



Guidance for Students

# Work Experience Placements

As a full-time student at Lambeth College, you'll be required to undertake a work experience placement as part of your course. This means that wherever possible, you will spend a minimum of five days in a real-life workplace, gaining the sort of applied knowledge and practical skills that are hard to gain in the classroom. Where it's not possible to do a placement in the workplace, you'll be required to undertake virtual placement.

Your work placement will be tailored to match your career aspirations, and will be fitted in around your academic study timetable. Your safety always comes first and every placement is risk assessed.

## The benefits of a work placement

No matter what career path you choose to take, there's a huge amount of careers information available to you, but there's nothing as eye-opening, informative, and inspiring as actually meeting employers and working alongside someone who is already doing the job.

Your work experience placement will provide you with many benefits that cannot be achieved in the classroom alone, these include:

- Putting your classroom-based learning into practice.
- Developing and applying technical and practical skills.
- Learning what life in your chosen career is really like.
- Being able to make informed decisions about your career options.
- Gaining the transferable skills that your future employers are looking for in an employee.

Some of our students are even offered jobs or apprenticeships, as a direct result of their work experience placement.

# How Placements Work

You'll be expected to find and secure your own work placement as soon as you enrol at the College. Many of our students find that searching for a work placement is a valuable learning experience, and helps build confidence.

If you're unable to find your own placement, we'll assign a Placement Officer to find you one.

If you already have a part-time job, that may be able to count as your work experience. However, you must tell an Placement Officer about your job, so that it can be recorded. Please complete the form below and give it to your Placement Officer.

Your work placement needs to be for a minimum of five days, this can be broken down over the duration of your course, and it can be longer than five days if required.

Most work experience placements are unpaid, but in some cases your employer may choose to pay you, or meet some of your travel costs. However, this isn't to be expected, and you should focus on how valuable your gained experience will be to your future career.

## Our standards

Work experience is designed to give you the best possible start for your future career, and your course tutors and placement employers will do all they can to help you fulfil your potential. In return, there are certain standards and commitments that we ask of you.

### We expect you to:

- ✓ Create and upload a credible CV using the Connect app in your first term at Lambeth College.
- ✓ Maintain a digital logbook to record your work experience and provide constructive feedback after your placement.
- ✓ Be fully committed and maintain professional standards and etiquette during your placement.

If you don't meet these standards then you could be subject to disciplinary action, which may result in you not completing your course or receiving your qualifications.

For more information please contact:

**Staff Name**

Employer Engagement Manager

[email@lambeth.ac.uk](mailto:email@lambeth.ac.uk)

020 8161 1382

