

Work Experience Placements

Guidance for students



Work Experience Requirements and Benefits for Full-Time Students at South Bank Colleges

As a full-time student at South Bank Colleges, you'll be required to complete a minimum of 36 hours of work experience placement as part of your course.

This placement has a duration of at least five days* and will be scheduled around your study timetable. We strongly encourage students to fully engage with local employers and the professional community, allowing you to start building your own professional networks and acquire the skills that employers value.

Regardless of the career path you choose, while there's a wealth of careers information available, nothing compares to the insight, knowledge, and inspiration gained from meeting employers and working alongside professionals in the field.

Your safety is our top priority. Every placement is thoroughly risk assessed, and we partner with employers who are inclusive and committed to equality and diversity. These employers will ensure you are given tasks that contribute to your skills development.



Why are work experience placements important?

1

Professional Real-Life Experience

You'll have the chance to gain invaluable experience, connecting your classroom learning with real industry insights while developing both technical and practical skills in your chosen career fields and specializations.

2

Industry preparation & awareness

Your placement will be in a setting relevant to your course and aligned with your career goals. You'll discover what life in your chosen career is truly like and may even receive guidance from a Mentor or Coach.

3

Career Road Map

This experience will help you make informed decisions about your career options and equip you with the transferable skills that future employers seek.

4

Entry into the workforce

Some students are even offered jobs or apprenticeships directly as a result of their industry work experience placement.



What Happens In Work Experience

Placement Patterns

You'll be expected to find and secure your own work placement as soon as you enroll at the College. Many students find that the process of searching for a placement is a valuable learning experience, helping to build confidence and self-advocacy skills.

If you encounter challenges in finding a placement, our Placement Officers are available to assist you. If you already have a part-time job that aligns with your chosen career field (e.g., studying Health & Social Care and working in the care sector), it may count as your work experience. Just make sure to inform a Placement Officer so your job can be recorded. Please complete the form below and submit it to your Placement Officer.

Your work placement must total at least 36 hours (5 days), which can be spread out over the duration of your course. It can also extend beyond five days if necessary.

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.

Most work experience placements are unpaid, but in some cases, your employer may choose to pay you or cover some of your travel expenses. However, this should not be expected—focus instead on how the experience will benefit your future career.

Some employers may require a DBS check before starting a placement, and we can support you with this process.

Our Standards

Work experience placements are designed to give you the best possible foundation for your future career. Your course tutors and placement officers will provide extensive support to help you prepare and reach your full potential through:

- Work-related projects and activities
- **Attending Career Assembly's host both at Nine Elms & Clapham Campuses**
- Interview and employability skills workshops
- Industry-based talks and visits
- Upskilling masterclasses and taster sessions

For Your Information

Placements can be conducted either in-person at a workplace or remotely. We ensure that all placements take place in safe environments that comply with our safeguarding policies; for example, placements cannot be in locations that sell alcohol, tobacco, or other items restricted to underage individuals.

Our Processes for Work Experience

NAVIGATE

Our work experience platform

1

What you 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'



Student Expectations for Work Experience at South Bank Colleges

We expect you to:

- Create and submit a strong CV to the Work Experience and Careers team during your first term at South Bank Colleges.
- Attend all career related events, assemblies, workshops and activities
- Keep a digital logbook to document your work experience and provide constructive feedback after your placement.
- Show full commitment and uphold professional standards and etiquette throughout your placement.
- Failure to meet these expectations could result in disciplinary action, which may jeopardise your ability to complete your course or earn your qualifications.

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



Resources for Students



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.

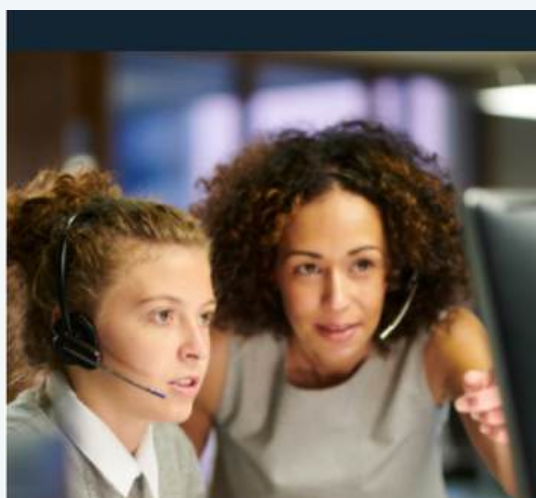
 Careerbay

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