

Jewel&Esk College

Work Placement Guide

A guide for employers





A Guide for Employers

Jewel & Esk College – who are we?

Jewel & Esk College provide a complete range of courses, to individuals, groups and organisations. We deliver SQA, City and Guilds, National Qualifications, modern apprenticeships, professional development awards and ILM leadership and management courses.

Our facilities at Edinburgh Campus on Milton Road East, Edinburgh and the Midlothian Campus on Dalhousie Road, Dalkeith have superbly equipped classrooms and practical areas. These include newly completed recording studios, model office, training kitchens and workshops. The Club at our Edinburgh Campus is home to our spa, gym, hair & beauty salons and hosts our rooftop restaurant, eh15.

We have a wide range of partnerships with employers and community organisations within the public, private and voluntary sectors.

There are many benefits that can be gained from working with Jewel & Esk College as a Work Placement provider. This guide is designed to fully explain the work placement process and provide you with all the information you need. We look forward to working with your organisation in the near future.





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Introduction to Work Placements

At Jewel & Esk our aim is to help students develop to their full potential, to fully equip them for employment and prepare them to contribute to the wider economy. Our approach blends college delivery with work placement to contextualise student learning, to practise their skills and to build confidence in their abilities.

Students at Jewel & Esk have the opportunity to develop skills, knowledge and attitudes to equip them fully for the world of work. They learn theory and practice in their chosen field of work and most have the opportunity to practice within realistic working environments.

The experience of a Work Placement is fundamental to give students the chance to apply theory and practice within the real working environment. As an employer you can benefit from new ideas and fresh enthusiasm that a student can bring to your organisation.

We work in partnership with organisations that can provide student work placements in the following areas:

- Office Administration
- Social Care
- Child Care
- Hospitality
- Technology
- Events Co-ordination
- Television
- Computing
- Music
- Bridging Courses

Bridging Courses

Bridging Courses are designed to prepare young people and school leavers who have additional support needs for the world of work or further education. People coming to our bridging courses will be referred to us by their school's career service. The range of courses include introduction to college, work preparation and city and guilds. The courses are fun but challenging and build self confidence as well as expanding employability skills. Prior to starting a placement the Work Placement Co-ordinator will meet with the provider to discuss the students additional support needs.

Students have a dedicated Work Placement Co-ordinator who will support the student and provider for the duration of the placement. Job coaching, advice and work based support are examples of the measures that can be introduced within the work placement by the Workplace Co-ordinator, if required.

"The placement programme is very worthwhile, giving students the opportunity to gain valuable work experience while they study. We would definitely consider offering placements to future students".

Peter Foley, Technical Support – Interflex Group



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Benefits for the employer

We appreciate the time and effort that goes into making a placement successful for both student and employer. There are many great benefits in offering a placement, these include:

- Take on students for special projects
- Make use of an extra pair of hands
- Students on placement can be seen as an extended interview, thereby cutting down on recruitment costs.
- Provide management experience for existing staff
- Increase productivity
- Tasks can be undertaken that would otherwise take valuable time from full-time employees
- A student can help develop your business by bringing new ideas and enthusiasm
- Students may be available at times of the year when need is greatest

Benefits for the student

- Students benefit from hands-on experience which allows them to put their theoretical knowledge into practice.
- Enhancement of students skills
- Provides students with valuable experience and understanding within a 'real' working environment
- Improves students confidence
- Enhances career prospects
- Provide the student with a reference from a credible organisation

"The Bodyshop are keen to keep the good business relationship they have built up with Jewel and Esk so that your team gets a good understanding of our business and values and students who have interest in customer services can gain valuable experience".

Nicola Stephenson, The Bodyshop



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Patterns of Attendance and Types of Placements

Patterns of attendance in placement are varied depending on the course of study. Students may attend 1 day per week for a full academic year, or 2 days per week covering 2 placements in an academic year. The pattern is varied and course specific, however where possible we are flexible with the placement provider requirements and days, hours and times would be agreed prior to the student joining your organisation.

There are 2 types of placement:

- Assessed
- Non-assessed (experiential placement)

Assessed Placement

The **Assessed** Placement is a mandatory part of a course where the student must complete an amount of set hours within the work place and perform tasks that meet specific criteria. Where a placement is assessed you will be advised of this as you will be required to provide specific feedback on the student. Assessed placements have a dedicated Workplace Assessor at Jewel & Esk who will visit the student in placement to make observations.

Non-Assessed Placement

The **Non-Assessed** Placement is equally relevant as it is an essential dynamic in our courses. It allows the student the opportunity to work within a real environment and to experience the realities and stimulating challenges of the work place. Prior to the student joining your organisation we will discuss and agree the type and range of tasks that can be practised to maximise the benefit to your organisation and the student.

When we have agreed a student placement with your organisation, you will receive a work placement contract. This defines the roles and responsibilities of Jewel & Esk College, your organisation and the role of the student.

"I'd like to thank you for all the work you have done in getting me a placement here, I had no idea that a few months down the line I'd end up with a full time job which is extremely enjoyable with fantastic prospects. Without the colleges help and work placement scheme I don't think an opportunity like this would have been given to me".

John Paul Devine – Former Student



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The role of the Organisation / Workplace Supervisor

Prior to a student starting a placement the Work Placement Co-ordinator will visit the organisation to conduct a health and safety check. The provider should have in place employee liability insurance and be able provide a copy of insurance details. Following the visit the college quality department will issue the organisation with a certificate approving them as a placement provider. This is valid for 3 years from the date of issue.

At the start of the placement the organisation should appoint a member of staff as Workplace Supervisor. The Supervisor is responsible for completing a health and safety induction with the student in line with the organisations policies and procedures.

The organisation will be involved in enabling the student to effectively carry out activities in the workplace.

You should:

- Nominate a member of staff as student supervisor
- Offer regular supervision time to the student
- Treat the student as an employee of the company and offer them the same rights while on placement
- Facilitate access to material concerning the structure/policy/aims of the workplace
- Complete a health and safety induction with the student
- Uphold the terms of the contract with Jewel & Esk College
- Attend any arranged work place assessment meetings with course tutor and student
- Complete the end of placement evaluation/feedback form

"We would welcome the student as a member of office staff once qualified".

Jackie Harper, Pinkie St Peters Primary School



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Role of the Student

The student is responsible for their own learning and development throughout the duration of the placement.

During their time on placement the student is expected to:

- Negotiate hours with the workplace supervisor
- Inform the organisation at the earliest opportunity if they are to be absent for any reason
- Carry out all duties assigned to them by the workplace supervisor
- Make use of all opportunities offered to them by the placement experience
- Attend meetings, where appropriate
- Actively contribute to the work of the company
- Keep their workplace supervisor informed of any assessment activities which includes tutor visits and completing supervisors reports
- Make assessment materials which relate to the workplace available, to their workplace supervisor
- Adhere to company policy and procedures including confidentiality

The role of the College

The Workplace Assessor is responsible for:

- Discussing the student's progress and achievement with the student and employer
- Visit the student on placement, if appropriate
- Informing and advising the workplace supervisor on any issues relating to the course and the College
- Supporting the student in the workplace

"At Leonard Cheshire Disability we have been working with the college for 4 years. This has provided our service users and the students with additional opportunities for development. As a result of this partnership Leonard Cheshire Disability has been able to offer employment opportunities to students at the end of their placement".

Jim Thomson
Leonard Cheshire Disability



FAQ's

Who has overall responsibility for the health and safety of the student on placement?

A person undergoing work experience or training supplied by a work placement provider must be treated as if he/she was an employee of the work placement provider and afforded the same rights as permanent member of staff. The provider is therefore primarily responsible for the health, safety and welfare of students.

Do I have to pay the student?

*No – all college placements are unpaid. **

What objectives are to be met by the students whilst on placement?

Prior to the student starting a placement the supervisor will receive a placement package which contains a course specific appendix.

Is there any flexibility on the day(s) of placement?

Normally students have specific days timetabled for placements. This would be discussed with the provider prior to any student starting a placement.

Some courses may be able to offer flexible days. This should be discussed with the course tutor.

Who is responsible for student disciplinary or grievances which may occur during the placement?

In the event of a disciplinary or grievance issue, the course tutor should be contacted in the first instance.

Supervisors will be provided with a list of college contacts prior to the placement commencing.

What is the procedure if a student fails to turn up for their placement?

It is the student responsibility to inform providers if they going to be absence from placements. This should be in line with the company absence reporting policy. If the student is absent and has not followed company procedures please notify the work placement co-ordinator/learning manager in the first instance.



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Concerns over Student Performance

While we hope that the placement will be successful we do recognise that, from time to time, difficulties may occur. These may be addressed successfully in supervision but where this is not possible; we ask that the supervisor contacts the Work Placement Co-ordinator or Learning Manager as quickly as possible. In the first instance, a three way meeting can be arranged to try to resolve any difficulties. The College aims to support placement providers as well as students throughout any discussions. In the event that a successful resolution cannot be achieved, we recognise that the student may have to be removed from the placement.

**Jewel and Esk College are happy for students to negotiate a paid placement with providers*



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Contacts

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**Jewel & Esk College
Edinburgh Campus**
24 Milton Road East,
Edinburgh
EH15 2PP

t: 0131 344 7000
f: 0131 344 7001
w: www.jec.ac.uk

**Public transport to our
Edinburgh Campus:**
6, 44, 44A, 44B, 44C,
45,124

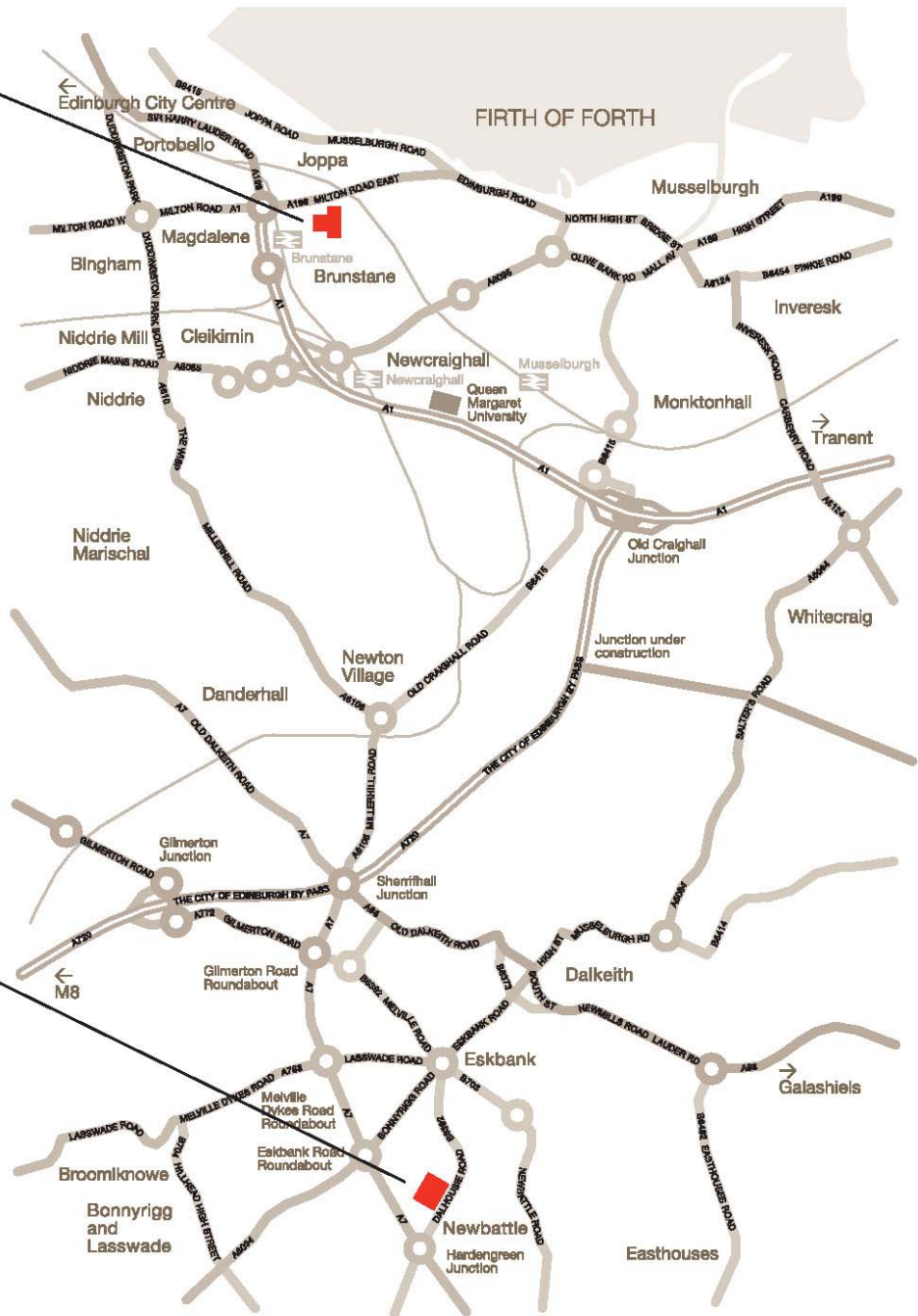
**Train service to our
Edinburgh Campus:**
Brunstane train station
is a 15 mins walk
from the campus.

Trains run directly
from Edinburgh and
Newcraighall.

**Jewel & Esk College
Midlothian Campus**
46 Dalhousie Road
Dalkeith
EH22 3FR

t: 0131 344 7000
f: 0131 344 7002
w: www.jec.ac.uk

**Public transport to our
Midlothian Campus:**
3, 3A, 29, 49, 90, 302, 303,
X95, 140, 141



Jewel & Esk College acknowledges the dignity and diversity of all individuals and will seek to promote equality of opportunity for all.

The college will actively promote equality, diversity and inclusion by removing barriers to education, training and employment opportunities and by widening access through development of a flexible and inclusive culture.'

DATA PROTECTION ACT 1998 STATEMENT - Jewel & Esk College is committed to ensuring that the processing of personal data is only undertaken in the legitimate operation of the business of the college. We will ensure that the eight principles on which the Act is based are made known to and observed by all our staff.

PLEASE NOTE: Although every attempt is made to supply accurate information, this leaflet is subject to change without prior notice. Courses or classes may be cancelled due to unforeseen circumstances or insufficient numbers attending the first or subsequent classes. For the latest information please contact the college directly on 0131 344 7000.