marital status, religion or nationality
- > Leave gaps in your school or work record
- > Have any spelling or grammar errors

# EXAMPLE CV

**Toby Smith**

Location: XXXXXXX  
Telephone: XXXXXXXXXXXXX  
Email: XXXXXXXXXXXXXXX

## Professional Profile

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'Motivated young professional with an exemplary academic record and passion to progress within the financial industry'

Having achieved excellent grades at GCSE level maths, English and science, along with an active involvement in a number of clubs and societies, I am keen to pursue a career in the finance industry. I have a proven aptitude for mathematics which and have made a number of notable achievements in both my studies and extra-curricular activities which would make me an excellent asset to any finance team or department.

## Core skills & achievements

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- 8 A-C GCSE grades
- Mathematical aptitude
- Accomplished sportsman
- Charity events volunteer
- Maths club lead tutor
- Best science student award 2015

## Education

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### GCSES – Secondary School – 2015

- Maths ,science, English **A**
- Geography, Media, French **B**
- Geography, Business studies **C**

### Clubs and memberships

- Lead tutor of afterschool maths club
- Captain of boys hockey team
- After-school charity volunteer

## Hobbies and interests

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### Brompton Football club

I currently captain play for Brompton boys football team as a midfielder and occasionally captain the team. I train 3 times a week and travel across the country to play at a competitive level

- Awarded player of the season 2014 and 2015
- Won the County league in 2014
- Skills gained include; leadership, motivation, communication and teamwork

### Health charity

I regularly volunteer for local charity Health, where I support the running of events and have processed transactions and managed the setup numerous event stalls

### Creative Writing

Currently writing my own blog where I discuss a number of my passions, including sport, finance and travel

## References available on request

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# COVER LETTER ACTIVITY

A placement cover letter is a formal letter that accompanies a CV in an application for a placement. It should outline who you are and explain why you are interested in the placement.

The aim of your covering letter is to persuade an employer to read your CV, (over the fifty others they may have received), and eventually invite you for an interview. A placement cover letter is a teaser for the main event, your CV. Keep it brief, no longer than 250 words.



## Cover Letter Tips

- > TAILOR your cover letter to the placement you are applying for.
- > DON'T forget to proof-read.
- > DON'T undersell yourself. Your cover letter shouldn't be a list of qualities you don't have.
- > DON'T lie about work experience/qualifications.
  - DON'T use cliches, or describe yourself using application buzzwords, such as 'hard working' + 'dynamic'.
- > DON'T overshare. A cover letter shouldn't include any personal information.
- > Ring or email the company that is organising the placement and ask for the name of the person who is tasked with reading the cover letter.
- > Address your cover letter to the manager of the department you will be working in.
- > If you cannot locate the person who handles recruitment, address your placement cover letter to someone who works in HR.
- > As a last resort, address your letter to someone who works in the team you are applying to join.

# EXAMPLE COVER LETTER

## Work experience letter template

[Your name]

[Address]

[Postcode]

[Date]

[Employer's name]

[Full address]

[Postcode]

Dear Sir/Madam [or name],

I am a [year group] student from [school name], studying [list of subjects].

I'd like to enquire about a potential work experience placement at [company name], which I will be available to carry out for [amount of time] from [start date] to [end date].

I'm keen on gaining some practical work experience in [chosen field of work], because [reasoning for pursuing a placement with this specific company and field].

I'm a [relevant skills and attributes], which can be shown in my [real-life examples that demonstrate your skills].

In my spare time, I like to [list relevant hobbies and interests], and I've also had some experience in/am a member of [list any groups/clubs/other work experience].

As an enthusiastic student with a keen interest in what your organisation does, as well as a passion to progress within this industry, I would be very grateful to be considered for an opportunity at [company name].

I look forward to hearing from you soon.

Yours [sincerely/faithfully]

[Your name]

# INTERVIEW TECHNIQUES

## Interviews are a two-way process

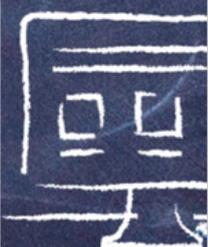
### Employers can

- > Get to know the person
- > Find out about their personality, qualities and skills
- > See if they would fit in

### Applicants can

- > Perhaps meet the person they will work for
- > Find out more about the job
- > See if they would fit in

## Getting to know different types of interview

Online Test	Phone	Face to Face	Video	Panel	Group
					
Common types of psychometric tests include ability, situation-based judgment, and personality tests.	A quick and easy way to spot the best people to invite to a face to face interview.	Used to get to know each other and assess whether you're a good match.	Somewhere between a phone and face to face interview, the video call is generally a straightforward meeting.	Different people can get to know the applicant. Finds out how you perform in front of an audience or under pressure.	Finds out how you work with others in a team and communicate, or how you might fit in.

### Frequently asked questions during an interview for Work Experience or Volunteering:

1. Tell me about yourself.
2. What interests you most about work experience or volunteering with us?
3. What do you know about this opportunity and what do you want to get out of this?
4. Tell us about a time when you had to work as part of a team.
5. Describe an activity or initiative where you had to take responsibility – what did you enjoy about it, was anything difficult?
6. What things are you most proud of that you have worked on at school/college/in a part-time or volunteering role?

# NAVIGATE INFORMATION AND RESPONSIBILITIES



## What is it?

- **Navigate is our dedicated platform for students to record their work experience, career goals, volunteer work and PT jobs.**
- **All students should use their personal profile to record their experiences during the academic year including guest speakers, visits and industry taster days.**
- **As part of the Industry Placement Programme, students will need to ensure they are regularly updating their Placement Journal as evidence of their work on placement.**

# PREP FOR SUCCESS!

Well done on securing your placement!

Here are some top tips to help you prepare for your placement	✓
Write down where you need to be on the first day and who you are meeting (especially if different to your main placement contact).	<input type="checkbox"/>
Write down & store the key contact's phone number in your mobile.	<input type="checkbox"/>
Store the Company's main address (incl. postcode) & switchboard number in your mobile.	<input type="checkbox"/>
Add your College work placement coordinator's name/number/email to your phone.	<input type="checkbox"/>
Check you can log in to your placement in Navigate.	<input type="checkbox"/>
Plan appropriate clothes to wear on the first day (including footwear and rainwear).	<input type="checkbox"/>
Plan if you need to take lunch, or be aware of where you could buy food during the day.	<input type="checkbox"/>
Plan your journey, including knowing an alternative route if necessary.	<input type="checkbox"/>
Practice the journey, by going at the same time as your first day start time, just to be sure! (not essential of course but allows you to allow for heavier traffic!).	<input type="checkbox"/>
Have a printed copy of your CV to hand, for the first day, along with your national insurance number in case it is required for induction.	<input type="checkbox"/>
Let your work placement coordinator know if you might need help with travel/food costs.	<input type="checkbox"/>
If help is required, provide bank details to work placement coordinator, no later than one week prior to starting placement.	<input type="checkbox"/>

Remember to be your best self on placement and enjoy the experience!

You are about to invest in the **BANK OF YOU!**

# IMPORTANT INFORMATION FOR DAY 1 OF PLACEMENT

Use this space to take down contact details, memorable information and anything else you may need to know. Use the checklist opposite to help you.

# NETWORKING

Use this space to take down contact details, memorable information and ideas to help you towards your future goals.

“

Continuous effort – not strength  
or intelligence – is the key to  
unlocking our potential.

Winston Churchill

”

“

The two things in life  
you are in total control over are your  
attitude and your effort.

Billy Cox

”

“

I can accept failure,  
everyone fails at something,  
but I can't accept not trying.

Michael Jordan

”

“

Success is not accident. It is hard work,  
perseverance, learning, studying, sacrifice,  
and most of all, love of what you are doing  
or learning to do.

Pele

”

“

Just because you haven't found your  
talent yet doesn't mean you don't have one.

Kermit the Frog

”



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