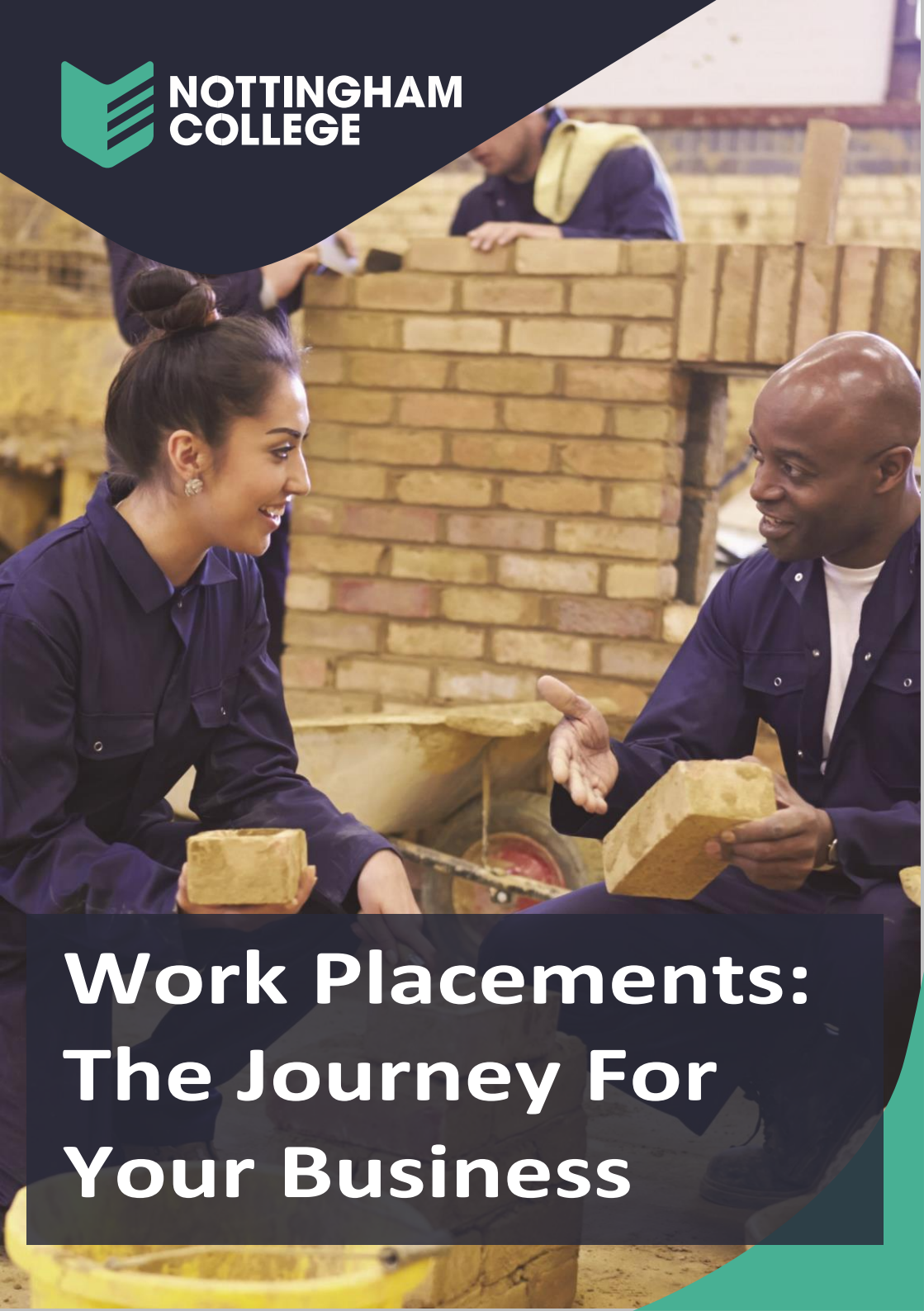




**NOTTINGHAM
COLLEGE**



Work Placements: The Journey For Your Business

Nottingham College

Nottingham College is one of the largest colleges in the region, with more than 20,000 students enrolled at any one time.

We deliver more than 25 A Levels, 900 part-time courses and well over 250 full-time courses for school leavers and adults returning to education.

Our courses are designed with the needs of our students and their future employers in mind. That's why Nottingham College has developed an excellent track record for developing courses that transform lives.

We have produced Oscar winners, Cambridge graduates, Premier League winning footballers, actors, musicians, scientists and entrepreneurs.

Our students can be:

- School leavers, i.e. those currently in Year 11 who are considering moving onto A Levels or vocational training, such as a BTEC or an Apprenticeship.
- Adults over the age of 19 who may want to come back to education to build on their existing qualifications, train for a particular career or gain the qualifications needed to progress onto a degree.
- A Level graduates who would like to study a Foundation Degree, full degree or other high level qualification such as an HND or HNC.
- People already in employment who want additional training alongside their existing job to gain accreditation, promotions.
- Students from abroad who might want to join us on a degree course or visit for the summer to learn English.
- City and County residents who have no formal qualifications and need help making first steps towards gaining confidence, trying out new things and ultimately working towards achieving a qualification.

Work Experience

Work Experience enables a young person to spend time on an employer's premises. They will be able to observe the workplace, complete tasks under supervision and develop the skills & behaviours required in the workplace.

Work Experience can help young people become aware of careers they have not previously considered, enable them to develop relevant occupational skills and help instil the attitudes & behaviours expected at work.

Benefits for Employers

- **Raise your profile:** Being known as a business that offers work experience opportunities will raise the profile and appeal of your business.
- **Improve staff retention:** Investing in youth can bolster productivity, nurture commitment and develop brand loyalty.
- **Grow your own talent:** Gain access to tomorrow's talent pool.
- **Develop employees:** Provide your employees with line management opportunities, helping them to feel motivated and growing their loyalty to the business.
- **Get additional help at no cost:** There is no obligation to pay students or cover any costs during their work experience placements.
- **Achieve new perspective and ideas:** Young people often bring fresh ideas and approaches which may open up new and emerging markets for the business.

Our Recruitment Process

- We advertise your vacancies to students on our Work Placement Portal.
- We source candidates through a vacancy matching process.
- We offer the opportunity for you to interview students prior to selection.
- You will receive email notifications when a student has been successfully selected for your placement. You will also receive a reminder one week before their start date with you.
- We will help you prepare in advance of the student's start date and support you throughout the duration of their placement.

Employer Responsibilities

Induction

Employers are required to complete an induction with students on the placement start date. We recommend you follow the same induction processes that you would with any other member of staff.

Safeguarding

Students have the right to feel safe wherever they learn or work. They should not be exposed to abuse in any way and you should understand how to recognise abuse, discrimination, radicalisation, bullying & harassment and what action you should take if students are subjected to such treatment.

Prevent is a key part of Nottingham College's safeguarding policy, which aims to stop people from becoming terrorists or supporting terrorism. It provides early help and support to people who may be at risk of being radicalised, preventing all forms of terrorism that threaten national security. If you have any concerns regarding a student or someone in the community, please contact the college or the dedicated Prevent Police Number on 0800 789 321.

Employers have a responsibility to ensure that any concerns regarding the welfare of the students are reported to the college in order for us to ensure that appropriate support is put in place. At Nottingham College, we have an experienced and trained team ready to deal with safeguarding issues who are always available to listen to and support you. They can be contacted on **0115 9100 100**.

Equality and Diversity

Nottingham College is working towards the creation of a supportive and inclusive working and learning environment, which is free from discrimination, where there is mutual respect and equality for all, and where differences are celebrated and respected. The organisation is proud of its diversity and values the way this enriches the life of the College and the experiences of all its community.

Our policy documents on this will be provided to you once you have agreed to become a Work Experience partner.

Health and Safety

Before we are able to place a student into work experience, we need to carry out a Risk Assessment. We will ask you some questions on policies and procedures for areas such as supervision, first aid, fire and maintenance of equipment. This audit must be signed by you, the employer.

We also need to take a copy of your up-to-date Employers' Liability Insurance document, which needs to be for a minimum of £5 million.



Getting in touch

0115 838 0972

www.nottinghamcollege.ac.uk/employers/work-experience

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