

PARENTS/CARER'S GUIDE TO

**WORK**

**PLACEMENT**

AT WIGAN & LEIGH COLLEGE









## THE IMPORTANCE OF WORK PLACEMENT EXPERIENCE

At Wigan & Leigh College, all students are expected to undertake some form of workplace experience as part of their study.

Whether a student is studying a course with mandatory placement hours, or not, work placement experience is an essential part of preparing students for the next stage of their career.



## WHAT IS WORK PLACEMENT EXPERIENCE?

**So, what is work placement experience?**

Work placement experience can be a short or long-term experience where students gain practical experience in a real workplace, and this experience is essential for gaining a future job.





## WHAT ARE THE BENEFITS OF WORK PLACEMENT EXPERIENCE FOR STUDENTS?

- **Provides a taster for career plans:**  
Work placement will give students a real industry insight into their course, and the areas of work they enjoy.
- **Puts classroom knowledge into practice:**  
Working with an employer gives students the chance to use their knowledge in a real work environment.
- **Builds self-confidence:**  
Confidence in their ability will improve during work placement.
- **Improves and builds new skills:**  
Learning vital new skills will help with students' studies and future career.
- **Helps to make new contacts for the future (networking):**  
Network for future opportunities and build up a bank of references.
- **Adds experience to CV:**  
Adding work placement experience to a CV will be useful when applying for jobs.
- **Team work:**  
Work experience will help to improve team working skills.
- **Problem solving skills:**  
Students will learn how to problem solve in the workplace.







## HOW WILL WE SUPPORT STUDENTS' WORK PLACEMENT EXPERIENCE?

- **Help to find a company to undertake a placement:**  
We will help find the right company based on a student's course and career plans, and check that the workplace is safe, and arrange all aspects of the placement before they start.
- **Health & Safety:**  
Carry out health & safety checks to ensure the workplace is a safe one.
- **Monitor student work placement development:**  
A tutor and a member of the Work Placement Team will be available to support students during their placement.
- **Grofar support:**  
Provide help with using the college's work placement system, Grofar.
- **Other support:**

We can help with all aspects of placements from sourcing equipment and uniforms, to helping with financial barriers such as travel expenses.

## HOW CAN YOU SUPPORT YOUR YOUNG PERSON WITH WORK PLACEMENT EXPERIENCE?

### Encourage your young person to find a placement by:

- Asking friends and family who have a business or who work for relevant companies.
- Researching companies and speaking to them directly.
- Volunteering.
- Using Googlemaps.
- Speaking to the college's Work Placement Team.

## DURING PLACEMENT, ASK YOUR YOUNG PERSON TO THINK ABOUT:

### Goals:

What are their aims and goals for work experience?

### Activities:

Reflect on their work experience activities and about what they've learnt.

### Achievements:

What did they achieve and how did they do it?

### Strengths and areas for improvement:

What were their main strengths, and what could they improve next time?

## REMIND YOUR YOUNG PERSON ABOUT:

- Appropriate workplace professional behaviour.
- The importance of excellent attendance, punctuality, and willingness to take part.
- Not to use social media in relation to their work placement.
- Providing emergency contact details to the employer.







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## HOW DO I CONTACT THE WORK PLACEMENT TEAM?

The Work Placement Team will help you if you have any questions or need support with work placements.

You can find the Work Placement Team in the Fab Futures centres at our campuses.

You can also contact them on **01942 761530**, or at **[workplacements@wigan-leigh.ac.uk](mailto:workplacements@wigan-leigh.ac.uk)**

