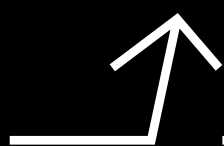
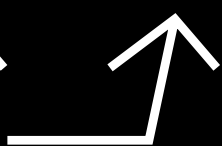
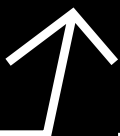
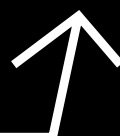
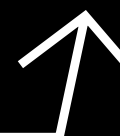
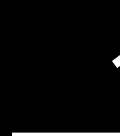


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A Student & Parent Guide
to Industry Placements

T-LEVELS

**HARLOW
COLLEGE**

Experiencing a real working environment is the best way for students to understand the skills employers require and to put their learning into practice, develop their technical skills and become more employable. Equally employers see experience as crucial when employing new staff.

Industry placements are a substantial work experience and will be a mandatory part of new T Level qualifications. T Levels are a 2-year level 3 technical qualification designed to support entry to skilled employment in technical occupations.

During their Industry placement students will spend a minimum of 315 hours (on average, 45-50 days) with up to two external employers in a role directly relevant to their course

Key Facts

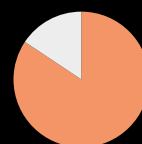
- 1 Minimum 45 days placement (315 hours), over an agreed period of up to 2 years
- 2 Placement counts towards a level 3 T Level technical qualification (Equivalent to 3 A Levels)
- 3 T Levels consist of 80% classroom studies and 20% industry placement
- 4 Student's skills and interests are matched to the business needs of the employer
- 5 College work placement team support students every step of the way

What are the benefits of completing an Industry Placement?

- ➔ Build your knowledge and understanding to make a more informed career decision
- ➔ Develop working knowledge and skills relevant to your course and career interests
- ➔ Build a relationship with a potential future employer
- ➔ Develop the vital transferable skills that employers are looking for
- ➔ Create better prospects for employment and/or higher education
- ➔ Obtain an employer reference for future job applications



It's a fact ...



80% of employers believe work experience helps build vital skills*



1 in 5 jobs will be difficult to fill because of a skills gap



Each year Harlow College have supported over 1000 students on to work placements

*Source - gov.uk



Kyle Turner

17, from Sawbridgeworth Studying Level 3 IT at Harlow College

I was lucky enough to be one of only three or four people from the college who were selected to do work experience with Pitney Bowes. It was also reassuring to know that it wouldn't affect my college studies as my tutor made sure I was keeping up with both.

I started by working on Rate Change, which is when Royal Mail change their postage rates. My job was to make sure that every Pitney Bowes

customer who owns a franking machine and had to update their meter received the right level of help. This was by listening to customer calls and then, when my confidence grew, I was able to talk directly to the customers and give them advice.

I then moved on to tech support where I monitored the email inbox. This would involve me either emailing or calling back customers to provide technical help. Again, this really helped my confidence.

I was aware that while I was dealing directly with customers I was representing Pitney Bowes, which could be daunting for a 17 year old but I soon got used to it.

I would sum up my work experience by saying, great experience, lovely people and it will give you a kick start in whatever industry you want to enter.



Jessica Brayne

17, from Harlow Studying Level 3 Business at Harlow College

My role at Pitney Bowes was working mainly in the HR department, shadowing the manager and taking meeting notes, plus some experience in the Finance department.

A typical day in HR would be attending meetings where I would type up notes and key points which I would then send to all attendees.

My manager Angela was always helping me and

having one to one meetings with me to make sure the work was okay and that I didn't have any issues. Everyone at the company was so welcoming and helpful - nothing was too much trouble for them as far as helping me was concerned.

As my confidence grew Angela would ask me to start the meetings without her. I was nervous about this to start with but after a couple of weeks I found I was doing this with no concerns at all.

What I've taken the most from my work experience is professionalism and confidence. I've since started a new job and my time at Pitney Bowes definitely helped, particularly with my social skills.

If you have an opportunity to do work experience just do it - it's one of the best things I've ever done!



“

Pitney Bowes is a growing business, currently in the middle of an exciting transformation.

We are delighted to partner with Harlow College on our Early in Career programmes.

Our recent placement students were capable, confident and worked with minimal supervision.

Pitney Bowes is a longstanding part of the Harlow community and we are proud to continue to support local talent as they embark on their careers. ”



Angela Holland
HR Site Leader, Harlow & Hatfield

Frequently asked questions (FAQs)

1. Will the placement be relevant to my career plans?

We will work with both student and employer to agree a placement that meets the needs of everyone. We will all agree learning objectives that will help you develop the right skills that are directly relevant to your course requirements and career aspirations. We will support the employer to provide the coaching and support needed for you to learn and work successfully.

2. Can I find my own placement?

You will have the opportunity to provide us with a list of your preferred employers. Our work placement team also have lots of employer contacts and will work with you to find the right match.

3. What checks will be done to make sure the placement is safe?

We will carry out Health & Safety checks with every employer we work with and provide you both with guidance and support to ensure you feel safe and happy in the work place.

4. What about my part-time job?

We will take part time work commitments into account when planning your placement with you. It may be that part time work can contribute towards your placement hours if it is relevant to your career plans.

5. I did work experience at school and ended up just making the tea. Will this be the same?

No, industry placements are a big step up. You will be given relevant tasks to gain the experience you need to make a start in your career. It will be related to your course of study and help you gain valuable experience and develop the skills you need to progress.

6. But won't this take me away from my studies?

No - the industry placement will be planned to fit well with your studies and the skills you develop on your placement will contribute to your classroom learning, adding real value to your course.

7. I've not had a job before, am I ready?

You will develop work skills throughout your course and will have the support to get you work ready. A real working environment is the best place to put these skills into practice.

For more information visit the STAR Agency, our one stop shop for careers advice or contact our work placement officers on 01279 868240 or wpo@harlow-college.ac.uk.