



WORK EXPERIENCE

A GUIDE FOR EMPLOYERS



SCAN ME

Find out more
about offering work
experience with
Newcastle College



WORK EXPERIENCE AT NEWCASTLE COLLEGE

WHO ARE WE?

Newcastle College is proud to be part of NCG, one of the UK's leading college groups.

Newcastle College is one of seven colleges across the country that make up NCG, meaning we are a key part of providing education and training to learners, apprentices and employers throughout the UK.

Together, we share expertise, support each other to grow, help each other to innovate and accomplish real change for individuals, communities and economies across the country.

Newcastle College University Centre has recently been awarded Indefinite Degree Awarding Powers, allowing us to deliver full degrees. We are the first further education college in the country to be awarded this distinction.

Newcastle College encourages all its learners to undertake meaningful work experience placements within their chosen programme of study.

We are always on the lookout for exciting ways that you, our business partners, can provide vital experiences to our learners. From industry guest lectures to opportunities for our learners to work with you in your business, you can offer our skilled and talented learners valuable insights into life in industry.

To find out more about the different types of work experience we offer, and the benefits of such opportunities to your business, scan the QR code on the opposite page.

FACULTIES AND COURSES

At Newcastle College, work experience placements are available in the following areas:

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Business, Education and Service Industries

- Business
 - Hair and Beauty
 - Hospitality and Catering
 - Travel and Tourism.
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Digital and Creative Industries

- Art and Design
(including Fashion, Interior Design and Architecture)
- Digital Arts
(including Creative Media and Photography)
- Digital Technologies
(including Games Design and Esports)
- Music and Performing Arts.

Energy, Engineering and the Built Environment

- Automotive
 - Aviation Engineering
 - Construction
(including Bricklaying, Electrical Installation, Painting and Decorating, Plastering and Plumbing)
 - Engineering
 - Rail and Civil Engineering
 - Renewable and Subsea Engineering.
-

Health, Science and Welfare

- Childcare
- Health and Social Care
- Law, Policing and Criminology
- Science (including Environmental and Forensic Science)
- Sport.

TYPES OF PLACEMENT AND EXPECTATIONS

At Newcastle College, we offer four types of placement depending on the vocational course studied by our learner. These placement options are:

- A short-term placement of 35 hours.
- A long-term placement of up to 350 hours.
- A T-Level placement of at least 350 hours, available only to learners studying a T Level course.
- A mandatory placement, which is an essential component of some study programmes in certain subject areas.

Expectations

We have expectations of our learners when on their placement with employers, and we have a range of expectations of our employer partners when Newcastle College learners are on their placements with them too.

Learners

- Treat their work experience placement like a job – including being diligent workers and treating any colleagues on placement with respect.
- Be punctual and arrive on time during agreed working days.
- Observe how other people work and get involved wherever appropriate.
- Ask questions regularly to increase their industry knowledge and better contribute to their team.

Employer

- Complete a health and safety check before the work placement begins.
- Mentor students whilst they are on placement, making sure they learn about industry while feeling supported.
- Liaise with Newcastle College and highlight any issues or concerns about the learner.

PROCEDURES



Student-Led Procedure

We encourage our learners to actively source their own placements within their chosen industry. Once a learner on a work experience placement has spoken to their employer, agreed a start date and accepted their placement, the learner will complete a self-sourced placement form to be shared with their Work Experience Coordinator at Newcastle College. This form will include details relevant to the learner, the employer and the placement.

The Work Experience Coordinator will then follow the required process to complete any approvals, health and safety assessments and learner reviews in order to enable the learner to begin their work experience placement.

Coordinator-Led Procedure

Every Newcastle College learner on placement with an employer will have a college-allocated Work Experience Coordinator. This individual will liaise with you directly to collaboratively discuss how the College and your business can offer meaningful placements to learners, including the length of the placement, the tasks learners will be asked to complete and the expectations of learners during their time on placement.

Once the responsibilities of learners have been agreed, the Work Experience Coordinator will complete a health and safety assessment with you before the learner can begin their work placement.

1.

Agreement – the employer, College and learner must agree that the work experience placement is suitable for the learner.

2.

Checks – the College and employer complete all health and safety checks before the placement start date, including the Employer Health and Safety Self-Assessment and the Employer's Liability Insurance.

3.

Start Date – a start date for the work experience must be agreed between the employer, the Work Experience Coordinator and the learner.

4.

Placement – the learner begins their work experience with your business, with regular reviews by the college Work Experience Coordinator to ensure the wellbeing of both the learner and your business.

5.

End of Placement – once the work experience placement is complete, the learner will ensure that all relevant information on their activities has been included on the Work Experience log on e-Trackr.

6.

Review – the Work Experience Coordinator will request your feedback about the behaviour of the learner during the placement, which is then shared with the learner.

PLACEMENT PROCESS



EMPLOYER BENEFITS

There are many advantages for you to accept learners on a work experience placement with your company, such as:

Mentorship

Your company will have the opportunity to train and mentor bright young talent with your own industry knowledge.

New ideas

Learners will bring their own creativity and ideas during their placement, helping to make your business more competitive and giving you ready access to eager young talent.

Extra help

Learners on work placement can provide additional support for your business and your workforce.

Low cost

There is no cost involved in a work placement, although as an employer you will be expected to provide our learners with valuable experiences and constructive feedback throughout their work placement.

Recruitment

Hosting a successful work experience placement could help your recruitment strategy, as learners may apply for job opportunities with your business once they have completed their studies at Newcastle College.

Develop your existing workforce

Providing opportunities for your current employees to be mentors for learners on work placement can help develop the skills in your workforce and promote leadership abilities among your existing workers.

Stronger local ties

Working with Newcastle College will help strengthen links between your business and the education sector, as well as promoting commitment to the local community.

STUDENT BENEFITS

There are many advantages for learners to undertake a work experience placement with an employer, such as:

Industry experience

Learners will gain first-hand experience of the workplace as well as vital insights into the job market in their chosen sector.

Confidence

Completing a work experience placement exposes learners to new people and situations, which improves their confidence as they prepare to enter the workplace.

Employability

A work experience placement provides learners with an opportunity to develop their CVs and access new professional networks.

Useful skills

Learners develop important professional skills that cannot be learnt solely in the classroom, and then get to see how those assets translate into the workplace.

Employment potential

If a learner on a work experience placement proves themselves to their employer, you may consider offering them a full-time position once their studies are complete.

CASE STUDIES



Employer Case Study – Honeywell Cent

The artwork was amazing and we had a real job deciding what we felt was the best! In the end, we went with a number of the pieces which the students created.

The feedback has been amazing! We have created a glass paperweight which we gave to customers at an event, as well as creating prints given to customers at our 150-year anniversary dinner to all staff in attendance.

We have also had lots of interaction on social media, including LinkedIn, which has been seen by our colleagues globally. The work experience students did a great job throughout their placements, which we really appreciate and thanks to which, we would definitely work with Newcastle College again on a similar project in future.

**- Kevin Cooper – Business Development Manager,
Honeywell Cent**



Student Case Study – Building Design Northern (BDN)

I really enjoyed my time at BDN. Working with the company allowed me to see and get involved in a range of projects and appreciate the detail and huge consideration it takes to create a final design. I was able to see how a practice operates, which has inspired me to continue to study architecture at university, with my end goal being to design residential properties.

**- Molly Foster – Level 3 Art and Design (BTEC Extended
Diploma in Interior Design and Architecture)**



Employer Case Study – Building Design Northern (BDN)

It has been a pleasure to welcome Molly to BDN for an industry placement. Molly has shown high ambitions throughout her placement, impressing the team with her detailed designs and eagerness to learn.

**- Ryan Doyle – Director of Operations, Building Design
Northern (BDN)**





Student Case Study – Glendinning Recovery

I received very good mentorship from the Glendinning Recovery garage. I was treated like a colleague and not a student, which made me feel more motivated and interested to make a positive contribution. Whilst being on placement, I have gained an immense amount of knowledge, putting into practice and building on the skills I had learnt at Newcastle College.

After my placement, I asked if I could carry on working at the garage around my college timetable. My line manager agreed, so I continued at the garage for two days a week alongside my Level 1 studies the other three days. I've since progressed onto a Level 2 course, but thanks to the skills and work experience I gained through Newcastle College, I now have a paid part-time position at Glendinning Recovery whilst I study for my qualifications – it's a win-win situation!

- McKenzie Elliott – Level 1 Automotive (Light Vehicle Maintenance)



Employer Case Study – Glendinning Recovery

McKenzie has completed two weeks' work experience with our firm, working alongside a mentor. He has shown excellent attendance and a real interest in vehicle repair and maintenance. He made good progress in all tasks assigned to him both in the workshop and in our motor factors department, where he could order parts with minimum supervision.

He is very polite and developed good relationships with the workshop and office personnel. He was able to complete service job cards accurately and get them countersigned.

It has been a pleasure to have McKenzie working with us. He has shown real interest in volunteering to be with us on his days off from college in order to increase his knowledge of the automotive industry.

- Eleanor Glendinning – Glendinning Recovery



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