



# WORK PLACEMENTS

## *Employer's Guide*



### WHAT IS A WORK PLACEMENT?

A work placement is a structured period during which a student gains hands-on experience within a specific role in your organisation. While students are not compensated financially, this experience is an integral part of their vocational education.

### HOW WILL A WORK PLACEMENT BENEFIT MY ORGANISATION?

Hosting placements serves as a great investment in your company's future workforce. Not only will you help develop **students'** knowledge of the working world, but you will also evolve their capabilities and potential to perform within your **company's** culture and atmosphere. By providing students with meaningful learning experiences and opportunities for skill development, **you're** positioning your company as a potential employer of choice for local talent.

# COURSES THAT REQUIRE PLACEMENTS

At Ashton Sixth Form College, several courses integrate work placements as a mandatory component:

## HEALTH & SOCIAL CARE:

Students enrolled in the T Level Health will gain the skills and knowledge needed to pursue a career in health. They will participate in block placements, spending time at both a nursing home and Tameside Hospital. These placements will last for 4 weeks in the first year and 8 weeks in the second year. The Health and Social Care BTEC students will spend blocks of time in a childcare setting and time in another care setting.



## EDUCATION & CHILDCARE

T Level and BTEC Level 2 students undertake placements in Primary Schools or Private Day Nurseries. The placement hours and requirements vary and can include block week placements and/or weekly set days throughout the academic year. Students will learn about the various types of play, which is essential to all **children's development and acts as a** natural learning medium. As part of the Early Years course, all students must complete a number of placement hours within a placement setting in the age range 0-7:11 years.



## A little more about T- Levels

As well as BTECs we also teach T Levels. These are equivalent to 3 A Levels. These two-year courses focus on blending industry placements with college-based learning. The combination of teaching at Ashton Sixth Form College and industry placements is extremely unique, due to the fact that the industry placement is at least 315 hours (approximately 45 days). The experience and skills developed are invaluable in ensuring students progress in their career. Throughout the course the student will be assessed periodically for competencies, each time they are assessed they will be required to conduct a professional discussion with their assessor, this will need recording as evidence so will need a space/room to carry this out. A moderator from CACHE may attend with the assessor.

**T-LEVELS**  
THE NEXT LEVEL QUALIFICATION

## SPORTS COACHING & FOOTBALL COACHING:

Students participate in work experience as assistant or lead coaches in schools, sports clubs, or community centres. Year 12s will develop an understanding of coaching requirements and put their assistant coaching skills into practice. It is expected that they will plan, prepare and deliver coaching sessions under the supervision of a qualified coach. Year 13s are expected to be more independent, prepare wider coaching and support staff and plan coaching programmes.

## BUSINESS STUDIES

Second-year BTEC Business Studies students complete a 40-hour block placement within a business setting. Students can work on a wide variety of roles from marketing, human resources, sales, finance, admin and customer service.



## WHAT WE REQUIRE FROM YOU

To ensure the safety and well-being of our students, we need you to complete and send us some essential documents:

- External Venue Check form, detailing your **Employer's** Liability Insurance information.
- A comprehensive Risk Assessment, identifying potential hazards within your workplace environment.
- Working hours as applicable to their course.

## HOW YOU CAN SUPPORT OUR STUDENTS:

Employers can play a crucial role in supporting students during their work experience by providing a structured and welcoming environment that encourages learning and growth. This can include offering clear guidance and setting specific goals to help the student understand their responsibilities and expectations. Regular check-ins and feedback sessions can be invaluable, allowing the student to reflect on their progress and ask questions. Assigning a mentor or supervisor to guide the student throughout the experience can also provide them with a reliable source of support and advice. Additionally, exposing the student to various aspects of the business and involving them in different tasks can help them gain a broader understanding of the industry and develop a range of skills.

## BEFORE THE START:

In order to ensure a smooth and successful placement experience for our students, your support and guidance is important. Before their placement begins, students will be in contact with you to finalise important details such as start and end times, dress code expectations, etc. Your responses and clarity during this initial communication phase will set the tone for a positive working relationship. Some of our students may be shy or not confident and this may be the first time they

have experience of work, so please bare this in mind. At the end of the placement, we anticipate they will be much more confident and assertive in their abilities!

## FIRST DAY

Upon their arrival on their first day students may be nervous and anxious to make a good impression, so providing a comprehensive induction is really important. This includes familiarising them with essential health and safety processes, outlining fire escape routes, and acquainting them with relevant policies and procedures. By equipping students with this knowledge from the beginning, you will help them feel comfortable and confident in their new surroundings. The more confident they feel the more they will relax and show you their true potential.

## MENTORS:

Assigning students a dedicated mentor can also help their integration and learning during their placement. Mentors act as trusted guides, offering personalised support, constructive feedback, and professional development opportunities tailored to each student's needs and goals. Encouraging regular check-ins and open communication channels between mentors and students fosters a nurturing environment supporting learning and development.

Beyond these initial steps, fostering a culture of inclusivity and collaboration within your team is essential for creating an enriching experience for our students. Please encourage team members to welcome students warmly, involve them in projects and provide opportunities for them to contribute their perspectives. Your commitment to supporting our students throughout their placement journey is deeply appreciated by the college and has a lasting impact on their professional development and future success. Together, we can create a nurturing and empowering environment where students thrive and emerge as valuable contributors to your organisation and the wider community.

By collaborating with us to provide meaningful work placements, you not only contribute to the development of future professionals but also gain fresh perspectives on your organisation

Students who are absent for any reason should inform their supervisor as early as possible on the morning of their absence giving a reason for their non-attendance and if possible, an indication of when they are likely to return. If they do not do this, please contact us so that we can follow this up on *0161 330 2330*.

Thank you for your commitment to supporting the next generation of talent.

For more information please contact [placements@asfc.ac.uk](mailto:placements@asfc.ac.uk)



