



Department
for Education

Student handbook – how to prepare for your industry placement

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Introduction

Industry placements are a compulsory part of select Level 3 Kingston Maurward College study programmes. They are for students aged 16 – 18 and designed to give you the opportunity to develop practical, technical and professional skills.

This handbook provides you with guidance and resources to help you prepare for your industry placement and make it a success.

INDUSTRY PLACEMENT PRINCIPLES

- The placement will be directly related to your course, meaning you will be able to learn the relevant technical skills for your industry
- You will spend **315 hours minimum** in the workplace (approximately 45 days)
- Your placement will be with an employer in a real life working environment
- Industry placements are completed on non-College days during your first academic year
- You will set yourself SMART targets to work towards achieving throughout your placement
- You **MUST** comply with the employers rules and regulations at all times especially their Health & Safety policies and procedures
- If you have any individual needs e.g. medical conditions, travelling restrictions, additional learning needs, the college will make sure you are given the right support to access your placement
- Completing your placement is compulsory to get your Level 3 qualification. Non-attendance and failure to complete all required paperwork will be dealt with through the Kingston Maurward disciplinary procedure.

Industry placements have been introduced to put learning into practice, so that when you finish your course, you are best placed to progress, whether that is directly into employment, higher level skills training such as an apprenticeship, or pursuing higher education.

Completing your industry placement will be a valuable addition to your CV. It will help to make you stand out against other applicants in the job market. You might want to check out [student views on industry placements](#).

A meaningful industry placement will make a significant difference to your professional progression and development; it will give you a competitive advantage to securing skilled employment in the future.

Benefits of completing an industry placement

- Building and developing your technical skills to increase your competence and ability to progress into skilled employment
- [Gaining highly desirable professional behaviour and key skills such as communication, teamwork and problem solving](#)
- Identifying your strengths and preferences for future career options, including what sort of organisation you would like to work for
- [It's an opportunity for personal growth: stepping out of your comfort zone, building confidence and learning about yourself](#)
- Building your network in the industry; connecting you with people who can give you advice and support and help you to identify future job roles
- [Building a meaningful work relationship with an employer will result in a more valuable reference to use for future job applications](#)
- You may even secure a job or apprenticeship with the employer after you have completed your Level 3 course.

Before your placement starts

To make sure you get the most out of your industry placement you need to be prepared for it. Within your first term at College you will attend an Industry Placement Workshop, here you will learn about the relevant knowledge, skills and professional standards of behaviour required for the workplace.

You will also be given an Industry Placement Logbook with a section to record important information about your industry placement employer.

Before your placement starts you must research the organisation that your placement will be with and have a good understanding of the products and/or services it provides, its size and structure. Read up on its values, vision and mission statements and its recent news. We will check to make sure:

- your industry placement is directly related to your course
- you understand how you and the organisation will benefit from your placement and how to make the most out of it
- you understand what to do and who to speak to if you have a problem while on your placement
- you know the importance of asking questions if you are unsure of how to do any tasks you are given while on your placement

If there is anything that may affect your performance on your industry placement it is really important that you discuss this with us. We will support and advise you on how to approach this with your industry placement employer before starting work with them.

Developing your employability skills

What are employability skills?

Employability skills are the skills that allow you to work well with others, apply knowledge to solve problems and fit into any work environment. There are lots of employability skills, and the Skills Builder Framework has identified the following 8 skills as being particularly important in the workplace:

Listening	Speaking	Problem solving	Creativity
Staying positive	Aiming high	Leadership	Teamwork

What employability skills do you have?

During your first term at College you will be required to complete an **Industry Pre-Placement Questionnaire**, you will explore what employability skills are and, importantly, how to use them in the workplace.

It's important to complete the questionnaire as honestly as you can, as your responses will highlight areas for development.

You may be surprised to learn you have many examples within your education, home life or hobbies where you demonstrate these skills regularly. This gives you a foundation to work on and the industry placement will give you the opportunity to further develop these transferable skills.

Have a think about the following questions:

- **how confident am I at communicating my ideas?**
- **how confident am I at organising my time?**
- **how confident am I working in a team?**

Useful employability skills resources

There are lots of online resources that you might like to use to help you develop and increase your confidence in your employability skills, here are some examples:

Accenture's Skills to Succeed Academy	Online interactive training modules to help build your skills and confidence for the workplace. Create an account and log in.
Barclay's LifeSkills	Website with interactive tools, films and activities to help recognise and identify important values and skills in the context of work. Create an account and log in.
BBC Bitesize Careers	Articles and videos to help develop skills needed for the workplace, including how to be a team player, how to be organised at work, how to communicate and how to show initiative.

<p><u>Bright Knowledge</u></p>	<p>Offers useful articles about how to enhance employability skills, such as motivation and time management, and gives tips to help you develop these skills.</p>
<p>BT's <u>Skills For Tomorrow</u></p>	<p>Online resource offers practical advice and training for those seeking to become work ready and step up into employment.</p>
<p>The <u>Prince's Trust</u></p>	<p>Provides online tools and resources to help develop professional skills and make sure you have the right skills for your placement, including how to write emails, how to manage your time and how to build your personal brand, as well as tools and resources to help increase your confidence.</p>
<p><u>Skills Builder Framework</u></p>	<p>Developed with over 700 organisations, provides young people with a step by step online tool to develop the essential skills you need for the workplace.</p>
<p>The <u>Skills Toolkit</u></p>	<p>Provides free online courses, tools and resources to help you improve your digital and numeracy skills, developed by a number of employers including Lloyds Bank, Google Digital Garage and the Open University.</p>
<p><u>Success at School</u></p>	<p>A national careers website for students that contains resources for young people to help you develop your skills needed for the workplace, including communication, teamwork, critical thinking, networking, decision making skills, time management, customer service, leadership and presentation skills.</p>
<p><u>Wikijob</u></p>	<p>Provides detailed explanations of all types of employability skills that employers look for and how these are applied in the workplace.</p>
<p><u>Youth Employment's Skills and Careers Hub</u></p>	<p>Provides free resources, tools and advice to support young people through to transition into employment, including free young professional training to help develop your work skills.</p>

English, Maths and Digital Skills

We asked a number of employers across a variety of sectors what kind of English, maths and digital skills may be required to pursue a career in their industry.

We also looked at what we would expect to see from a student doing a full time Level 3 course here, please refer to the table below for guidance:

<p style="text-align: center;">ENGLISH</p> <p style="text-align: center;">GCSE GRADE 4 STANDARD EXPECTED</p>	<ul style="list-style-type: none"> • Verbal and non-verbal skills • Communicate confidently with colleagues and the public • Able to use a variety of correspondence and adjust tone accordingly – face to face, email, telephone • Able to explain what they are doing and why they are doing it • Know the correct technical vocabulary and use it appropriately including scientific terminology • Record keeping • Data entry • Legible handwriting with accurate spelling, grammar and punctuation
<p style="text-align: center;">MATHS</p> <p style="text-align: center;">GCSE GRADE 4 STANDARD EXPECTED</p>	<ul style="list-style-type: none"> • Basic maths skills, addition, subtraction, division and multiplication • Work with precision using dimensions and measurements • Dilutions • Proportions • Weights and measures • Cash handling • Budgeting, estimations and calculations • Accurate counting for stock inventories
<p style="text-align: center;">DIGITAL SKILLS</p>	<ul style="list-style-type: none"> • Basic knowledge of Microsoft including Word and Excel • Can navigate the internet gathering and organising information from digital sources • Can access data in a spreadsheet • Understand social media and its wider impact within the sector/industry • Can adopt a professional approach to using digital communication i.e webpage, Facebook, Twitter • Always follows licensing guidelines, using only approved and licensed software applications • Always GDPR compliant in line with the organisation's security protocols

Completing an industry placement will help you to gain and develop important knowledge and acquire the specific skills needed for the workplace. Some of this will be specific to the type of industry that you are working in, some will be transferable – you will be able to apply it across a variety of areas both in and outside a work environment.

Engaging with prospective employers

We always encourage our students to find their own industry placement; 'self-sourcing' your placement develops independence and resourcefulness, building upon skills that are required for a real-life working environment.

If you are finding self-sourcing your placement challenging please ask for our **Student Guide to Self-Sourcing Work Placements** which provides advice on how to find a suitable placement.

Writing a CV and cover letter

You might need to provide a CV and cover letter to prospective employers, either when you are self-sourcing your industry placement or because it is a requirement as part of an employer's recruitment process.

As a general rule, a CV should be no more than 2 pages long and should show you in the best possible light, here are some useful online resources that you might find helpful:

Accenture's [Skills to Succeed Academy](#), provides online resources to help you write a good CV and cover letter.

Barclay's [LifeSkills](#) offers a free online tool to help build your CV.

[BBC Bitesize Careers](#) and [Bright Knowledge](#) offer tips in writing CVs and cover letters.

[Get My First Job](#) provides links to free online CV templates.

The [National Careers Service](#) has a guide on how to create a CV and cover letter.

The [Prince's Trust](#) offers tips in writing CVs and cover letters.

[Success at School](#) provides links to free online CV templates.

The [Youth Employment Skills and Careers Hub](#) also offers tips in writing CVs and cover letters.

Preparing for an interview

You might also have to attend an interview before being offered your industry placement. This is because there may be competition for some industry placement roles within certain businesses and/or employers may want to interview potential candidates to get the best match for their organisation.

Some people are great at interviews and others need a little practice to shine. The good news is that like all skills, this is something that can be learned. The more you practise, the better you become, so you might want to do practice interviews with your friends and family or with your course tutor.

Being good at interviews is also about the right mindset. It's about believing in yourself and being confident in your responses.

Identifying your skills, achievements and abilities and being able to articulate them will give you an edge during your interview. You might want to use this table as a prompt to get you thinking...

Your experiences	Your abilities	Your achievements	Transferable skills
Personal qualities	Things you've learnt	Your skills	Your work values
Your career aspirations	What you're good at	What you want to do in life	Your aims and what you want to gain from the placement
What you like about the organisation and how this fits with your aspirations		What you can bring to the workplace and what you would like to learn	

There are lots of online resources that you might like to use to help you develop your interview skills. Here are some examples:

Barclay's LifeSkills	BBC Bitesize Careers	Bright Knowledge
National Careers Service	Prince's Trust	Skills to Succeed Academy
Wikijobs	Youth Employment Skills and Careers Hub	

Top 10 Interview Tips and Tricks

1. Research the organisation in advance

Aim to discover as much as you can about the products or services they provide, the organisation structure, and read up on their news, values, and vision and mission statements

2. Practice your responses

Read your responses out loud to yourself and/or friends and family. Remember - practice makes perfect!

3. Prepare questions to ask at the interview

Remember it is a conversation, so go armed with 2 or 3 questions that demonstrate you have researched the organisation and have a genuine interest in the organisation, e.g., *What challenges does your team face on a day-to-day basis? What qualities are necessary for someone to excel in this role? What are the strategic challenges you are facing as a business?*

4. Have interviewers' contact details to hand

It is important to remember names if you are entering a large workplace with a reception, and contact details to call if you are delayed

5. Dress appropriately for the industry

If in doubt, check with the employer or your course tutor but as a rule of thumb, dressing smartly will give a good instant impression and show you are serious about the role. If you are struggling financially, please speak to your course tutor

6. Arrive on time

Punctuality shows you are organised and reliable. Plan your journey ahead of time and aim to arrive 5-10 minutes early. Use [Google Maps](#) to help with this

7. Put your phone on silent

And make sure it is tucked away so you can focus on the interview questions

8. Give a good first impression

Start the interview with a confident manner, by keeping your head up, making eye contact, having a smile on your face and offering a firm handshake (if appropriate)

9. Be enthusiastic, energetic and smile – show a willingness to learn

Coming across as being passionate about the area and using open body language leaves a lasting impression

10. Be organised

Have a notebook and pen ready so you can take notes during your interview if needed

Practical arrangements

It is a good idea to plan for your first day on placement in advance, to make sure you are organised and give a good first impression. Tick off each one as you go:

- make sure you know the days you are expected to attend your placement, the start and finish times for each day and break and lunch times
- plan how you will travel to and from your placement, including finding out train/bus times, to make sure you arrive on time
- make sure you have enough money with you to cover all your daily expenses, such as bus fares, lunch etc
- make sure that you have suitable clothes for the workplace and any equipment you need, including a notebook and pen so you can take notes
- make sure you understand what activities your employer will expect you to do on your placement and what you are expected to achieve on your placement (your learning goals). These will be set out in your industry placement logbook which you will be given when you start at College in September
- make sure you understand how to complete your industry placement diary sheets and record your placement hours, including how often the employer needs to sign off your hours log
- make sure you have the contact details for your employer and your course tutor

Use the space below to make a note of any important information to help prepare you for your first day at your placement:

During your placement

INDUSTRY PLACEMENT EXPECTATIONS

- Complete the minimum number of placement hours – **315 hours**
- Log all your placement hours correctly
- Regularly update your industry placement logbook to record your progress and development
- Continually stretch and challenge yourself reviewing your SMART targets and learning objectives
- Display professional standards of behaviour and attitude, and abide by the organisation's policies and procedures, including its health and safety rules and dress code

LOGGING INDUSTRY PLACEMENT HOURS

- **HOURS CARD** - You will be given an hours card to log how many industry placement hours you are doing. Don't forget to ask your employer to authenticate these hours and sign them off. This card is **YOUR** responsibility, please **DO NOT** lose it! If you do and no hours have been logged with the College you may have to start accruing the 315 hours again from scratch.
- **HOURS TRACKER APP** - There are a number of apps available for Smart phones that will track your industry placement hours. When deciding which one to use you **MUST** be able to print a copy of your hours so that your employer can authenticate them and sign them off.

REMEMBER: INDUSTRY PLACEMENT HOURS WILL NOT BE COUNTED UNTIL YOUR EMPLOYER HAS SIGNED THEM OFF

COMPLETING LOGBOOKS

- You will be required to complete an Industry Placement Logbook throughout your industry placement. Here you will record the tasks and activities that you do on placement, update and review your SMART targets and track your progress and development
- You will be emailed the logbook as a Word document; this is the format we would like you to use. Please talk to your Course Tutor if you have any concerns about this
- Failure to complete any required paperwork will be dealt with using the Kingston Maurward College disciplinary procedure.

COMPLETING DIARY SHEETS

- You must complete a diary sheet for every week you are in placement
- Diary sheets are found in the Industry Placement Logbook. Diary sheets **MUST** be signed by your employer to authenticate it is a true account of your week.

INDUSTRY PLACEMENT TOP TIP

Many students find it easier to make a note of what they are doing on placement using their phones or a little notebook then transfer this information into a diary sheet later.

EXAMPLE DIARY SHEET

STUDENT NAME:		DATE:	WEEK NO.
EMPLOYER:		COURSE:	
PLEASE LIST ALL OF THE ACTIVITIES THAT YOU HAVE COMPLETED IN YOUR PLACEMENT THIS WEEK			
Be specific - Add lots of detail – Include regular routine tasks – Talk about tasks you weren't expecting to do – Use technical language – Evidence the knowledge and skills you are learning in your placement.			
PLEASE COMMENT ON SOMETHING THAT HAS GONE WELL THIS WEEK?			
What were you pleased with? – What were you proud of? – Did your employer give you positive feedback? Have you got better at doing something? – Was there something new that you were asked to do?			
WHAT DO YOU NEED TO IMPROVE FOR NEXT WEEK? HOW WILL YOU DO THIS?			
Is there something that you're not very confident at doing? - Has your employer mentioned anything that you might need to develop? – Have you found something particularly challenging this week?			
WHAT PROGRESS HAVE YOU MADE TOWARDS ACHIEVING YOUR SMART TARGETS?			
PLEASE HIGHLIGHT THE ASSESSMENT AREA(S) BELOW THAT YOU FEEL NEEDS DEVELOPING FURTHER			
COMMUNICATION	PROACTIVE	PROFESSIONAL ATTITUDE	RESPONSIBLE APPROACH
TEAMWORK	BEING CAPABLE AND COMPLETING TASKS COMPETENTLY		CONFIDENCE
HOW WILL YOU DO THIS?			
STUDENT SIGNATURE:			DATE:
EMPLOYER SIGNATURE:			DATE:
KMC STAFF SIGNATURE:			DATE:

Attitudes and behaviour in the workplace

Employers will expect you to demonstrate professional standards of behaviour and attitudes whilst you are on your placement.

You should have a positive and upbeat attitude, be eager to learn and develop your skills, be open to feedback and want to make the most of the opportunity.

You might find it helpful to have a notebook and pen so you can take notes, for example of the names of people you meet and the tasks you have been asked to do. This will help you to be organised.

Do not be scared to ask questions if you need clarification about the work you are doing, as it is important to speak up and ask for help if you are unsure or worried about anything.

Remember : if we don't know that there's a problem we can't help!

You must talk to us if you are unhappy in your placement or you feel it's not for you.

A member of College staff will complete a minimum of 2 assessment visits throughout your placement. These visits will monitor your progress towards achieving your goals and also check that all parties are happy with how the placement is going.

We will support you and your employer throughout the placement to make sure that the tasks and activities you are doing are relevant to what you are studying at College.

Workplace Etiquette

Your Level 3 programme is the equivalent to 3 A-Levels. The work that you will be expected to do on your placement will reflect the level of study you are doing in the classroom.

If you show an employer that you are passionate and enthusiastic towards your placement they will be more likely to give you more tasks to do. If you go to your placement with the wrong attitude, and cannot meet the expected professional standards of behaviour and attitudes whilst you are there your time with the organisation is likely to be short lived.

Take a look at the [work etiquette website](#) which gives information on how to behave in the workplace. This [video](#) on BBC Career Bitesize talks about how to make a positive first impression in the workplace.

PROFESSIONAL ATTITUDES AND BEHAVIOUR YOU NEED TO DEMONSTRATE IN THE WORKPLACE

PROFESSIONALISM

- Be courteous and respectful to other staff and members of the public
- Have good attendance and time keeping, dress appropriately for the work environment
- Keep calm under pressure
- Be reliable, and if you are unable to attend work due to illness or another reason, contact your line manager immediately
- Demonstrate enthusiasm and interest in your work
- Do not get distracted by personal issues or your mobile phone whilst at work, only use your phone during formally recognised breaks or in an emergency
- Always adhere to organisation policy and procedures, including around health and safety, equal opportunities, equality and diversity, appropriate IT use, disciplinary procedures, and acceptable behaviour
- Maintain confidentiality regarding any of the information you access whilst on your placement. This includes not gossiping and keeping any personal information that work colleagues share with you as confidential
- Do not do anything which may bring you and/or the college into disrepute i.e. which would negatively affect the reputation of you or Kingston Maurward College

PRODUCE RESULTS

- Complete your work to a high standard, with very few or no errors
- Are organised, plan your work effectively, prioritise tasks, work independently as needed and meet deadlines
- Always ask for support or clarity if you are unsure of what you need to do
- Eager to learn and develop your skills

WORK WELL AS PART OF A TEAM

- Build good relationships with your colleagues, understand what your role in the team is and show a positive attitude to working as part of a team
- Treat all colleagues with respect
- Listen effectively to different points of view and respond in a professional way
- Are a supportive team member, proactively offering help and support to the team

COMMUNICATE APPROPRIATELY

- Use a polite and professional tone and language when communicating with colleagues and customers
- Produce clear, well written work which uses the right tone for the audience, and has very few or no mistakes
- Share your thoughts and present your ideas clearly
- Follow instructions and listen carefully to what you need to do
- Use positive and open body language, including maintaining eye contact, to show that you are approachable and ready to listen

TAKE RESPONSIBILITY FOR YOUR ACTIONS

- Be open to feedback and act on feedback given
- Be honest if you make a mistake and do not shift the blame
- Seek to learn from your mistakes, so it does not happen again

Organisation policy and procedures

To ensure you demonstrate appropriate behaviour and attitudes in the workplace it is important you understand what the employer expects from you when you start working for them.

When you start your placement your employer will be required to complete a formal induction with you. They will explain:

- Key policies and procedures
- Important health and safety information – **THIS MUST BE FOLLOWED AT ALL TIMES**
- Equal opportunities, equality and diversity
- Workplace dress code
- When you can take your breaks and lunch
- Working hours
- Appropriate IT use
- Treatment of organisation property
- Acceptable behaviour
- Disciplinary procedures
- How to handle confidential information.

High risk working environments, such as agriculture, will have additional health and safety policies that you MUST follow, these will protect you and others from injury and the misuse of machinery.

You may require you to wear personal protective equipment for health and safety reasons, e.g. on a farm or when using certain types of equipment. If you are worried about getting the appropriate clothes for your industry placement speak to your tutor.

If you are worried that you haven't been told you all the information you think you should know, speak to your manager/supervisor at your employer or tell your course tutor.

Your placement employer and/or the College will automatically and permanently remove you from their premises if you are found to be using illegal drugs and / or be under the influence of alcohol, at any time on your placement.

College contacts

It is very important to be honest and open about how your placement is going; any problems or concerns cannot be dealt with unless we know about them. You can talk to your course tutor and/or Student Welfare at any time about your placement.

There are occasions when either the student or employer wishes to end the industry placement, in such cases it is vital that you let your course tutor know.

We will then help you to secure a new industry placement so you can complete the required 315 hours.

KEY COLLEGE CONTACTS		
NAME	EMAIL	CONTACT NUMBER
FRANCES JENKINS Careers and Industry Lead	Frances.jenkins@kmc.ac.uk	01305 215251 07718 483 912
Student Welfare	121@kmc.ac.uk	01305 215121
Student absence	StudentAbsence@kmc.ac.uk	01305 215111

IF YOU ARE CONCERNED FOR YOUR WELFARE AT ANY POINT DURING YOUR PLACEMENT PLEASE TALK TO A MEMBER OF COLLEGE STAFF ASAP

PLEASE CHECK YOUR COLLEGE EMAILS! - If a member of College staff emails you please be polite and respond!

- If possible please provide us with an alternative contact email address (one that you check regularly!) so that you will still receive messages regarding your industry placement if you are having problems accessing your student account
- Save the Careers and Industry Lead's mobile number into your phone. You can always contact them via text.

EMERGENCY CONTACT DETAILS - Please make sure that you provide the College with up-to-date emergency contact information. **It is very important that the College has an emergency contact for you in case you have an accident/injury whilst on placement.**

We strongly advise that you give your emergency contact details to your industry placement employer.

Networking

Networking is using the people you know, and the people that they know, to receive advice and support, help others and find out about job opportunities.

It is about building relationships through your contacts and creating a *network*.

Your industry placement gives you an excellent opportunity to network and make good contacts that can help you find new opportunities in the future, gain knowledge and keep you up to date with developments in the industry.

Building a good network also means you will have people you can come back to for support and advice later in your career.

Your most useful contacts on your placement will normally be the people you work with day to day, and especially your manager or supervisor, but anyone you meet whilst on your placement could be a useful contact, including people outside the organisation.

Networking can be a bit intimidating to start with, if you feel nervous or shy, ask the person you're talking to something about themselves or ask for their advice on something. It takes the pressure off you and shows them that you're interested in them.

To make the most out of your contacts whilst on your placement:

- Introduce yourself to colleagues whose work you are particularly interested in, and see if you can work with them more closely during your placement
- Keep a record of the people you meet, including who they are, who they work for and how you met them
- If you think it would be useful, ask people if they are happy for you to stay in touch after your placement.

MAKE SURE YOU HAVE A SENSIBLE EMAIL ADDRESS THAT YOU CAN USE FOR CONTACTS AND FUTURE JOB APPLICATIONS.

Social Media

Employers often use social media to find out about employees they want to recruit

Make sure you're creating the right sort of online presence that your prospective employer will be looking for...

- Be careful with the information and images you put online
- **SOCIAL MEDIA IS PUBLIC** - if you would not be happy letting your line manager or colleagues see it, think twice before posting it online.

[LinkedIn](#) is an example of a professional networking site. It lets you create an online profile, like a CV, to highlight your skills and the things you've done.

Many of the resources mentioned earlier in this handbook, on pages 5 & 6, offer useful hints and tips for networking and developing your employability skills.

Industry placement troubleshooting

With the right preparation and attitude, your industry placement is likely to go very well. Remember that you can talk to your Course Tutor and to Student Welfare **at any time** if you are having problems with your placement.

The following issues are unlikely to occur but if they do, here are some tips on how to troubleshoot issues that may come up during your placement.

POTENTIAL ISSUE	ACTION
<p>The work you are doing is not what you had expected or hoped for</p>	<p>Speak with your tutor about what you are doing and how it is not meeting your expectations.</p> <p>Remember that almost any job involves aspects that we enjoy and others which we are less keen on, so a degree of flexibility is very important!</p> <p>You are contributing to a real business in real time and business needs can change. Your tutor can help you review the situation and, if necessary, plan how to raise it with your line manager with reference to your SMART targets.</p> <p>If the problem persists, your tutor may contact your employer directly.</p>
<p>You feel unable to do the work you are given</p>	<p>You must be honest and tell your employer how you feel.</p> <p>Your employer knows that you are learning and is likely to appreciate your honesty and will be happy to teach you the skills you require.</p> <p>Speak to us about how to have this conversation with your employer.</p>
<p>You have an issue with transport</p>	<p>Let your course tutor know that you need support with getting to/from your placement and we will work together to find a suitable solution.</p>
<p>You are unable to purchase workwear</p>	<p>If you are struggling to purchase the correct workwear, speak with your tutor as they should be able to support you in getting hold of appropriate work clothes.</p> <p>The College <u>may</u> be able to help financially with travel costs and any equipment or PPE that may be required on placement. This will be considered on an individual basis so you must contact your tutor for further details.</p>
<p>You are being asked to work longer hours than you expected</p>	<p>If your employer is asking you to do more than the hours agreed, talk to your course tutor in the first instance about what is happening, and you can decide next steps together.</p>

<p>You are experiencing wellbeing issues (impacting your physical, mental, emotional or social health)</p>	<p>If you are experiencing issues with your wellbeing, please talk to us.</p> <p>Either go to your course tutor or a member of the Student Welfare team, we are all here to support you during your time at College.</p> <p>STUDENT WELFARE: 01305 215121: 121@kmc.ac.uk</p>
<p>You feel you are being treated unfairly by colleagues</p>	<p>Speak to your tutor about what is happening, and they will help you address things in the most suitable way.</p> <p>It might be useful to make a note of what people are saying/doing so that you have record of what actually happened rather than relying on what you remember.</p> <p>In situations like this it's very important that you stick to the facts.</p>
<p>You have a part-time job</p>	<p>Some part-time jobs can be considered towards your placement as long as they meet certain criteria.</p> <p>Your employer would also have to be happy for a member of college staff to complete a minimum of 2 visits to discuss your progress.</p> <p>You will still need to set SMART targets and complete diary sheets if your part-time job is also your industry placement.</p>
<p>You have a disability and/or additional need</p>	<p>Kingston Maurward College is committed to providing high-quality industry placements for all our students.</p> <p>We support students with disabilities, learning needs and health related issues to complete their placements.</p> <p>We establish great relationships with employers who promote inclusion and equality. We will discuss your individual circumstances and work with you to make sure your industry placement option meets your needs.</p>
<p>You already have to do work experience as part of your course so why do you have to do an industry placement</p>	<p>An industry placement is different to work experience as it is for a longer period of time and focuses on meaningful training. With more time in the workplace you are given enough time to master essential skills and develop your technical capabilities to meet industry standards.</p> <p>Work experience is usually for 1 or 2 weeks, work-shadowing and observing in the workplace to gain a general understanding of the organisation and what it does.</p>

At the end of your placement

Congratulations! You would have achieved 315 hours in the workplace, gained lots of industry-relevant experience and knowledge, you may even have secured a part-time job with your industry placement employer.

When your placement comes to an end, make sure you haven't forgotten anything that could help you get more out of it. Tick each one off as you go:

- make sure you have contact details for anyone you want to keep in touch with
- seek feedback and advice on your work and progress during the placement
- don't leave any personal property at the employer's workplace, make sure you take everything with you
- do not take anything from the organisation without their express permission**
- thank anyone that you feel has made your placement a positive experience

If you do forget anything, you can always back in touch with the employer to sort it out after you leave, but it's easier if you do not have to do this.

Towards the end of your placement, you will be required to complete an Industry Post-Placement Questionnaire. Here we will ask you the same questions that we did before you started your industry placement. This will allow us to measure your 'distance travelled' to see how much you progressed and developed having completed 315 hours in the workplace.

You will also fill out a Student Self-Assessment Form so you can reflect on what you have learnt during your industry placement and give feedback to the College about the whole experience.

It is very important to update your CV when you have completed your industry placement to highlight the skills, experience and knowledge you gained whilst working with your industry placement employer.

If you need help with this please speak to your course tutor.

You may also like to make an appointment with the college's Careers Advisor. You will be able to discuss your career options and plan next steps.

Careers Advisor - PENNY CAREY

Penny.carey@kmc.ac.uk

Industry placement resources

SMART TARGETS

Setting goals is part of working life. It provides you with a clear focus, can keep you motivated and helps you to prioritise and clarify importance. By setting goals you are giving yourself a target to aim for.

SMART is an acronym that can be used when setting goals to help you focus your efforts and increase the chances of success.



The SMART method helps push you further, gives you a sense of direction, and helps you organise and achieve your goals.

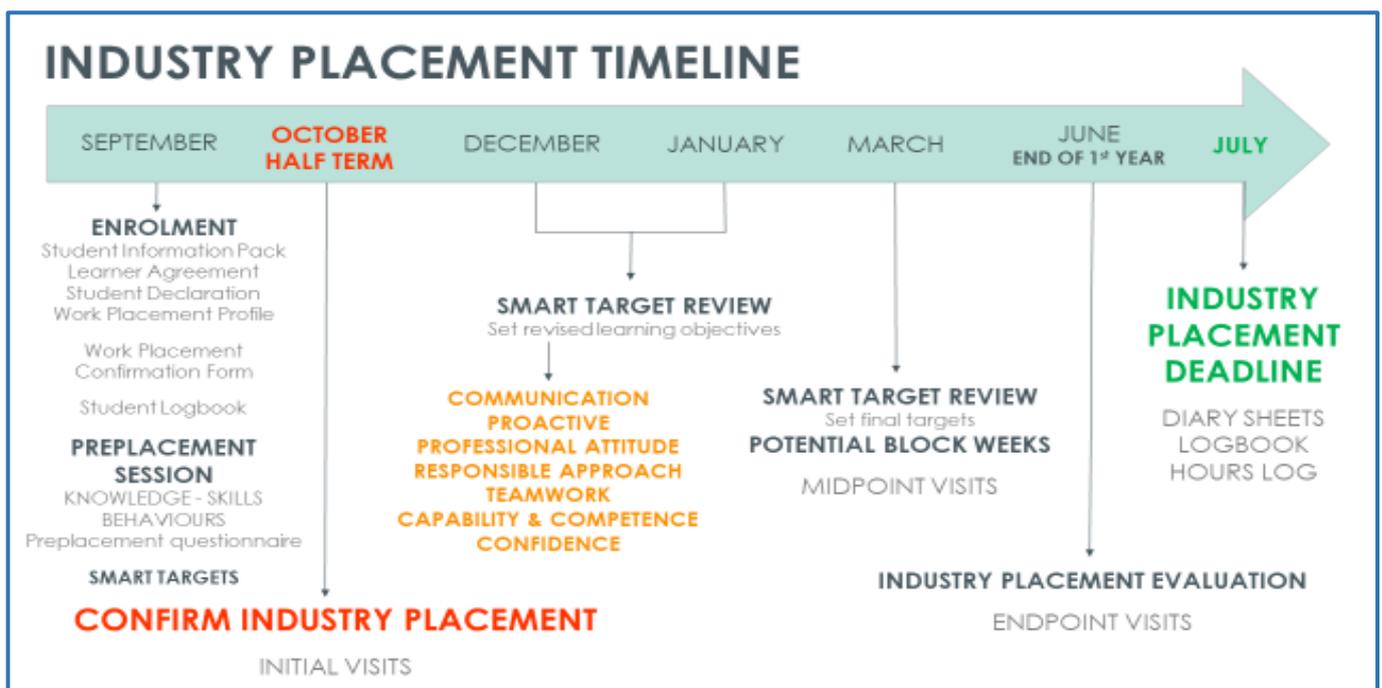
- You will be required to set yourself a minimum of 8 SMART Targets throughout your industry placement
- These will be reviewed termly where we will support you to evaluate your progress and set new or revised SMART targets
- You will be given an Industry Placement SMART targets booklet to help you choose 1 SMART target from each of the 7 industry placement assessment areas
- You will be required to add one SMART target to your set of learning objectives that you have thought of yourself.

INDUSTRY PLACEMENT ASSESSMENT AREAS

BEHAVIOUR & SOCIAL SKILLS	Communication	KNOWLEDGE & TECHNICAL SKILLS	Competence & Capability
	Proactivity		Confidence
	Professional attitude		
	Responsible approach		
	Teamwork		

You will record your SMART targets in your student logbook using the table below:

ASSESSMENT AREA		SMART TARGET SEPT	SMART TARGET DEC/JAN	SMART TARGET MARCH
BEHAVIOUR & SOCIAL SKILLS	COMMUNICATION			
	PROACTIVITY			
	PROFESSIONAL ATTITUDE			
	RESPONSIBLE APPROACH			
	TEAMWORK			
KNOWLEDGE & TECHNICAL SKILLS	CAPABILITY & COMPETENCE			
	CONFIDENCE			
MY INDIVIDUAL SMART TARGET FOR SEPTEMBER IS				
MY INDIVIDUAL SMART TARGET FOR DEC/JAN IS				
MY INDIVIDUAL SMART TARGET FOR MARCH IS				





Department
for Education

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