Why Do Voluntary Work?

You may have already done some work experience at school, but doing a further placement while you are at college can be very useful in your career planning.

Applying and preparing for a voluntary placement

- You should take the same care as you would if you were applying for a job.
- Doing plenty of preparation will help you get the most out of a placement. Find out as much as you can about what the organisation does.
- Be clear about what you want to get out of a placement - and make the employer aware, too. If you are given a mentor, talk this over with them.

Hands on Experience...

Getting some hands-on experience in the workplace can really improve your chances with applying for other courses or jobs.

Work Placements...

- Can give you a chance to find out more about a career you’re considering
- Give you some practical experience and the opportunity to talk to people who already do the job - this will give you a better idea of whether it will suit you.
- Afford you a better chance of standing out when applying for courses and jobs - and you may pick up some very useful contacts.

Please look up Work Placements on Blackboard. For further information contact Work Placements: 01424 214545 ext.139
Work Experience: Non Vocational Courses

All students on non-vocational courses are entitled to 5 days work experience each year. The Work Experience Handbook explains this in more detail and is available from the Work Placement Coordinator, Room EG11 and also on the college Blackboard.

An application form will need to be completed and is available as above. You will need to give at least 4 weeks term time notice to allow for the application process and to ensure that the required health and safety checks are completed. For some placements a much longer period of notice may be required, such as those in a hospital environment, or when it will involve working with children or vulnerable adults as a CRB disclosure may need to be carried out in advance.

All work experience needs to go through the Work Placement Coordinator and has to be approved by your Head of Department.