



# Work Experience & T-Level Industry Placement Guidance



Obtaining a work placement is a fantastic opportunity for you to really experience working in your chosen industry. Some work placements might even give you the opportunity to take on some interesting and challenging responsibilities. It might not be exciting all the time but if you show that you are willing to do the more menial tasks, then the more interesting ones may be entrusted to you! Your employer will be an excellent person to obtain a reference from, so do yourself proud - you are not only representing yourself but also Cornwall College.

- Gain extra knowledge that you can apply to your course. By completing a period of work experience you gain firsthand knowledge of what working in the industry is like and get the advantage of learning about new initiatives within the industry or sector
- You will not only learn skills related to your course but you will also gain transferrable skills such as customer service, working as a team, using your initiative and following instructions as well as enhancing your personal qualities such as reliability, friendliness and good time keeping.
- If you are unsure of your career path, work placements are a perfect way to sample all the career options out there. It is a way of exploring different jobs without committing to anything and is the best way to get a real sense of your chosen industry. You will get to speak to employees and ask them questions. When you get closer to the action, you will know what it is like to be in that industry.
- Employers increasingly favour candidates that have taken part in work placements. This is because it demonstrates passion, motivation and interest in your chosen career.
- A work placement can be an excellent entry to the world of networking and of course looks great on your CV!

If you are between 16 and 18 years old, or 19 and older with an Educational Health Care Plan (EHCP), it is a requirement that you undertake a Work Experience Placement while you are on your course. This involves working within a local business which is in the same industry as your course, i.e. if you are taking a hair dressing qualification you may work at a local hair salon.

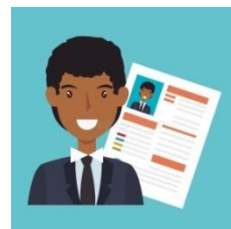
The minimum amount of time you will spend on a work experience placement is one week (30 hours) but this will vary (up to 300+ hours) depending on your course. This will add immense value to your studies, giving you a much more rounded experience of the subject and providing you with a career edge when you look to enter the workplace.

If you are studying on a T-Level, you will spend a minimum of 45 days (315 hours) on work placements, over a two-year period.

Your Industry Placement & Work Experience Coordinator(s) (IPWECs) will be available to help you through each step of your work placement.

You should familiarise yourself with who your IPWECs are, and you will meet them in the first 2 weeks of your course during your Work Placement Induction session.

You can contact our Work Experience team directly if you have any questions or need further assistance – [skillstobusiness@cornwall.ac.uk](mailto:skillstobusiness@cornwall.ac.uk)



## Steps/Checklist

### DBS Application

This is needed for work experience placements where you will be working with children or vulnerable adults.


The following must be done **at least 4 weeks before** your placement is due to start:

- Complete the online form and follow the guidance given. Provide 3 pieces of evidence and bring the evidence to your IPWEC.

Bring in the certificate to IPWECs once received in the post as it must be seen by the college before you can start your placement.

### Notification of your work placement

You will advise your IPWECs of your chosen placement information via The Cornwall College online work experience platform, GroFar.



The image is a green banner for the GroFar Student Portal. At the top, it says "Log in to your Grofar Student Portal". Below this is a large orange arrow pointing right with the URL "https://auth.grofar.com" written inside it. To the right of the arrow is a QR code. Below the QR code is a black button with a white smartphone icon and the text "SCAN ME". At the bottom left, it says "Click" followed by a "Sign in with Microsoft" button, and then "then enter your college email address & password."

**You can only use this after you have enrolled onto your course with Cornwall College.**

If you would like to advise the Skills to Business team of your placement before you have enrolled onto your course, you can use a Work Placement Confirmation & Consent Form. This is usually given to you at your interview. If you did not receive one, or need an additional form, please email [skillstobusiness@cornwall.ac.uk](mailto:skillstobusiness@cornwall.ac.uk) to get one. You must send the completed form back to this email address.

Please complete all sections clearly, making sure to complete all mandatory fields.

Please note the following points:

- A new notification must be submitted for each new placement, at least 4 weeks before you are due to start.
- You **cannot** start your placement until you have been informed that everything is in order

### Email from GroFar/IPWECs

Once everything is in place for you to start, you will receive an email from GroFar or from your IPWEC to let you know. **Make sure you have given them a way of contacting you!**

### Work placement attendance

You will record your hours of attendance using GroFar. You can access this through your phone, tablet or computer. You can also access this through the college computers.

It is important to maintain a good working relationship with your employer and advise them if you are going to be off work for any reason.

## **What are T-levels?**

T-levels are two-year full-time technical programmes, designed with employers to give young people the skills that industry needs. Learners will not only achieve the technical knowledge and practical skills of their chosen sector, but they will also complete a minimum 45-day (315 hours) industry placement over two years. T-Levels came into effect from September 2020.

Students can expect to gain

- a broad knowledge; with skills and behaviours necessary for employment in an occupation or industry related to their field of study
- an opportunity to develop specialist technical skills relevant to at least one occupation
- the relevant English, Maths, Science and Digital skills

### **Find a Work Placement**

You may have contacts through family or friends, which is great, and would obviously save a lot of effort. However, finding a placement for yourself is a useful skill. You should have a good idea of businesses in your area but search online to research all possibilities.

### **How to contact an employer**

**Go in and ask** – **Telephone** – **Email** – **Write**

Spend time research organisations on the internet before you apply.

Addressing your application to a named person will show that you've put in some effort and aren't just blanket emailing lots of companies and a quick phone call will give you a name.

Once you have a contact, you should email your up-to-date CV and a cover letter. Use the body of the email to briefly introduce yourself, explain what experience you want and describe what you have attached, before politely signing off thanking them for their time.

**Please note that it is important to explain to the employer that someone from the college will contact them to set up the work experience or industry placement officially.**

### **What to write in your cover letter**

First, briefly introduce yourself: who you are and what you are studying. Be clear about the type of experience you are looking for, but show your willingness to be flexible.

In the next paragraph, you should explain your interest in the company and say how this relates to your career aspirations. Then give some background information about yourself including your interests, skills, qualifications and other work experience or relevant training, and relate this to the work experience requested.

Show them that even in a brief work experience opportunity you have something to offer them, in both the shorter and longer term. Include details on how to contact you and any additional information about your work availability.

Always use a professional tone and double check for spelling and grammar mistakes. Close your message positively and politely, reiterating your interest, willingness to provide more information and your hope to hear from them soon.

There is an example template letter on the next page but make sure you amend where necessary and are happy with what you have written. This can also be used in an email by simply removing the address sections at the top.

First line of address  
Second line of address  
Third line of address  
Postcode

Email address  
Phone number  
Date

Business name  
First line of business address  
Second line of business address  
Third line of business address  
Business postcode

Dear <Name of Employer> or Sir/Madam

### **Application for work experience placement**

I am writing to enquire whether your business would be prepared to offer me a work experience placement.

I am studying \*\*\*\*\* at \*\*\*\*\* College. Whilst studying this course at college I have learned/am learning \*\*\*\*\*.

Part of my qualification involves undertaking a work experience placement and I am required to complete \*\*\* hours. This can be \*\*day(s) a week and/or block week(s).

I am a hard-working person and keen to learn and experience what it is like to work in the \*\*\*\*\* industry. I am conscientious and reliable with an excellent attendance record at college.

Should you be willing to offer me this opportunity, the College Industry Placement & Work Experience Coordinator will contact you to organise it all and explain further about work experience placements.

Thank you for taking the time to consider this application for work experience and I will be in touch soon to follow up this letter/email.

Yours sincerely/faithfully

*Your signature*

Your name