

**Work Experience for Students at University Technical College Norfolk  
Monday 11<sup>th</sup> July to Friday 22<sup>nd</sup> July 2022**

**Information for Students**

You will soon be looking for your work experience placement. This sheet is to inform you of the procedure you will go through and to answer any questions you may have.

**What is a Work Experience placement and how long does it last?**

A Work Experience Placement gives you the opportunity to get a taster of what it is like to 'work' within an occupational environment, and also find out about a particular industry or job area. Your work experience will last for 2 weeks excluding weekends (Dates shown above).

**How will I benefit from a Work Experience placement?**

There are many benefits from undertaking a placement. These include:

- Improved confidence
- Team working
- Problem Solving Skills
- Communication with a wide range of people
- An insight into a particular area of work

Students are sometimes offered part time jobs or Apprenticeships following their Work Experience.

**What type of work can I do?**

You can approach employers which interest you and you can also use contacts that you have already through your family or friends.

**How are Work Experience placement organised?**

The process for arranging your placement is as follows:

1. You will attend a presentation to find out about the Work Experience process and receive the relevant paperwork.
2. You can start to look for a suitable work placement by searching online or using contacts that you may have (e.g. family or friends). Employers of interest can then be approached to ask about the possibility of a Work Experience placement.

**Make sure you consider how you will travel to and from your Work Experience placement!**

3. You can approach employers by popping into the company and asking about work experience (this approach is usually the most successful), telephoning or sending an email. You may find that you need to contact an employer several times before getting a response. You need to be persistent, so don't give up! (Email templates are available if required).
4. Once you have an agreed placement, you can complete the Employer Details Form listing the employer's contact information and the types of activities you will be doing.
5. You need to return the Employer Details Form to Vicki Fry, Work Placement Co-ordinator (Library) by **4 March 2022**. A Health and Safety check will then be undertaken to ensure the employer meets the current health and safety standards.
6. Two weeks before your placement is due to start, you should contact your employer to confirm start times and any further information.

### **How many hours should I work whilst on a Work Experience Placement?**

The national guidelines for organising Work Experience recommend that you should not work more than 5 days in any consecutive seven day period. You should not work excessively long hours or unnecessarily unsocial hours and should not work more than a standard 8 hour day.

### **Do I need a consent form?**

Yes, you will need to ask your parent/carer to complete a consent form for you if you are under 18. You then need to return this, along with your Employer Details Form to your work placement co-ordinator by **4 March 2022**.

If you have any health concerns or there are any other issues that you feel need to be considered, there is a section on the consent form where you and your parent/carer can write any information which you feel is relevant.

Good luck with arranging your Work Experience placement! If you have any other questions, please contact Vicki Fry – [Vicki.Fry@utcn.org.uk](mailto:Vicki.Fry@utcn.org.uk) 07498 210087