

# Guidance For Parents and Carers/Guardians

**Guidance for Primary Caregivers**



# 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. Focusing 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 fulfill their potential.

To achieve this, every student is required to undertake a 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.

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# 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:

1

## **Professional Real-Life Experience**

Work experience provides students with the opportunity to bridge the gap between theory and practice by applying classroom knowledge to actual workplace tasks. This not only enhances the significance of their studies but also deepens their understanding in a practical setting.

3

## **Making informed decisions about their career paths**

Gaining Experience in a Professional Environment

Engaging in a professional setting provides students with a genuine perspective on the daily realities of various careers. This experience allows them to grasp workplace expectations, culture, and routines more effectively.

2

## **Developing and honing technical and practical skills**

Through engaging hands-on activities, students can cultivate the technical and practical skills essential for their chosen career paths. These experiences not only boost their confidence but also enhance their competence, effectively preparing them for future employment opportunities or advanced studies.

4

## **Making informed decisions about their career paths**

By immersing themselves in a genuine work environment, students have the opportunity to evaluate how well their selected career path aligns with their skills and interests. This experience enables them to make more informed decisions regarding their future educational or employment opportunities.



# 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.

- **T-level placements are 45 days across two years: 25 days by January in the first year of the course and 21 days by November 2nd in the second year of the course, \*subject to flexibility.**

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.

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## 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 organizations 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 recognize their strengths and identify areas for improvement.

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# Our Processes for Work Experience

## NAVIGATE

### Our work experience platform

1

#### What student will do: Progress Reporting

- **My Future**, this section is to help students create a personalised career road map
- Encouraging learners to add photos, documents and other supporting evidence to the activities they record.
- Making it easy for learners to record all of their college-based and external enrichment, tutorial and extra-curricular activity.
- Allowing learners to easily evidence the employer-led activities in which they participate.

2

#### What we will do: Process Tracking

- Enabling colleges to record learner attendance at cross-college events, including careers fairs and employer talks.
- Allowing staff to quickly add enrichment activities against groups of learners.
- Supporting effective tracking of employers' details, including important H&S information and insurance compliance.
- Providing clear impact data to evidence the 'Personal Development'



# 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 underutilized? 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 that necessary adjustments are made. We partner with businesses committed to Equality, Diversity, and Inclusion.



# 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.**

<b>Family Name(s)</b>	
<b>First Name(s)</b>	
<b>Name of Parent/Carer</b>	
<b>Contact details of Parent/Carer (telephone number &amp; email)</b>	
<b>Placement Details:</b> <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/carers)**

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** \_\_\_\_\_



# Resources for Parents



SCAN ME



## The home of work experience

Find and apply for Year 10-13 Work Experience or Apprenticeships tailored to you, your interests and your location.

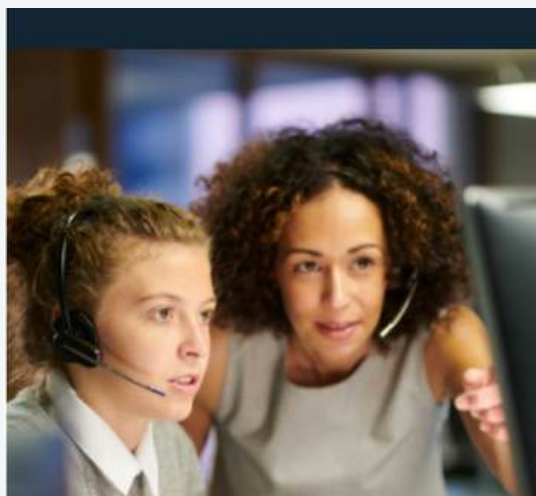
 Careerbay

## How to get work experience

Get work experience at any age to learn about a job role, company or sector.



SCAN ME



## National Careers Service

The Government's National Careers Service provides careers information, advice and guidance. They can help you make decisions on learning, training and work, at all stages of your journey.

For more information please contact the Careers & Work Experience Team on 020 7501 5286 or [gmensaht@southbankcolleges.ac.uk](mailto:gmensaht@southbankcolleges.ac.uk)