

**UNIVERSITY
COLLEGE
BIRMINGHAM**

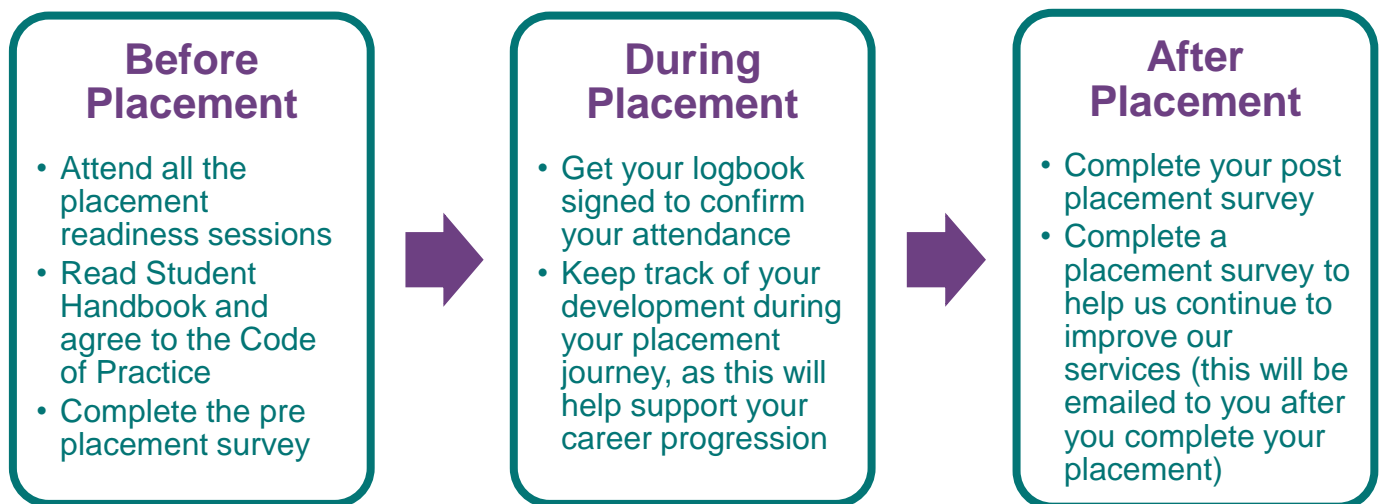
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**FE Student Placement
Handbook**

Dear Student,

This handbook is your guide to completing a successful placement and contains the information you will need to make the most of this opportunity. Placement is a vital part of your learning, it is an opportunity to improve your skills and further embed the knowledge learned at University College Birmingham, as well as an opportunity to start building your CV.

Placement Timeline



Placement Documentation

Code Of Practice

University College Birmingham's Code of Practice for work placement sets out guidelines specifying the purpose of work placements and guidelines on placement practices for both **employers** and **students**. This must be read before you start your placement.

Health and Safety

You must complete the health and safety induction at the start of your placement and then update ProPortal.

Attendance

You will be asked to record your attendance for every day you are at your placement. You will need a supervisor/manger to sign to confirm your attendance, this will be done either on your online logbook or on the attendance sheet.

Placement Contacts

Industry Area	Employability Tutor	Email	Telephone
Bakery	Johnny Robson	jrobson@ucb.ac.uk	0121 232 4379
Business, Finance and Marketing	Shareen Bi / Bethan Havard	sbi@ucb.ac.uk / bhavard@ucb.ac.uk	0121 232 4304
Digital and Accounting	Joel O'Toole	jotoole@ucb.ac.uk	0121 232 4354
Education and Social Care	Debra Edwards	dedwards@ucb.ac.uk	0121 232 4255
Education and Social Care	Janet Stokes	jstokes@ucb.ac.uk	0121 232 4247
Beauty and Cabin Crew	Naomi Diskin	ndiskin@ucb.ac.uk	0121 232 4322
Hair and Make-up	Melissa Hurlbutt	mhurlbutt@ucb.ac.uk	0121 232 4454
Health and Social Care	Sally Johnson	sjohnson@ucb.ac.uk	0121 232 4261
Professional Cookery and Hospitality	Neil Cunningham	ncunningham@ucb.ac.uk	0121 232 4027
Sports	Bradley Sinclair	bsinclair@ucb.ac.uk	0121 232 4395
Travel, Tourism and Events	Maxine Best-Blake	mbest@ucb.ac.uk	0121 232 4404
Construction & Engineering	Tom Gidlow	tgidlow@ucb.ac.uk	0121 232 4329

The office is staffed from **8.00am** to **5.00pm** Monday to Thursday and **8.00am** to **4.30pm** on a Friday (except bank holidays, and a 2-week period over Christmas). Outside of these hours, in an emergency you can call **0121 604 1000**

Remember you need to contact your employability tutor if.....

- You are unable to attend your placement
- You are involved in an accident whilst on placement
- You have any Health and Safety and/or Safeguarding concerns at your placement

Preparing for Placement

You must attend all your employability sessions. There are lots of ways you can prepare for your placement, and you will have help and guidance along the way. The following guide will help you get prepared for your placement.

Research

- Remember, placements need to be linked to your course.
- Ask your friends and family for ideas – they may have excellent contacts.
- Search online and in your local area for potential organisations – you can use social media, LinkedIn, and business directories such as Yell.
- Prepare your CV & cover letter – speak to your Employability Tutor for support with this.
- Research how you will travel to placement – is the journey reasonable?
- Find out as much information as you can about the employer.

Contacting Employers

- Make sure you have key information about yourself and the placement details to hand – when it starts, days required etc.
- Remember all communication (telephone, email, or in-person) should remain polite and professional.
- Where possible get a contact name and keep track of who you have contacted– make a note of the employer’s name, contact details, address & whether they’re interested.
- Inform your Employability Tutor about your progress.

Professional Communication Example

Hi, I’m Kacey and I’m a Level 3 student studying Professional Cookery at University College Birmingham.

I’m looking for a placement from October to July and would love the opportunity to work for your organisation. Would it be possible to arrange a meeting so I can discuss the placement in more detail, and what I can offer your organisation?

How to Conduct Yourself During your Placement

It is important that you conduct yourself in a professional manor whilst on your placement, to help you achieve this please read the following guide to conducting yourself and remember the top tips!

Attendance

Punctuality and attendance are important ways to show your professionalism. Ensure that you are always on time and attend every day required of your placement. It is also important to make sure you record your attendance in your logbook. If, for any reason, you are unable to attend your placement, you must notify your employer and University College Birmingham before your shift. Appointments and holidays should be made outside of work placement time, except in emergencies. Failure to report absences will result in unauthorised absences and may affect your course progression and/or bursary.

Absence Procedure

- Contact your work placement before your shift.
- Call University College Birmingham's absence hotline - 0121 232 4061
- Contact your Employability Tutor.

TOP TIP

Arrive early - Especially on your first day as this can help you have a good look at where you will be working and help you find some useful places such as toilets, staff rooms etc.

Rules and Regulations

Every workplace has its own rules and regulations, and it is important that you follow them. Professional language must always be used in the workplace. Students should remember that University College Birmingham disciplinary rules and procedures apply equally to periods of Industry Placement. Any student in breach of these procedures will be subject to disciplinary action.

TOP TIP

Remember that confidentiality is very important; do not share your day on social media sites.

Health & Safety

Remember that while you are on your placement it is your responsibility to follow all the Health and Safety rules and procedures that the placement employer has in place. If you are unsure about anything or feel something is unsafe speak to your placement employer. You will be required to complete a Health & Safety induction at the start of your placement and update ProPortal to confirm completion.

Safeguarding

All students must adhere to University College Birmingham and their placement employers' policies. Safeguarding information can be found on the back page of this handbook.

Appearance & Clothing

Employers may have a specific dress code and expectations regarding appearance. You should contact your placement before your first day and find out their specific requirements. **Dress to impress**, jewellery, make-up and accessories should be kept simple and to a minimum, clothing/uniform should be clean, presentable, and ironed.

Duties

You may be allocated a department or section to work in, however, you should make every effort to experience as many aspects of your placement as you can. If you are concerned that the duties or tasks you are being given are not benefiting your development, you should contact your Employability Tutor, do not leave, or fail to turn up.

TOP TIP

Try to be confident and make sure you ask questions. Offer to help and look interested and enthusiastic. A smile goes along way so make sure you are friendly and approachable!

Part-time employment

Students who have a part time job which is not relevant to their course must ensure that it does not interfere with their placement working hours. Students who have a part time job which is relevant to their course can use it as their placement, as long as their employer completes all relevant paperwork and is contactable by your Employability Tutor.

Disciplinary Procedure

- Students will be treated as any other employee of the organisation. This means that the employers' disciplinary procedures may apply.
- Verbal and written warnings issued for misconduct may be recorded on your student record.

Withdrawals

You may be withdrawn from your placement for the following reasons:

Employer request – if an employer states that you have not kept to the code of practice, you have engaged in inappropriate behaviour or if they have any other serious concerns.

Placement concern – Your Employability Tutor has concerns that the placement is not suitable.

Non-attendance at placement – Failure to attend, failure to inform the employer of non-attendance and leaving without permission.

Any withdrawals from placement may result in you not completing the course. Depending on the reason for a withdrawal, you may be offered an alternative placement.

Employability Award

Students who are outstanding during their placement, could be awarded a Hired Employability Certificate, this is nominated by their placement employer.

The certificate will highlight your hard work at placement and is an indicator of your commitment and hard work.

FE Code of Practice for Work Placements

Introduction

This Code of Practice for work placement sets out guidelines specifying the purpose and expected practices for, **University College Birmingham**, the **participating employer**, and the **student**. It meets the requirements of good practice and guidelines identified by the relevant industry and sector bodies.

Work placement is an important element of University College Birmingham programmes, as they provide students with the opportunity to develop practical skills, relate theory to practice and develop employability skills. The placement will also assist students in progressing towards a career in their chosen sector, and as such, it is important that students are given the opportunity to work in an organisation that is appropriate to their needs.

A copy of this **Code of Practice** can be found on **ProPortal** under the **Information and Induction** section (Learner ILP) where you must confirm you have read it.

Purpose of work placement

- Provide opportunities for structured practical experience of the industry.
- Enable students to develop employability skills, apply theory, reflect on their skills, self-awareness, confidence, maturity, and responsibility.
- To help the future of the industries we support.

University College Birmingham commitment

- Ensure all parties are fully aware of placement requirements, including the importance of health and safety.
- Provide the student with advice on placement practices and procedures and the demands of the industry they will work in to maximise their learning experience.
- Upskilling students on industry relevant information including, Health and Safety, Safeguarding and Prevent.
- Maintain regular contact with the student and the employer.
- Provide the student with feedback on their performance in placement.
- Support the student and the employer with any issues.

Employer commitment

- Ensure Health and Safety requirements are met in the workplace.
- Complete and submit all relevant placement documentation.
- Provide the student with a Health and Safety induction at the start of their placement.
- Provide opportunities in the workplace to enable the student to meet the learning outcomes.
- Provide any training required to complete the placement.
- Fully support students during their placement and provide feedback.
- Inform University College Birmingham immediately of any non-attendance, disciplinary or Safeguarding issues.
- Ensure students' work hours are reasonable and consistent with work patterns of other staff.
- Maintain regular contact with the student and University College Birmingham.

Student commitment

- To successfully complete their placement.
- Engage fully in preparation for work placement including attending any relevant college sessions.
- Take responsibility for their learning, professional behaviour, and appearance.
- Be aware of individual responsibilities with regards to Health and Safety and Safeguarding, this includes raising concerns with your Employability Tutor and/or employer.
- Follow all instructions and direction given.
- Keep their Employability Tutor updated regarding progress on placement.
- Act as an ambassador of University College Birmingham.
- Take responsibility for the completion of logbooks and associated placement documentation.
- Ensure excellent attendance and punctuality in placement and inform your Employability Tutor and employer if unable to attend.
- Abide by all the employer's rules, policies and procedures including Health and Safety, social media, and appropriate IT use. This may include the use of personal phones during work time.

Placement Agreement Information

In **ProPortal** go to **Miscellaneous** and choose **Placement Logbook**, and then choose **01 Placement Preparation**.

This section asks you to confirm the following:

Student Declaration

I agree to participate in a placement as part of my course.

Data Protection

I give permission for University College Birmingham to send my CV and any other relevant information to employers via email. I understand that it may not be password protected. I understand that University College Birmingham may not have received confirmation in relation to an organisation's Data Protection compliance and that they will not be held responsible for any data breach at the organisation.

Safeguarding UNIVERSITY COLLEGE BIRMINGHAM

What to do if:

- you are the victim of abuse
 - you see something you think could be or you suspect abuse of a child or vulnerable adult
 - you have concerns someone is becoming radicalised or is vulnerable to extremism
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On Campus

Contact the Designated Safeguarding Lead, 0121 604 1000 ext. 2514/2351 | safeguarding@ucb.ac.uk

On Placement/At Work

Outside office hours

Initially, speak to the person responsible for safeguarding at your placement/workplace. If the matter is urgent then please report to emergency services on 999 or 101.

Please advise your Employability Tutor or Apprenticeship coach you have done this.

During office hours (Monday to Friday 9-5pm)

Initially, speak to the person responsible for safeguarding at your placement/workplace. Then contact your Employability Tutor or Apprenticeship coach; if they aren't available then please follow the 'on campus' instructions as above.

Children/Vulnerable Adults

If the matter is urgent then please report to emergency services on 999 or 101.

- If the matter relates to a child, report to the Birmingham Children's Trust; Children's Advice Support Service (CASS) on 0121 303 1888 (during office hours) or on 0121 675 4806/ cass@birminghamchildrenstrust.co.uk (out of hours/emergency team).
 - If the matter relates to a vulnerable person aged 18 + report to Adult Social Care Services and Support on 0121 303 1234 or csadultsocialcare@birmingham.gov.uk
 - Matters relating to Prevent- protecting children from radicalisation contact the police on 999/101/ national police Prevent advice line 0800 011 3764
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Additional Support

- Samaritans are available 24/7 on 116 123.
 - Details about University College Birmingham's health and wellbeing support is available on the website, search 'mental health and wellbeing service.'
 - Student Assistant 24-hour counselling support line 0800 028 3766.
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Remember:

- **ALWAYS** report as soon as you have a concern and make clear notes.
- **NEVER** offer promises of complete confidentiality - you **MUST** report abuse if it has been disclosed to you.
- **NEVER** investigate with, or without, others.
- **NEVER** ask a child/person to remove any clothing. Be aware of your own vulnerability in this and minimise risk to yourself whilst supporting the child/person.