



Guidance For Parents and Careers

Work Experience Placements

The benefits of a work placement

Even with the wealth of career information available to our students, nothing compares to the insight, knowledge, and inspiration gained from meeting employers and working alongside professionals in their chosen field.

A work experience placement offers numerous benefits that go beyond what can be learned in the classroom, such as:

- **Applying classroom learning in a real-world setting.**
- **Developing and honing technical and practical skills.**
- **Experiencing firsthand what life is like in their chosen career.**
- **Making informed decisions about their career paths.**
- **Acquiring the transferable skills that future employers seek.**

In some cases, students are even offered jobs or apprenticeships as a direct result of their work experience placement.

Our Commitment to Career-Ready Education

The transition from education to employment is a defining moment in all our lives.

Leaving the familiar surroundings of college, and entering a work environment, can be a daunting prospect for anyone.

That's why, at South Bank Colleges, we're committed to giving our students the best possible preparation for their future career journey. Focussing on more than just academic qualifications, we strive to build confidence and nurture personal development, so that they're ready to enter the world of work and fulfil their potential.

To achieve this, every student is required to undertake work experience placement as part of their course. We aim to ensure that students spend time in a real-life working environment that relates to their course. We will support students in sourcing high quality placement opportunities with employers that match their career aspirations.

At all times, the safety of our students comes first.

Steps to Secure a Successful Work Placement



How placements work

Students are encouraged to secure their own work experience placements before or shortly after starting their course. This process can be a valuable learning opportunity that boosts confidence. However, a Work Experience Placement Officer is available to assist students in finding placements. We ensure all placements are legitimate and safe by conducting necessary checks, including health and safety assessments. Placements can be in-person or remote, and must comply with our safeguarding regulations, such as restrictions on the sale of alcohol and other items prohibited for underage individuals.

Many South Bank Colleges students already have part-time jobs that may count as their work experience. If so, they must inform their work experience or T Level placement officer so the job can be assessed and recorded.

Placements must last a minimum of five days, totaling 36 hours, but durations can vary. Some placements are short-term, while others may extend throughout the academic year. Most work experience placements are unpaid, though some employers may choose to compensate students or cover expenses like travel.

How students can secure placements

- Create your CV using online resources like CV Builders or templates.
- Attend CV clinics and writing workshops offered at the college.
- Research employers and organisations that interest you and reach out to them for opportunities.
- Seek assistance from Work Placement Officers.
- Talk to family and friends about potential opportunities.
- Participate in Career Fairs and other networking events at the college.
- Be ready to put in the effort to achieve the best results!

How Parents and Carers Can Support Their Child's Work Experience Journey




Please scan this QR code to access the full college career program.



How can you help?

- **Create a CV:** Encourage your child to develop a professional and well-structured CV. Without a strong, informative CV, it will be difficult for them to secure work experience or a job that aligns with their career goals and potential.
- **Highlight the Benefits:** Discuss with your child the advantages of work experience. Explain how it will help them acquire the practical knowledge and skills needed for their future career.
- **Offer Support:** Be there to support and encourage your child during their placement. You can help them maintain professionalism by ensuring they're well-prepared and punctual.
- **Facilitate a Placement:** As a parent or carer, you might work for a company that could offer work experience opportunities or industry insights. Many parents and carers can help arrange placements, even if they hadn't considered it before.
- **Encourage Reflection:** Urge your child to discuss their work experience with the Work Placement Officers or Careers Coordinator. Reflecting on their experience will help them recognise their strengths and identify areas for improvement.



Work Placement Guidelines and Expectations for Parents and Students

FAQ

What if the Placement Doesn't Match My Child's Career Goals?

We aim to find work experience that aligns with each student's chosen industry or career path. If this isn't possible, we still ensure they get a placement where they can develop valuable personal and professional skills. All work placements are beneficial for students' future careers. They can also discuss other options with a Work Placement Officer and plan future work experiences before completing their course.

Why Don't Students Get Paid for Work Experience?

According to the Education (Work Experience) Act of 1973, work experience is considered a learning process, and payment is not allowed. However, some employers may cover travel or meal costs or offer a small gratuity, but this is entirely up to them.

What if My Child Is Unhappy with Their Placement?

Talk to your child to understand why they are unhappy. Is the placement not useful? Do they feel under-utilised? Are they uncomfortable at work? Or is it just the challenge of adapting to a new environment? Once you identify the issue, you can offer advice or support. If they remain concerned, contact the Work Placement Officer overseeing the placement.

What About Health Issues or Special Educational Needs & Disabilities?

It's crucial that the College is aware of any medical, mental health, or other issues your child may have. By sharing this information, we can ensure they are placed in a suitable environment and necessary adjustments are made. We partner with businesses committed to Equality, Diversity, and Inclusion.

For more information please contact the Careers & Work Experience Team on 020 7501 5286 or gmenaht@southbankcolleges.ac.uk

Parental/Guardian Consent Form

Work Experience Placements

Parental or guardian consent is required for all Work Experience Placements or activities conducted outside the College for learners under 18 years old. The parent or guardian must complete and sign this form before the learner can participate in the activity.

Family Name(s)	
First Name(s)	
Name of Parent/Carer	
Contact details of Parent/Carer (telephone number & email)	
Placement Details: <i>(Kindly complete this section before submitting the form to a staff member)</i>	Company Name & Address: Contact Name: Contact Details: Placement duration: Start time End time:

(to be signed by the parent/carer)

I have read the details of the proposed Work Experience Placement and I give my consent for my child to participate in the Work Placement described. In the event of it to be necessary, obtaining or rendering qualified first aid or medical assistance or arranging the administration of medicine to him/her. I undertake to advise the College of any changes to the details given in the learner medical questionnaire completed at enrolment between the date of signing this form and the date of the proposed activity.

I give my consent to the processing of this data on the understanding that the information I have supplied will be used only for the purposes set out above and my consent is conditional upon the College complying with its duties and obligations in accordance with the College's registration under the Data Protection Act 1998.

I agree for my child (stated above) to participate in work –related activities and social activities outside the formal College organised and supervised activities, including visits to local public facilities, bars, restaurants and theme park type activities. By giving such agreement, I hereby INDEMNIFY and absolve the College from any liability, responsibility or cost which may arise from such extra-curricular activity and understand the College cannot provide personal supervision to students during such activities.

I agree and understand that my child must abide with all reasonable instructions given by College staff, work placement staff or other supervisory personnel relating to all activities during the above activity and that the prescribed standards of behavior and compliance with instructions and standards of dress must be observed by my child at all times. Failure to do so may result in him/her being excluded from further participation in the activity and, if excluded in the sole estimation of College staff and Employer, I will make all arrangements at my own cost for the return of my child to his/her home.

I agree that if any accident or incident occurs due to my child's failure to comply with reasonable instructions, the College or Employer cannot be held liable for any resulting consequences.

Signature of Parent/Carer _____ Date _____